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# GRADUATE GUIDE

The Graduate *Guide* provides an overview of UW–Madison programs that offer graduate degrees, doctoral minors, graduate/professional certificates, and capstone certificates. The Graduate *Guide* is the key source for program-specific policies regarding admission, degree requirements, funding, prior coursework, and more.

## EDITIONS AND ARCHIVES

The information in this *Guide* is current for the academic year, including the summer, fall, and spring terms. The *Guide* is an official document of record and is reviewed and updated every year.

The *Guide* is published only online; printed copies are not available. Archived editions from past years are available in the Archive (https://guide.wisc.edu/archive/).

Students are responsible for meeting the academic requirements that were in effect at the time they matriculated, including satisfactory progress and degree requirements. In situations when academic requirements change during a student's time of enrollment, the Graduate School and the academic program, together with the student, may elect to enforce requirements that are in the best interest of the student.

## GRADUATE SCHOOL DEGREES

The UW–Madison Graduate School confers:

- Master of Arts (MA)
- Master of Science (MS)
- Master of Accountancy (MAcc)
- Master of Business Administration (MBA)
- Master of Engineering (ME)
- Master of International Public Affairs (MIPA)
- Master of Music (MM)
- Master of Public Affairs (MPA)
- Master of Social Work (MSW)
- Master of Fine Arts (MFA)
- Educational Specialist (EdS)
- Doctor of Audiology (AuD)
- Doctor of Musical Arts (DMA)
- Doctor of Nursing Practice (DNP)
- Doctor of Occupational Therapy (OTD)
- Doctor of Philosophy (PhD)

The Graduate School oversees the administration of those degrees, doctoral minors, graduate/professional certificates, and capstone certificates. Some major programs have identified sub-majors, known as "named options". Official named options are approved by university governance and appear on the transcript when the degree is conferred. Some programs also have unofficial pathways that do not appear on the transcript.

Degree programs must be rationally unified, with courses that contribute to an organized program of study and/or research. Courses must be selected from groups embracing one principal subject of concentration called the major (see Degrees (p. 11)).

The major field is normally coextensive with the work of a single department or with one of the subjects under which certain programs have been formally arranged. The Graduate School requires all doctoral programs to incorporate a **breadth requirement**. The breadth requirement is designed to represent a coherent body of work, taken as a graduate student, and should not be simply an after-the-fact ratification of a number of courses taken outside the major department.

Graduate School minimum credits and other requirements necessary to earn degrees are listed in the Graduate School Minimum Degree Requirements (p. 17) and Policies (p. 18) sections; each program may set degree requirements and expectations more stringent than Graduate School policy.

## GRADUATE STUDENT RESOURCES

The Graduate School (http://grad.wisc.edu/) offers links to information about admissions (https://grad.wisc.edu/apply/), program data profiles (https://grad.wisc.edu/academic-programs/), funding resources (https://grad.wisc.edu/funding/), diversity (https://grad.wisc.edu/diversity/), professional development (https://grad.wisc.edu/professional-development/), graduate student life (https://grad.wisc.edu/current-students/), and other resources.

The Graduate School's Academic Policies and Procedures Glossary (http://grad.wisc.edu/acadpolicy/) provides information about Graduate School academic and administrative policies, procedures and definitions of commonly used terms in graduate education. Note some policies redirect to entries in the official UW–Madison Policy Library (https://policy.wisc.edu/). This glossary reflects current policies and procedures of the Graduate School, the Office of the Registrar, the Office of the Bursar, the International Students Services (ISS), and other university units.

Graduate Assistant Policies and Procedures (GAPP) (https://hr.wisc.edu/policies/gapp/) outlines employment-related practices for graduate student teaching, research, and project assistantships.

## GRADUATE STUDENT PROFESSIONAL DEVELOPMENT AND COMMUNICATIONS

The Graduate School Office of Professional Development and Communications (OPDC) coordinates, develops, and promotes learning opportunities to foster the academic, professional, and life skills of graduate students.

Professional development topics include Individual Development Plans (https://grad.wisc.edu/pd/idp/), communication, mentoring, grant writing, dissertation writing, career exploration, job search strategies, and more. The office provides a wealth of resources and events tailored to the needs of UW–Madison graduate students.

The Office of Professional Development and Communications developed and maintains DiscoverPD (https://my.grad.wisc.edu/DiscoverPD/), an innovative tool for UW–Madison graduate students to advance their academic and professional goals. DiscoverPD introduces eight areas (or "facets") of professional development, includes a self-assessment, and provides a customized report of areas of strength and weakness. The report comes with recommendations to help graduate students strengthen their ability within each area.

More information on campus resources for student professional development is available at Professional Development (http://grad.wisc.edu/pd/). Students may keep up-to-date by reading GradConnections (https://kb.wisc.edu/grad/68207/), the newsletter for graduate students, bookmarking the Events Calendar (https://grad.wisc.edu/events/) to keep tabs on upcoming workshops of interest, and following the Graduate School's X (https://twitter.com/UWMadGSEd/), Facebook (https://www.facebook.com/uwmadgradschool/), YouTube (https://www.youtube.com/c/UWMadisonGraduateSchool/), or Instagram (https://www.instagram.com/uwmadgsed/) accounts.

# EQUAL OPPORTUNITY, EQUAL ACCESS, AND NON-DISCRIMINATION

The University of Wisconsin-Madison is committed to providing equal opportunity and equal access in compliance with all applicable federal and state laws and regulations and Universities of Wisconsin and university non-discrimination policies and procedures.

## POLICIES & PROCEDURES

The Office of Compliance promotes ethical conduct and compliance with all applicable laws, regulations, and UW-Madison policies. UW-Madison's non-discrimination statement, contact information for the university's Equal Opportunity Investigations Administrator, Title IX Coordinator, ADA Coordinator as well as information regarding UW-Madison's Equal Opportunity Complaint process is available on the Office of Compliance's website (https://compliance.wisc.edu/eo-complaint/).

## DISABILITY RESOURCES

The McBurney Disability Resource Center is an office within the Division of Student Affairs that views disability as an important aspect of the diversity of UW-Madison. The Center is committed to creating an accessible and inclusive educational experience for students, by partnering with students, faculty, and staff to design accessible environments and to provide academic accommodations so that students can engage, explore and participate in the Wisconsin Idea.

The Center works with UW-Madison students with physical, learning, hearing, vision, psychological, health and other disabilities substantially affecting a major life activity (e.g., walking, communicating, learning, seeing, breathing, reading, etc.). Many students have non-apparent disabilities such as depression, anxiety, autism spectrum, learning disabilities, AD/HD and health conditions such as Crohn's disease or fibromyalgia.

Common accommodations include extended time and/or small group environment for exams, note taking support, sign language interpreting, real time and media captioning, and conversion of printed materials to accessible formats. McBurney Center staff members also collaborate with students and faculty to determine reasonable flexibility with regard to attendance, participation, and deadlines for conditions that fluctuate in severity over the course of enrollment. The Center makes referrals to other campus offices or community resources for non-classroom accommodations related to housing, transportation, personal care needs, and so on. Students should contact the Center upon admission to begin the eligibility for services process. Early notice is essential in order to have accommodations in place prior to the start of the semester. For detailed information, see apply for accommodations (https://mcburney.wisc.edu/apply-for-accommodations/).

McBurney Disability Resource Center
702 West Johnson Street, Suite 2104
Madison, WI 53706
608-263-2741 (voice)
608-225-7956 (text)
608-265-2998 (fax)
mcburney@studentlife.wisc.edu
www.mcburney.wisc.edu (http://www.mcburney.wisc.edu/)

# ACCREDITATION

The University of Wisconsin–Madison is accredited by the:

Higher Learning Commission (http://www.hlcommission.org/)
230 South Lasalle Street, Suite 7-500
Chicago, IL 60604
telephone 1-800-621-7440
www.hlcommission.org (http://www.hlcommission.org)

UW–Madison, which was first accredited in 1913, was last accredited in 2019, and will go through a reaccreditation process again in 2028–29.

See Mark of Affiliation (https://guide.wisc.edu/).

**Registration with the Minnesota Office of Higher Education:** The University of Wisconsin–Madison is a public institution registered as a "Private Institution" with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

**The information, policies, and rules contained herein are subject to change.**

DEGREES/MAJORS

# DEGREES/MAJORS

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### DISTANCE OR FLEXIBLE PROGRAMS

The university offers several degree and capstone certificate programs that are fully or partially available at a distance or that are flexible to working schedules with evening and/or weekend courses. To learn more about the graduate-level degrees and certificates offered in flexible and online formats, visit the Wisconsin Professional Degrees & Certificates (https://pdc.wisc.edu/) portal.

## DOCTORAL MINORS

# DOCTORAL MINORS

Breadth is a required component of doctoral training at UW–Madison. A student's doctoral major program determines how breadth is achieved: students either complete an additional program of a doctoral minor or graduate/professional certificate (p. 15), or breadth is built into the doctoral major program curriculum. Most major programs advise students to enroll in a doctoral minor or graduate/professional certificate to meet the breadth requirement. If a doctoral minor or graduate/professional certificate is not required by the student's doctoral major program, it is noted on the Requirements tab of the *Guide* degree or named option page. See the Graduate School: Breadth Requirement in Doctoral Training (https://policy.wisc.edu/library/UW-1200/) policy for minimum course requirements for the minor.

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- Print Culture History, Doctoral Minor (p. 1121)
- Psychology, Doctoral Minor (p. 1746)
- Qualitative Research Methodology in Education, Doctoral Minor (p. 543)
- Quantitative Biology, Doctoral Minor (p. 255)
- Religious Studies, Doctoral Minor (p. 1799)
- Russian, Doctoral Minor (p. 966)
- Russian, East European and Central Asian Studies, Doctoral Minor (p. 1149)
- Scandinavian Studies, Doctoral Minor (p. 966)
- Science and Technology Studies, Doctoral Minor (p. 1836)
- Second Language Acquisition, Doctoral Minor (p. 1276)
- Slavic Languages and Literatures, Doctoral Minor (p. 976)
- Sociology, Doctoral Minor (p. 1836)
- Soil Science, Doctoral Minor (p. 1850)
- Southeast Asian Studies, Doctoral Minor (p. 1158)
- Spanish, Doctoral Minor (p. 1870)
- Statistics, Doctoral Minor (p. 1885)
- Urban and Regional Planning, Doctoral Minor (p. 1662)
- Visual Cultures, Doctoral Minor (p. 144)
- Water Resources Management, Doctoral Minor (p. 906)
- Wildlife Ecology, Doctoral Minor (p. 844)

## GRADUATE/PROFESSIONAL CERTIFICATES

# GRADUATE/PROFESSIONAL CERTIFICATES

Graduate/professional certificates are available to all degree-seeking graduate and professional students (Graduate, Law, Medicine, Pharmacy, Veterinary Medicine careers) and meet the Graduate School's breadth requirement. Graduate/professional certificate programs coordinate teaching and research among scholars active in interrelated disciplines.

- African Studies, Graduate/Professional Certificate (p. 1142)
- Applied Bioinformatics, Graduate/Professional Certificate (p. 1457)
- Artificial Intelligence for Engineering Data Analytics, Graduate/Professional Certificate (p. 731)
- Bilingual Psychological Services: Esperanza, Graduate/Professional Certificate (p. 491)
- Business Analytics, Graduate/Professional Certificate (p. 280)
- Business, Environment, and Social Responsibility, Graduate/Professional Certificate (p. 281)
- Community-Engaged Scholarship, Graduate/Professional Certificate (p. 410)
- Culture, History and Environment, Graduate/Professional Certificate (p. 876)
- Education Law and Civil Rights, Graduate/Professional Certificate (p. 575)
- Energy Analysis and Policy, Graduate/Professional Certificate (p. 878)
- Entrepreneurship, Graduate/Professional Certificate (p. 1310)
- Fundamentals of Clinical Research, Graduate/Professional Certificate (p. 1137)
- Gender and Women's Studies, Graduate/Professional Certificate (p. 915)
- Global Health Online, Graduate/Professional Certificate (p. 1476)
- Health Advocacy, Graduate/Professional Certificate (p. 1288)
- Higher Education Teaching and Learning, Graduate/Professional Certificate (p. 1001)
- Implementation Science and Community Health Outcomes, Graduate/Professional Certificate (p. 1138)
- Instructional Coaching, Graduate/Professional Certificate (p. 677)
- Planning and Design Technologies, Graduate/Professional Certificate (p. 1660)
- Prevention and Intervention Science, Graduate/Professional Certificate (p. 683)
- Russian, East European and Central Asian Studies, Graduate/Professional Certificate (p. 1149)
- Science Communication, Graduate/Professional Certificate (p. 1296)
- Strategic Innovation: Technology, Organizations, and Society, Graduate/Professional Certificate (p. 1312)
- Sustainability, Graduate/Professional Certificate (p. 904)
- Teaching and Learning in Healthcare Professions, Graduate/Professional Certificate (p. 1570)
- Teaching English to Speakers of Other Languages, Graduate/Professional Certificate (p. 786)
- Visual Cultures, Graduate/Professional Certificate (p. 145)

## CAPSTONE CERTIFICATES

# CAPSTONE CERTIFICATES

Capstone certificates allow individuals with a bachelor's degree to obtain additional professional skills. Capstones do not lead to the conferral of a degree but do appear on a student's UW–Madison transcript.

Graduate students are not eligible to enroll in capstone certificates.

Capstone certificate students are admitted as University Special students through University Special Student Services (https://specialstudents.wisc.edu/) (USSS). USSS is the academic dean and is responsible for issues related to student enrollment and the student's official record.

A University Special Student Services student services coordinator works with each department's capstone certificate coordinator on advising, admissions, enrollment eligibility, and program completion. Capstone certificates typically follow the rules of the Graduate School (https://grad.wisc.edu/acadpolicy/) for tuition, credit limits, and grading.

## INTERNATIONAL STUDENTS

The availability of a capstone certificate program to an international student varies as follows:

### Capstones

- The 100% online programs are available to international students who remain abroad.
- Individuals already in the U.S. on another visa type (e.g. J-1 scholar, J-2 dependent, H1B) may be eligible for admission to any of the capstone certificate programs.
- F-1 or J-1 student visa holders must enroll full-time in on-campus courses to study legally in the United States. The programs approved by the U.S. government for F-1 or J-1 student visas include Actuarial Science (https://guide.wisc.edu/nondegree/capstone/actuarial-science-capstone-certificate/), Communication Sciences & Disorders (https://guide.wisc.edu/nondegree/capstone/communication-sciences-disorders-capstone-certificate/), and Computer Sciences. (https://guide.wisc.edu/nondegree/capstone/computer-sciences-professionals-capstone-certificate/)

- Actuarial Science, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/actuarial-science-capstone-certificate/)
- Adult/Gerontology Acute Care Nursing, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/adult-gerontology-acute-care-nursing-capstone-certificate/)
- Advanced GIS, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/advanced-gis-capstone-certificate/)
- Applied Bioinformatics, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/applied-bioinformatics-capstone-certificate/)
- Applied Drug Development, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/applied-drug-development-capstone-certificate/)
- Applied Engineering Management, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/applied-engineering-management-capstone-certificate/)
- Artificial Intelligence for Engineering Data Analytics, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/artificial-intelligence-engineering-data-analytics-capstone-certificate/)
- Clinical and Health Informatics, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/clinical-health-informatics-capstone-certificate/)
- Clinical Nutrition, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/clinical-nutrition-capstone-certificate/)
- Communication Sciences and Disorders, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/communication-sciences-disorders-capstone-certificate/)
- Community and Nonprofit Leadership, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/community-nonprofit-leadership-capstone-certificate/)

- Computer Sciences for Professionals, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/computer-sciences-professionals-capstone-certificate/)
- Computer Sciences Kickstart Program for Professionals, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/computer-sciences-kickstart-program-professionals/)
- Fundamentals of Clinical Research, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/fundamentals-clinical-research-capstone-certificate/)
- GIS Fundamentals, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/gis-fundamentals-capstone-certificate/)
- Global Health Online, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/global-health-online-capstone-certificate/)
- Implementation Science and Community Health Outcomes, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/implementation-science-community-health-outcomes-capstone-certificate/)
- Infant, Early Childhood and Family Mental Health, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/infant-early-childhood-family-mental-health-capstone-certificate/)
- Pediatric Primary Care Nursing, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/pediatric-primary-care-nursing-capstone-certificate/)
- Polymer Processing & Manufacturing, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/polymer-processing-manufacturing-capstone-certificate/)
- Post-Graduate Psychiatric Nursing, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/post-graduate-psychiatric-nursing-capstone-certificate/)
- Power Conversion and Control, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/power-conversion-control-capstone-certificate/)
- Powertrain Electrification, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/powertrain-electrification-capstone-certificate/)
- Psychoactive Pharmaceutical Investigation, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/psychoactive-pharmaceutical-investigation-capstone-certificate/)
- Quality Assurance and Regulatory Affairs in Biotechnology, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/quality-assurance-regulatory-affairs-biotechnology-capstone-certificate/)
- User Experience Design, Capstone Certificate (https://guide.wisc.edu/nondegree/capstone/user-experience-design-capstone-certificate/)

## ADMISSIONS

# ADMISSIONS

The University of Wisconsin–Madison has offered graduate study for more than a century. The faculty of more than 2,000 distinguished scholars and teachers, supported by an academic staff exceeding 10,000 confers graduate degrees in more than 160 fields of study.

As one of the nation's major research institutions, the university maintains extensive research facilities.

Keep in mind:

- Deadlines for applications, fellowships and other types of funding vary among programs.
- Requirements for admissions also vary; therefore, it is important to check program websites and the program page in *Guide* before applying.
- The application fee is set by the legislature and is nonrefundable.

Admitted graduate students may request a change to their initial term of enrollment, provided the request is supported by a valid reason as outlined here (https://grad.wisc.edu/apply/#term-change) and receives approval from both the admitting program and the Graduate School. International students must comply with full-time enrollment requirements (https://iss.wisc.edu/full-time-enrollment/) applicable to their new term of entry.

## COUNCIL OF GRADUATE SCHOOLS POLICY RESOLUTION (HTTPS://CGSNET.ORG/APRIL-15-RESOLUTION/)

Acceptance of an offer of financial support* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15. Earlier deadlines for acceptance of such offers violate the intent of this Resolution. If an applicant accepts an offer before April 15 and then decides to withdraw that acceptance, they may submit in writing a resignation of the appointment at any time through April 15. Applicants must inform the program that they are withdrawing their acceptance of the offer, they then can accept any other offers.

It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

***Note that this Resolution applies to offers of financial support only, not offers of admission.**

## REQUIREMENTS

# REQUIREMENTS

## GRADUATE SCHOOL MINIMUM DEGREE REQUIREMENTS

Students are responsible for reviewing *Guide* and obtaining specific program requirements from the program. Many programs publish a graduate student handbook, which provides more details about graduate study and other policies and processes.

The table below includes Graduate School minimum degree requirements and other information that is featured on each program page. Schools/colleges, departments and programs may set more stringent requirements than the Graduate School.

## REQUIREMENTS

| | |
|---|---|
| Minimum Graduate Coursework Requirement | Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy. https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/) |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy. https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/) |
| Other Grade Requirements | Programs may have additional and/or more stringent policies. Refer to individual program Guide pages. |
| Assessments and Examinations | Each program may have unique policies. Refer to individual program Guide pages. |
| Language Requirements | Each program may have unique policies. Refer to individual program Guide pages. |

## MASTER'S DEGREES

MA, MS, MAcc, MBA, MM, MEng, MIPA, MPA, MSW

### Minimum Graduate Degree Credit Requirement

30 credits

### Minimum Graduate Residence Credit Requirement

16 credits

## MASTER OF FINE ARTS DEGREE OR EDUCATIONAL SPECIALIST DEGREE

MFA, EdS

### Minimum Graduate Degree Credit Requirement

42 credits

### Minimum Graduate Residence Credit Requirement

24 credits

## DOCTORAL DEGREES

AuD, DMA, DNP, OTD, PhD

### Minimum Graduate Degree Credit Requirement

51 credits

### Minimum Graduate Residence Credit Requirement

32 credits

### Graduate School Breadth Requirement

All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training (https://policy.wisc.edu/library/UW-1200/) policy.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/).

# POLICIES

## POLICIES

All institutional policies can be found in the policy library (https://policy.wisc.edu/). The table below highlights select Graduate School academic policies. Programs may set more stringent policies than the Graduate School. Refer to specific program pages for more information.

## GRADUATE SCHOOL POLICIES

| | |
|---|---|
| Graduate Credits Earned at Other Institutions | Refer to the Graduate School: Transfer Credits for Prior Coursework policy. https://policy.wisc.edu/library/UW-1216 (https://policy.wisc.edu/library/UW-1216/) |
| Undergraduate Credits Earned at Other Institutions or UW-Madison | Refer to the Graduate School: Transfer Credits for Prior Coursework policy. https://policy.wisc.edu/library/UW-1216 (https://policy.wisc.edu/library/UW-1216/) |
| Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers) | Refer to the Graduate School: Transfer Credits for Prior Coursework policy. https://policy.wisc.edu/library/UW-1216 (https://policy.wisc.edu/library/UW-1216/) |
| Credits Earned as a University Special Student at UW-Madison | Refer to the Graduate School: Transfer Credits for Prior Coursework policy. https://policy.wisc.edu/library/UW-1216 (https://policy.wisc.edu/library/UW-1216/) |
| Probation | Refer to the Graduate School: Probation policy. https://policy.wisc.edu/library/UW-1217 (https://policy.wisc.edu/library/UW-1217/) |
| Advisor / Committee | Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232 (https://policy.wisc.edu/library/UW-1232/)) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201 (https://policy.wisc.edu/library/UW-1201/)) policies. |
| Credits Per Term Allowed | 15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests policy. https://policy.wisc.edu/library/UW-1228 (https://policy.wisc.edu/library/UW-1228/) |
| Time Limits | Refer to the Graduate School: Time Limits policy. https://policy.wisc.edu/library/UW-1221 (https://policy.wisc.edu/library/UW-1221/) |
| Grievances and Appeals | Refer to School/College and program policy. |
| Other | Each program may have unique policies. Refer to individual program Guide pages. |

# STUDENT AFFAIRS

## STUDENT AFFAIRS

Student Affairs at UW–Madison (https://students.wisc.edu) serves students in areas including health and well-being, identity and inclusion, leadership and engagement, and student advocacy. Its multiple departments collaborate broadly across the many programs and campus units that serve students, such as International Student Services (https://iss.wisc.edu) and University Housing (https://www.housing.wisc.edu/), to enhance UW–Madison as a welcoming and inclusive community for all students.

## ASSOCIATED STUDENTS OF MADISON (ASM)

4301 Student Activity Center
333 East Campus Mall
608-265-4276 (265-4ASM)
Email: info@asm.wisc.edu

Web: asm.wisc.edu (http://asm.wisc.edu)

- Promotes student voice as it pertains to legislative, equity, and university affairs
- Distributes funding for student activities, organizations, and events to maximize student involvement in shaping campus life
- Supports elected student representatives
- Serves as the home for student Shared Governance, which ensure that students have a voice in setting and executing campus policies that impact student life
- Supports the Open Seat Food Pantry, which strives to alleviate the stresses of food insecurity for those who need support
- Provides policy direction to the Student Activity Center, which offers office and meetings space to student organizations

## CENTER FOR INTERFAITH DIALOGUE

716 Langdon Street, Office #207
Email: interfaith@studentaffairs.wisc.edu
Web: https://www.interfaith.wisc.edu

- Provides resources and offers programs for religious and spiritual diversity, identity, and well-being among UW-Madison students.
- Educates students about religious pluralism and promotes interfaith dialogue and cooperation.
- Hosts annual Interfaith Fellows Program (https://interfaith.wisc.edu/interfaith-fellows-program/), bringing together all students of various faith and spiritual backgrounds to learn how to dialogue across difference
- Maintains a comprehensive map of prayer and reflection spaces on campus (https://interfaith.wisc.edu/religious-and-spiritual-life/#map)
- Shares Holiday and Religious Observances resources (https://interfaith.wisc.edu/religious-and-spiritual-life/holiday-and-religious-observances-resources-and-policies/)
- Hosts interfaith events and programming

## FIRST-GENERATION AND LIMITED-INCOME (FGLI) SERVICES

716 Langdon Street, Office #217
Email: fgli@studentaffairs.wisc.edu
Web: https://www.fgli.wisc.edu

- Centralizes support for first-generation and limited-income undergraduate and graduate Badgers
- Coordinates efforts across campus to create spaces for students to connect throughout the academic year
- Builds community for undergraduate and graduate students through programs for current and future first-generation and limited-income Badgers

## GENDER AND SEXUALITY CAMPUS CENTER (GSCC)

137 Red Gym
716 Langdon Street
Phone: 608-265-3344
Email: LGBTQ@StudentAffairs.wisc.edu
Web: lgbt.wisc.edu (https://www.lgbt.wisc.edu)

- Provides support to LGBTQ+ students and their communities through trainings, workshops, a Discord server, the website, newsletter, and resource library
- Advocates for LGBTQ+ students through policies and procedures including bias reporting, restroom policy, name and pronoun display, Rec Well inclusion, and trans health care
- Organizes health and identity courses, various drop-in services from campus departments like University Health Services (UHS) and Mental Health Services (MHS), discussion groups, and a council of 20+ student organizations
- Coordinates educational and community-building events, including Trans Monologues, Rainbow Celebration, and dozens of recurring programs per semester
- Fosters connections through annual Rainbow Pool Party partnership with RecWell, annual Pumpkin Patch trip with the Multicultural Student Center, and Qouncil, a coalition of 20+ LGBTQ+ student organizations

## MCBURNEY DISABILITY RESOURCE CENTER

702 West Johnson Street, Suite 2104
608-263-2741
Email: mcburney@studentlife.wisc.edu
Web: mcburney.wisc.edu (http://mcburney.wisc.edu)
Text: (608) 225-7956

- Promotes accessible, inclusive, and welcoming campus community for students with disabilities
- Works with undergraduate and graduate students with a variety of disabilities such as psychological/mental health, learning, chronic health, ADHD, vision, hearing, mobility, etc.
- Develops individualized accommodation plans for students with disabilities and facilitates academic accommodations for students taking undergraduate, graduate, and professional school courses
- Provides information and referral services on disability issues for students, faculty, staff, and campus visitors
- Offers peer education and campus programming around disability issues and inclusive practices

## MULTICULTURAL STUDENT CENTER (MSC)

716 Langdon Street
608-262-4503
Web: msc.wisc.edu (http://msc.wisc.edu/)

- Houses the Black Cultural Center, APIDA (Asian Pacific Islander Desi American) Student Center, Indigenous Student Center, and Latine Cultural Center and provides support for Middle Eastern North African Programming. Each area hosts events and programs throughout the academic year
- Provides spaces, services, and events for students to find community and belonging
- Celebrates and honors heritage and history through monthly recognitions including Latine Heritage Month, Native November, Black History Month, Middle Eastern North African Heritage Month, and Asian Pacific Islander Desi American Heritage Month
- Organizes MCOR, The Meet Up, and Comeback Carnival welcome week events featuring cultural performances and dual-affiliated student organizations

- Creates leadership development opportunities for students through internships, committees, and affiliated student organizations

## OFFICE OF INCLUSION EDUCATION (OIE)

716 Langdon Street, Office #123
Email: inclusioneducation@studentaffairs.wisc.edu
Web: inclusioneducation.wisc.edu (http://inclusioneducation.wisc.edu)

- Provides workshops for undergraduate and graduate students
- Creates and hosts workshops for faculty and staff who interact with students
- Administers required first-year student programs, including Free Expression at UW-Madison (https://inclusioneducation.wisc.edu/programs/)
- Offers an annual leadership retreat (https://inclusioneducation.wisc.edu/leadership-retreat/) for students
- Maintains online guides and materials about inclusive practices

## OFFICE FOR STUDENT ORGANIZATIONS, LEADERSHIP & INVOLVEMENT

Student Activity Center
3rd Floor, 333 East Campus Mall
608-263-0365
Web: soli.wisc.edu (https://soli.wisc.edu)

- Manages the Student Activity Center (3rd and 4th floors of 333 E. Campus Mall), which offers office and meeting spaces to student organizations.
- Facilitates the registration and advising for more than 1,000 student organizations
- Hosts student organization fairs in fall and spring
- Supports leadership development opportunities, such as the Wisconsin Experience Bus Trip and also advises the Student Leadership Certificate Program (SLP)
- Administers the UW–Madison Leadership Certificate

## OFFICE OF FRATERNITY & SORORITY LIFE

University Club – 432 East Campus Mall
Phone: 608-265-9019
Email: advisor@fsl.wisc.edu
Web: fsl.wisc.edu (https://www.fsl.wisc.edu)

- Advises more than 100 student leaders who serve in council and community leadership roles
- Plans and implements programming to support the development of members in multiple areas, such as leadership and harm prevention
- Reinforces expectations of the fraternal experience and supports a variety of accountability processes

## OFFICE OF STUDENT ASSISTANCE AND SUPPORT (OSAS)

70 Bascom Hall
500 Lincoln Drive
608-263-5700
Email: osas@studentaffairs.wisc.edu
Web: osas.wisc.edu (https://osas.wisc.edu)

- Helps all undergraduate and graduate students navigate personal, academic, financial, or health issues and connects them with supportive campus and community resources
- Supports all undergraduate and graduate students – when you don't know where to go, OSAS staff are available to discuss concerns without judgment
- Supports undergraduate and graduate students who have concerns about their friends and classmates
- Advises and consults with staff, faculty, and instructors who have concerns about students

## OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

724 West Johnson
608-263-5701
Email: conduct@studentaffairs.wisc.edu
Web: conduct.students.wisc.edu (https://www.conduct.students.wisc.edu)

- Upholds every student's right to learn in a safe community
- Fosters integrity and accountability
- Challenges and supports students to reflect, integrate and act on their Wisconsin Experience
- Partners with instructors to resolve academic misconduct

## OFFICE OF STUDENT TRANSITION & FAMILY ENGAGEMENT

155 Middleton Building
1305 Linden Drive
608-263-0367
Web: newstudent.wisc.edu (http://newstudent.wisc.edu)

- Collaborates with campus partners to plan and implement Student Orientation, Advising, and Registration (SOAR) for incoming undergraduates and their families
- Oversees the Transfer Transition Program, which provides support services to new transfer students on campus
- Offers seminar courses on the Wisconsin Experience and provides consultation and support to faculty and graduate students who work with first-year students
- Houses the Parent and Family program, which welcomes parents and family members to UW-Madison so they can encourage and reinforce their student's success
- Organizes Wisconsin Welcome, the campus wide welcome week of events for new students to explore campus, make community, and have fun on campus

## UNIVERSITY HEALTH SERVICES (UHS)

333 East Campus Mall
608-265-5600
Email: uhs@uhs.wisc.edu
Web: uhs.wisc.edu (https://www.uhs.wisc.edu)

- Offers comprehensive, high-quality medical, mental health, and prevention services to UW-Madison students
- Most services are available at no additional charge since students pay for UHS services with their tuition and fees
- Services are designed to meet student health needs, including mental health counseling, health screenings, treatment of

common health concerns, support for survivors of sexual assault and students recovering from substance dependence, and more

## UNIVERSITY RECREATION AND WELLBEING (REC WELL)

797 W. Dayton Street
608-262-8244
Email: hello@recwell.wisc.edu
Web: recwell.wisc.edu (https://recwell.wisc.edu)

- Moves students to play hard, get fit, and live well on campus by fostering a culture of healthy habits through recreation and wellbeing programs and offerings
- All full-time students are Rec Well members (funded by segregated fees) with unlimited access to our state-of-the-art indoor facilities, outdoor multipurpose fields and courts, cardio/strength equipment, swimming pools and diving well, as well as multi-sport gyms and courts
- Offers a wide variety of programs including intramural sports, sport clubs, group fitness, personal training, wellbeing services, nutrition education, athletic training, lessons (swim, tennis, and ice skating), first aid/CPR/AED certification
- Provides inclusive and accessible programs to the Madison community and have a variety of accessibility options across our programs, services, and facilities
- Employs more than 1,200 student employees each year in a wide range of program areas, including building operations, member services, human resources, marketing and communications, fitness

## UNIVERSITY VETERAN SERVICES (UVS)

333 East Campus Mall, Room 10320
608-265-4628
Email: veterans@wisc.edu
Web: veterans.wisc.edu (https://www.veterans.wisc.edu)

- Certifies both state and federal military/veteran education benefits, advises students on the use of education benefits, and assists with applying for new benefits
- Develops programming to build community among our military-connected students and campus as a whole
- Educates the greater campus community and act as a resource for faculty, staff, and TAs
- Supports students called to active duty in accordance with the Active Duty Policy (https://policy.wisc.edu/library/UW-1034/)

Isakson Roe (PL 116-315) Section 1018 Disclosures

- Amounts Covered By VA Education Benefits
- Estimated Cost Of Attendance
- Graduation Rates
- Transfer Credit Rules – Including Military Credit
- Graduate Outcomes
- License And Certifications For Professions

DoD Policies & Tuition Assistance (TA) (https://veterans.wisc.edu/military-tuition-assistance/)

## WISCONSIN UNION

Memorial Union
800 Langdon Street
Madison, WI 53706
608-265-3000

Union South
1308 W. Dayton St.
Madison, WI 53715
608-890-3000

Email: union@union.wisc.edu
Web: union.wisc.edu (https://www.union.wisc.edu)

- Hosts more than 1,000 events each year, including theater performances, live music, art classes, outdoor activities, cuisine-related events, free film showings, talks by thought leaders and much more. Most events are free.
- Provides student leadership opportunities, including some positions that provide stipends for 60-80% of in-state tuition
- Offers many ways to enjoy and learn about the outdoors through Outdoor UW, including kayak and canoe rentals
- Provides more than 30 dining options at Union South, Memorial Union and satellite cafes and markets throughout downtown Madison
- Provides spaces for studying, relaxing, and dining at Memorial Union, Union South, and the seasonally open Memorial Union Terrace
- Offers an open arts studio, called Wheelhouse Studios, with spaces that can be used on a drop-in or reservation basis
- Offers outdoor equipment rentals through Outdoor UW, including camping equipment, climbing equipment, snowshoes (seasonally), ice skates (seasonally), and paddling equipment (seasonally)
- Provides billiards and bowling activities, as well as board and video game use at Sett Recreation at Union South
- Employs more than 1,000 students, who work in more than 70 kinds of jobs throughout the Union's departments

# ACADEMIC CALENDAR

# ACADEMIC CALENDAR

Establishment of the academic calendar (https://www.secfac.wisc.edu/academic-calendar/) for the University of Wisconsin–Madison falls within the authority of the faculty as set forth in Faculty Policies and Procedures. Construction of the academic calendar is subject to various rules and guidelines prescribed by the Board of Regents, the Faculty Senate and State of Wisconsin legislation. The Faculty Senate approves an academic calendar which spans a future five-year period.

# ACCOUNTING AND INFORMATION SYSTEMS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Business: Accounting and Business Analysis, MS (p. 22)
- Business: Accounting, MAcc (p. 31)
- Business: Financial Management and Accounting, MS (p. 41)

# BUSINESS: ACCOUNTING AND BUSINESS ANALYSIS, MS

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badger graduates are prepared to lead their organizations to success and transform the world of business. Together Forward!

## MASTER OF SCIENCE IN ACCOUNTING AND BUSINESS ANALYSIS

The MS in Accounting and Business Analysis (MSABA) degree helps students develop the advanced technical and analytical skills needed to succeed in a career in accounting. Students who earn the MSABA degree will qualify to sit for the CPA exam and explore a broad range of career opportunities in corporate accounting, public accounting, finance, entrepreneurship, government, nonprofit and beyond!

The program is open to students who have earned an undergraduate degree in accounting. MSABA students will choose to follow specific coursework in accounting, assurance and advisory (AAA) or tax. In addition to the advanced coursework in AAA or tax, students pursing the MSABA degree will take elective courses in emerging disciplines, including coursework in risk management, emerging technologies, sustainability, M&A deal advisory and wealth management.

In addition to building strong technical and analytical skills, this program will focus on overall professional development. Students will gain experience in public speaking and further develop skills in critical thinking, analysis, research, and writing.
While no prior professional work experience is required for admission to the MSABA program, students will have many opportunities to engage with our strong network of employers.

## ADMISSIONS

## ADMISSIONS

Students apply to the Master of Science in Business: Accounting and Business Analysis through one of the named options:

- Accounting, Assurance, and Advisory (p. 24)
- Tax (p. 27)

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Thanks to generous donor support, all admitted students to the MS ABA program will receive financial support equivalent to at least one semester of tuition.

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 24 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirement | Grades of Incomplete are considered to be unsatisfactory if they are not removed during the first four weeks of the following semester. Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language graduation requirement. |

### REQUIRED COURSES

Select a Named Option for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Business: Accounting and Business Analysis must select one of the following named options:

View as listView as grid

- **BUSINESS: ACCOUNTING AND BUSINESS ANALYSIS: ACCOUNTING, ASSURANCE, AND ADVISORY, MS (P. 24)**
- **BUSINESS: ACCOUNTING AND BUSINESS ANALYSIS: TAX, MS (P. 27)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Accounting, Assurance, and Advisory (p. 24)
- Tax (p. 27)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Apply IT governance, internal control, and technology practices to data generation, collection, processing, and safeguarding activities related to accounting information systems to support organizational strategies.
2. Utilize advanced analytical techniques and emerging technologies used by accounting professionals to identify and address accounting and business questions with data-driven insights for decision-making.
3. Apply professional judgements about the application of financial reporting, taxation, or audit regulations for business reporting and successful strategic and operational decision-making within organizations.

## ACCREDITATION

## ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

## CERTIFICATION/LICENSURE

## CERTIFICATION/LICENSURE

The Master of Science in Business: Accounting and Business Analysis program meets the licensing requirements for the Certified Public Accountants exam in most jurisdictions, though students pursuing their license in California, Texas and Colorado are required to take a board-approved accounting ethics course (reflected on their transcript). Most graduate students complete this requirement post-graduation via an online course through a community college. While the Master of Science in Business: Accounting and Business Analysis curriculum integrates ethics throughout the curriculum (as validated by program accreditation), ethics is not reflected on a student's transcript. Students are strongly encouraged to seek out advising early regarding CPA qualifications as they vary by state/jurisdiction.

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure

in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

**The requirements of this program meet certification/licensure requirements in the following states:**
Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands

**The requirements of this program do not meet certification/licensure requirements in the following states:**
California, Texas

Updated: 1 June 2026

# BUSINESS: ACCOUNTING AND BUSINESS ANALYSIS: ACCOUNTING, ASSURANCE, AND ADVISORY, MS

This is a named option within the Business: Accounting and Business Analysis, MS (p. 22).

For students interested in pursuing careers in public accounting firms' audit, assurance, and advisory practices, and a variety of roles in corporate finance and accounting functions.

## ADMISSIONS

## ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/masters/accounting-business-analysis/admissions (https://business.wisc.edu/graduate/masters/accounting-business-analysis/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 0* |

* Submission of up to two letters of recommendation is optional.

The Master of Science in Business: Accounting and Business Analysis (MSABA) program is open to any student who has earned a four-year undergraduate degree, or the equivalent[1], in accounting, from an accredited institution. The following will be required for admission to the MSABA program:

1. Undergraduate degree in accounting or equivalent[1]. Completion of an undergraduate degree is required prior to starting the program.
2. Resume
3. Response to essay question(s)
4. Completed application and payment of application fee
5. Official transcripts
    a. All undergraduate and master's degree transcripts will be evaluated.
    b. Schools outside the US may be verified by World Education Services (WES) at the individual class level.
6. Interview (by invitation only)
7. The GMAT and GRE are optional for candidates who earned an accredited US undergraduate degree.
8. English Proficiency Test requirement satisfied per Graduate School policy.

[1] Completion of the following courses is considered to be equivalent to an undergraduate degree in accounting:
1. Introductory Financial Accounting (equivalent to ACCT I S 100 or ACCT I S 300)
2. Introductory Managerial Accounting (equivalent to ACCT I S 211 or ACCT I S 300)
3. Intermediate Financial Accounting (equivalent to ACCT I S 301 and ACCT I S 302)
4. Advanced Managerial Accounting (equivalent to ACCT I S 310)
5. Accounting Information Systems (equivalent to ACCT I S 340)
6. Taxation (equivalent of ACCT I S 329, ACCT I S 620, or ACCT I S 621)
7. Foundations of Auditing (equivalent to ACCT I S 630)
8. Business Law (equivalent to GEN BUS 301)

## HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page (https://business.wisc.edu/graduate/).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Thanks to generous donor support, all admitted students to the MS ABA program will receive financial support equivalent to at least one semester of tuition.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirement | Grades of Incomplete are considered to be unsatisfactory if they are not removed during the first four weeks of the following semester. Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language graduation requirement. |

## REQUIRED COURSES

The Master of Science in Business: Accounting and Business Analysis requires all students to complete 3 foundational courses, 4 named option courses and 9 credits of elective coursework. Program approval is required for exceptions.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| ACCT I S 406 | Accounting and Analysis for Reporting Entities | 3 |
| ACCT I S 640 | Foundation in Accounting Analytics | 3 |
| ACCT I S 740 | Information Risk, Control, & Forensics | 3 |
| **Named Option Courses** | | |
| ACCT I S 603 | Financial Statement Analysis | 3 |
| ACCT I S 730 | Advanced Auditing: Analysis, Policy, and Judgment | 3 |
| ACCT I S 770 | Accounting Theory: Reporting Incentives and Consequences | 3 |
| ACCT I S 771 | Analysis of Performance Measurement & Control | 3 |
| **Elective Courses** | | |
| Students must complete 9 credits from the courses listed below. | | 9 |
| ACCT I S 722 | Analysis of Taxation for Pass-Through Entities | |
| ACCT I S 724 | Tax Research, Procedure & Analysis | |
| ACCT I S 725 | Analysis of International Taxation | |
| ACCT I S 772 | Analysis of Taxes & Business Decisions | |
| ACCT I S 799 | Reading and Research-Accounting | |

| | |
|---|---|
| FINANCE/ ECON 320 | Investment Theory |
| FINANCE 410 | Bank Management |
| FINANCE 601 | Strategic Planning for Estates and Business Transitions |
| FINANCE 602 | Wealth Management & Financial Planning |
| FINANCE 635 | Business Valuation |
| FINANCE 650 | Mergers and Acquisitions |
| M H R 310 | Challenges & Solutions in Business Sustainability |
| or M H R 710 | Challenges & Solutions in Business Sustainability |
| M H R 617 | Diversity in Organizations |
| M H R 628 | Negotiations |
| M H R 722 | Entrepreneurial Management |
| MARKETNG/ OTM 727 | Information Technology in Supply Chains |
| R M I 300 | Principles of Risk Management |
| or R M I 700 | Principles of Risk Management |
| R M I 650 | Sustainability, Environmental and Social Risk Management |
| R M I 660 | Risk Analytics and Behavioral Science |
| R M I 670 | Data Privacy and Cyber Risk |
| **Total Credits** | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, up to 6 credits of coursework at the graduate level of required or elective courses from an AACSB-accredited school, and in which a grade of B or better was earned, may transfer toward the degree. Coursework earned seven or more years prior to admission is not allowed to satisfy requirements.

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

Up to 6 credits from courses numbered 300 or above of required or elective courses from the undergraduate work completed at UW–Madison or other institutions in which a B or better was earned may transfer towards fulfillment of the minimum degree credit requirement. Work completed at other institutions is subject to program review for equivalency to required or elective courses. Undergraduate course work would not be allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 700 or above taken as a UW–Madison University Special student. Coursework earned seven or more years prior to the master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR/COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

In many cases, an advisor is assigned to incoming students. An advisor is a staff member from the program department responsible for providing advice and guidance regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credits.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)

- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Department-sponsored funding is available on a competitive basis to all Master of Science in Business: Accounting and Business Analysis students. In addition, teaching assistantships may be available.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# BUSINESS: ACCOUNTING AND BUSINESS ANALYSIS: TAX, MS

This is a named option within the Business: Accounting and Business Analysis, MS (p. 22).

For students interested in pursuing careers in public accounting firms' individual and corporate tax practices or opportunities in wealth management and financial planning.

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/masters/accounting-business-analysis/admissions (https://business.wisc.edu/graduate/masters/accounting-business-analysis/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 0* |

* Submission of up to two letters of recommendation is optional.

The Master of Science in Business: Accounting and Business Analysis (MSABA) program is open to any student who has earned a four-year undergraduate degree, or the equivalent[1], in accounting, from an accredited institution. The following will be required for admission to the MSABA program:

1. Undergraduate degree in accounting or equivalent[1]. Completion of an undergraduate degree is required prior to starting the program.
2. Resume
3. Response to essay question(s)
4. Completed application and payment of application fee
5. Official transcripts
    a. All undergraduate and master's degree transcripts will be evaluated.
    b. Schools outside the US may be verified by World Education Services (WES) at the individual class level.
6. Interview (by invitation only)
7. The GMAT and GRE are optional for candidates who earned an accredited US undergraduate degree.
8. English Proficiency Test requirement satisfied per Graduate School policy.

[1] Completion of the following courses is considered to be equivalent to an undergraduate degree in accounting:

1. Introductory Financial Accounting (equivalent to ACCT I S 100 or ACCT I S 300)
2. Introductory Managerial Accounting (equivalent to ACCT I S 211 or ACCT I S 300)
3. Intermediate Financial Accounting (equivalent to ACCT I S 301 and ACCT I S 302)
4. Advanced Managerial Accounting (equivalent to ACCT I S 310)
5. Accounting Information Systems (equivalent to ACCT I S 340)
6. Taxation (equivalent of ACCT I S 329 or ACCT I S 620 or ACCT I S 621)
7. Foundations of Auditing (equivalent to ACCT I S 630)
8. Business Law (equivalent to GEN BUS 301)

### HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page (https://business.wisc.edu/graduate/).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Thanks to generous donor support, all admitted students to the MS ABA program will receive financial support equivalent to at least one semester of tuition.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definition

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirement | Grades of Incomplete are considered to be unsatisfactory if they are not removed during the first four weeks of the following semester. Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language graduation requirement. |

## REQUIRED COURSES

The Master of Science in Business: Accounting and Business Analysis requires all students to complete 3 foundational courses, 4 named option courses and 9 credits of elective coursework. Program approval is required for exceptions.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| ACCT I S 406 | Accounting and Analysis for Reporting Entities | 3 |
| ACCT I S 640 | Foundation in Accounting Analytics | 3 |
| ACCT I S 740 | Information Risk, Control, & Forensics | 3 |
| **Named Option Courses** | | |
| ACCT I S 722 | Analysis of Taxation for Pass-Through Entities | 3 |
| ACCT I S 724 | Tax Research, Procedure & Analysis | 3 |
| ACCT I S 725 | Analysis of International Taxation | 3 |
| ACCT I S 772 | Analysis of Taxes & Business Decisions | 3 |
| **Elective Courses** | | |
| Students must complete 9 credits from the courses listed below. | | 9 |
| ACCT I S 603 | Financial Statement Analysis | |
| ACCT I S 730 | Advanced Auditing: Analysis, Policy, and Judgment | |
| ACCT I S 770 | Accounting Theory: Reporting Incentives and Consequences | |
| ACCT I S 771 | Analysis of Performance Measurement & Control | |
| ACCT I S 799 | Reading and Research-Accounting | |
| FINANCE/ ECON 320 | Investment Theory | |
| FINANCE 410 | Bank Management | |
| FINANCE 601 | Strategic Planning for Estates and Business Transitions | |
| FINANCE 602 | Wealth Management & Financial Planning | |
| FINANCE 635 | Business Valuation | |
| FINANCE 650 | Mergers and Acquisitions | |
| M H R 310 | Challenges & Solutions in Business Sustainability | |
| or M H R 710 | Challenges & Solutions in Business Sustainability | |
| M H R 617 | Diversity in Organizations | |
| M H R 628 | Negotiations | |
| M H R 722 | Entrepreneurial Management | |
| MARKETNG/ OTM 727 | Information Technology in Supply Chains | |
| R M I 300 | Principles of Risk Management | |
| or R M I 700 | Principles of Risk Management | |
| R M I 650 | Sustainability, Environmental and Social Risk Management | |
| R M I 660 | Risk Analytics and Behavioral Science | |
| R M I 670 | Data Privacy and Cyber Risk | |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, up to 6 credits of coursework at the graduate level of required or elective courses from an AACSB-accredited school, and in which a grade of B or better was earned, may transfer toward the degree. Coursework earned seven or more years prior to admission is not allowed to satisfy requirements.

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

Up to 6 credits from courses numbered 300 or above of required or elective courses from the undergraduate work completed at UW–Madison or other institutions in which a B or better was earned may transfer towards fulfillment of the minimum degree credit requirement. Work completed at other institutions is subject to program review for equivalency to required or elective courses. Undergraduate course work would not be allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 700 or above taken as a UW–Madison University Special student. Coursework earned seven or more years prior to the master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR/COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

In many cases, an advisor is assigned to incoming students. An advisor is a staff member from the program department responsible for providing advice and guidance regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.

3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Department-sponsored funding is available on a competitive basis to all Master of Science in Business: Accounting and Business Analysis students. In addition, teaching assistantships may be available.

PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# BUSINESS: ACCOUNTING, MACC

**The Business: Accounting, MAcc no longer admits new students after Fall 2025 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive WSB alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. Together Forward!

## MASTER'S PROGRAMS IN ACCOUNTING

The Master of Accountancy in Business: Accounting (MAcc) degree helps students develop strong technical and professional accounting skills that qualify them to sit for the CPA exam. Careers as professional accountants in public accounting, financial institutions, government, industry, or nonprofit organizations are possible upon graduation. For additional information see the program website (https://business.wisc.edu/graduate/masters/accountancy/).

This program is open to any student who has earned a four-year undergraduate degree, in any discipline, from an accredited institution.

Most students pursuing this program will complete a relevant internship in public or corporate accounting.  No prior professional work experience is required for admission to the program.

In addition to building strong technical and analytical skills, this program will focus on overall professional development.  Students will gain experience in public speaking and further develop skills in critical thinking, analysis, research, and writing.

All students are required to engage in an ethics and professionalism program aimed at preparing students to enter a profession where strong ethical standards are paramount.

## ADMISSIONS

# ADMISSIONS

**The Business: Accounting, MAcc no longer admits new students after Fall 2025 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

Students apply to the Master of Accountancy in Business: Accounting through one of the named options:

- Accounting, Assurance, Advisory (p. 33)
- Tax (https://guide.wisc.edu/graduate/accounting-information-systems/business-accounting-macc/business-accounting-tax-macc/)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

All students in the Business: Accounting, MAcc program are eligible to compete for program-level financial support in the form of teaching assistantships, scholarships, and project work. The Professional Programs Committee evaluates applications from existing students each spring for opportunities the following academic year.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 54 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Accountancy in Business: Accounting must select one of the following named options:

View as listView as grid

- **BUSINESS: ACCOUNTING: ACCOUNTING, ASSURANCE, ADVISORY, MACC (P. 33)**
- **BUSINESS: ACCOUNTING: TAX, MACC (P. 37)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Accounting, Assurance, Advisory (p. 33)
- Tax (https://guide.wisc.edu/graduate/accounting-information-systems/business-accounting-macc/business-accounting-tax-macc/)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Understand the conceptual and technical knowledge foundations of financial accounting, managerial accounting, taxation, business law, and auditing.
2. Apply Generally Accepted Accounting Principles (GAAP) (and relevant assumptions, principles, and constraints) to prepare financial statements.

3. Understand that management accounting and control systems, providing financial and nonfinancial performance information, are integral to the successful design and implementation of an organizational strategy.
4. Interpret and validate business events and transactions through the lens of business processes and systems.
5. Demonstrate technical competence in income taxation of individuals, partnerships, corporations, and international organizations.
6. Identify the legal implications of their choices and how the law impacts their interactions with others in a business setting.
7. Understand how earning trust and demonstrating integrity as successful accounting professionals impacts businesses, contracts, and capital markets, as well as society at large.
8. Understand that leadership in the field of accounting is the consistent display and communication of respect, trust, expertise and adaptability within various business relationships and contexts.
9. Explain how to complete an audit from beginning to end, applying auditing standards, assessing risk, and gathering evidence.
10. Engage in effective written communication practices by crafting professional memos and reports that integrate research and analysis skills, technical information, and expert writing proficiency.
11. Understand how accounting is a global practice requiring knowledge of national and international standards, the examination of sociocultural impacts within business contexts, and the ability to leverage the advantages that diversity brings to an organization.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

The MAcc program meets the licensing requirements is most jurisdictions, though students pursuing their license in California, Texas and Colorado are required to take a board-approved accounting ethics course (reflected on their transcript). Most graduate students complete this requirement post-graduation via an online course through a community college. While the MAcc curriculum integrates ethics throughout the curriculum (as validated by program accreditation), ethics is not reflected on a student's transcript. Students are strongly encouraged to seek out advising early regarding CPA qualifications as they range by state/jurisdiction.

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure in the following states:

Alabama, Alaska, Arizona, Arkansas, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands

### The requirements of this program do not meet certification/licensure in the following states:

California, Colorado, Texas

Note: American Samoa and the Northern Mariana Islands are not CPA-granting jurisdictions.

Updated: 1 June 2026

# BUSINESS: ACCOUNTING: ACCOUNTING, ASSURANCE, ADVISORY, MACC

**The Accounting, Assurance, Advisory named option in the Business: Accounting, MAcc no longer admits new students after Fall 2025 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

This is a named option within the Business: Accounting, MAcc (p. 31).

The Master of Accountancy in Business: Accounting degree has an available named option in Accounting, Assurance, Advisory (AAA) which is designed to prepare students for a variety of accounting focused career opportunities. This option requires students to complete advanced accounting courses from a rich set of accounting electives, as well as a variety of non-accounting business electives to complete the credit requirements of the degree. Students may choose a broad set of electives across different disciplines, or they may choose to pursue a deeper set of knowledge in one area (i.e., finance, risk management, analytics, etc.).

## ADMISSIONS

# ADMISSIONS

**The Accounting, Assurance, Advisory named option in the Business: Accounting, MAcc no longer admits new students after Fall 2025 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/masters/accountancy (https://business.wisc.edu/graduate/masters/accountancy/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Students should direct the Educational Testing Service to forward their test results, taken within two years of the intended start term, to the University of Wisconsin–Madison (institution code: 1846). A minimum TOEFL score of 104 is required for consideration of admission into the program.<br><br>The TOEFL is waived for students who have earned a four-year undergraduate degree and/or master degree (minimum of eight semesters total) with instruction in English or who will complete such a degree prior to matriculation in the Master of Accountancy program. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 2 |

The Master of Accountancy (MAcc) program is open to any applicants who have earned a four-year undergraduate degree, or the equivalent, in any discipline, from an accredited institution.

For accounting students in the University of Wisconsin-Madison School of Business (WSB), or accounting students from other UW institutions, who have been identified as candidates for admission to the Master of Accountancy program during their undergraduate studies, the application for graduate school will be open from September 1 – October 15 during the last year of their undergraduate program.

Applicants are not required to have previous full-time work experience. Additional application requirements include:

- Undergraduate transcripts
- Resume
- Essays
- English proficiency test scores for non-native English speakers

## TRANSCRIPTS

It is not necessary to send official transcripts at the date of application. Applicants will be asked to upload an unofficial transcript into the online application system. Applicants later admitted to the program will be asked to send their official (final) transcripts reflecting an undergraduate degree.

Schools outside the United States may be verified by World Education Services at the individual class level.

## GMAT

The Graduate Record Exam (GRE) may be an acceptable alternative to the GMAT test on a case by case basis. Scores should be submitted to the University of Wisconsin – Madison, institution code 1846.

The GMAT score will be waived if you meet one of the four sets of criteria below:

1. Undergraduate degree from the University of Wisconsin-Madison School of Business
2. Undergraduate degree from a US accredited university or college
   a. Cumulative undergraduate GPA of 3.2 or higher (on a 4.0 scale)
   b. At least one math course or quantitative course like finance or accounting with a 'B' or better
3. Undergraduate degree completed outside of the US
   a. Submission of original transcripts, along with transcripts evaluated by World Evaluation Services (WES)
   b. Cumulative GPA of 3.2 or higher
   c. At least one math course or quantitative course like finance or accounting with a 'B' or better
4. Awarded an advanced degree, such as an MBA, JD, MD, PhD, from an accredited US institution

## INTERNATIONAL FINANCIAL STATEMENTS

International Financial Statements are only required of students admitted to the program.

## HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions (https://business.wisc.edu/graduate/masters/accountancy/admissions/) page.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

All students in the Master of Accountancy in Business: Accounting program are eligible to compete for program-level financial support in the form of teaching assistantships, scholarships and project work. The

Professional Programs Committee evaluates applications from existing students each spring for opportunities the following academic year.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 54 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

MAcc students seek advanced preparation for careers in various aspects of accounting. The degree stresses in-depth study of accounting theory, auditing, taxation, information systems, applications, policy, and decision making. The program can be undertaken by students possessing an undergraduate accounting degree from UW–Madison or an undergraduate degree in a non-accounting field from any school.

The first year of the MAcc program emphasizes accounting and core business knowledge necessary to work in the accounting profession.

Students are encouraged to complete a paid internship during the summer between the first and second year of the program. The second year of the program is designed to build on the internship experience through in-depth study of accounting issues. The second-year curriculum for students pursuing the standard MAcc plan is as follows (30 total credits).

The MAcc program requires a minimum of 54 credits over two years.

The second year also provides students with some flexibility to promote breadth of knowledge across a number of business disciplines.

| Code | Title | Credits |
|---|---|---|
| **First Year** | | |
| *Fall* | | |
| ACCT I S 340 | Accounting Information Systems | 3 |
| ACCT I S 620 | Fundamentals of Taxation | 3 |
| ACCT I S 701 | Financial Reporting I | 3 |
| ACCT I S 710 | Managerial Accounting | 3 |
| *Spring* | | |
| ACCT I S 630 | Foundations of Auditing | 3 |
| ACCT I S 702 | Financial Reporting II | 3 |
| GEN BUS 301 | Business Law | 3 |
| Business Elective | | 3 |
| **Second Year** | | |
| Select a minimum of 4 courses from the following: | | 12+ |
| ACCT I S 406 | Accounting and Analysis for Reporting Entities | |
| ACCT I S 603 | Financial Statement Analysis | |
| ACCT I S 621 | Corporate and Advanced Taxation | |
| ACCT I S 640 | Foundation in Accounting Analytics | |
| ACCT I S 730 | Advanced Auditing: Analysis, Policy, and Judgment | |
| ACCT I S 740 | Information Risk, Control, & Forensics | |
| ACCT I S 770 | Accounting Theory: Reporting Incentives and Consequences | |
| ACCT I S 771 | Analysis of Performance Measurement & Control | |
| Complete a minimum of four and a maximum of six elective courses [1] | | 12-18 |
| **Total Credits** | | **54** |

[1] Any course numbered 300 and above offered by the School of Business (including departments: ACCT I S, ACT SCI, FINANCE, GEN BUS, INFO

SYS, INTL BUS, M H R, MARKETNG, OTM , REAL EST, or R M I) can be used to complete the required elective credits.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program and department approval, up to 6 credits of graduate coursework completed two years prior to admission at an AACSB accredited institution, in which a grade of B or better was earned, may transfer toward the degree.

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

Up to 6 credits from courses numbered 300 or above from UW-Madison will be allowed to transfer toward the minimum graduate degree credit requirement. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program and department approval, students are allowed to transfer no more than 15 credits of coursework numbered 600 or above taken as a UW–Madison University Special student. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, responsible for providing advice regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to

resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

## OTHER

Department-sponsored funding is available on a competitive basis to all MAcc students. In addition, students can apply for a teaching assistantship but should have completed one year (either graduate or undergraduate) with the department before applying.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# BUSINESS: ACCOUNTING: TAX, MACC

**The Tax named option in the Business: Accounting, MAcc no longer admits new students after Fall 2025 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

This is a named option in the Business: Accounting MAcc (p. 31).

The MAcc in Business: Accounting degree has an available named option in Tax, which is designed for students preparing for a career in tax. This option focuses on deep knowledge in a variety of tax topics, providing the qualifications for a career in the tax discipline in public accounting or industry.

The tax-focused curriculum in this named option covers topics such as corporate taxation, research and administrative issues in taxation, partnership taxation, and international taxation.

## ADMISSIONS

# ADMISSIONS

**The Tax named option in the Business: Accounting, MAcc no longer admits new students after Fall 2025 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/masters/accountancy (https://business.wisc.edu/graduate/masters/accountancy/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |

| | |
|---|---|
| English Proficiency Test | Applicants should direct the Educational Testing Service to forward their test results, taken within two years of the intended start term, to the University of Wisconsin–Madison (institution code: 1846). A minimum TOEFL score of 104 is required for consideration of admission into the program. International Financial Statements are only required of admitted applicants to the program.<br><br>The TOEFL is waived for applicants who have earned a four-year undergraduate degree and/or master degree (minimum of eight semesters total) with instruction in English or who will complete such a degree prior to matriculation in the Master of Accountancy program. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 2 |

The Master of Accountancy (MAcc) program is open to any applicants who has earned a four-year undergraduate degree, or the equivalent, in any discipline, from an accredited institution.

For accounting students in the University of Wisconsin-Madison School of Business (WSB), or accounting students from other UW institutions, who have been identified as candidates for admission to the Master of Accountancy program during their undergraduate studies, the application for graduate school will be open from September 1 – October 15 during the last year of their undergraduate program.

Applicants are not required to have previous full-time work experience. Additional application requirements include:

- Undergraduate transcripts
- Resume
- Essays
- English proficiency scores for non-native English speakers

## TRANSCRIPTS

It is not necessary to send official transcripts at the date of application. Applicants will be asked to upload an electronic transcript into the online application system. Applicants later admitted to the program will be asked to send their official (final) transcripts reflecting an undergraduate degree.

Schools outside the United States may be verified by World Education Services at the individual class level.

## GMAT

The Graduate Record Exam (GRE) may be an acceptable alternative to the GMAT test on a case by case basis. Scores should be submitted to the University of Wisconsin – Madison, institution code 1846.

The GMAT score will be waived if you meet one of the four sets of criteria below:

1. Undergraduate degree from the University of Wisconsin-Madison School of Business
2. Undergraduate degree from a US accredited university or college
   a. Cumulative undergraduate GPA of 3.2 or higher (on a 4.0 scale)
   b. At least one math course or quantitative course like finance or accounting with a 'B' or better
3. Undergraduate degree completed outside of the US
   a. Submission of original transcripts, along with transcripts evaluated by World Evaluation Services (WES)
   b. Cumulative GPA of 3.2 or higher
   c. At least one math course or quantitative course like finance or accounting with a 'B' or better
4. Awarded an advanced degree, such as an MBA, JD, MD, PhD, from an accredited US institution

## INTERNATIONAL FINANCIAL STATEMENTS

International Financial Statements are only required of applicants admitted to the program.

## HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/masters/accountancy/admissions/)

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

All students in the Business: Accounting, MAcc program are eligible to compete for program-level financial support in the form of teaching assistantships, scholarships, and project work. The Professional Programs Committee evaluates applications from existing students each spring for opportunities the following academic year.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 54 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The Tax named option in the MAcc stresses in-depth study of tax law in a variety of areas, including business tax, individual and estate tax planning, multijurisdictional tax issues, and tax administration. Courses are closely integrated with law school tax offerings and in some cases, are cross-listed with the law school. In addition, this named option requires additional courses in auditing, financial reporting theory, or strategic cost management.

| Code | Title | Credits |
|---|---|---|
| **First Year** | | |
| *Fall* | | |
| ACCT I S 340 | Accounting Information Systems | 3 |
| ACCT I S 620 | Fundamentals of Taxation | 3 |
| ACCT I S 701 | Financial Reporting I | 3 |
| ACCT I S 710 | Managerial Accounting | 3 |
| *Spring* | | |
| ACCT I S 630 | Foundations of Auditing | 3 |
| ACCT I S 702 | Financial Reporting II | 3 |
| GEN BUS 301 | Business Law | 3 |
| Business Elective | | 3 |
| **Second Year** | | |
| ACCT I S 406 | Accounting and Analysis for Reporting Entities | 3 |
| ACCT I S 621 | Corporate and Advanced Taxation | 3 |
| ACCT I S 724 | Tax Research, Procedure & Analysis | 3 |
| ACCT I S 772 | Analysis of Taxes & Business Decisions | 3 |
| ACCT I S 722 | Analysis of Taxation for Pass-Through Entities | 3 |
| ACCT I S 725 | Analysis of International Taxation | 3 |
| Choose 2 | | 6 |
| ACCT I S 603 | Financial Statement Analysis | |
| ACCT I S 640 | Foundation in Accounting Analytics | |
| ACCT I S 730 | Advanced Auditing: Analysis, Policy, and Judgment | |
| ACCT I S 740 | Information Risk, Control, & Forensics | |
| ACCT I S 770 | Accounting Theory: Reporting Incentives and Consequences | |
| ACCT I S 771 | Analysis of Performance Measurement & Control | |
| Business Electives | | 6 |
| Any course numbered 300+ offered by the School of Business (including departments: ACCT I S, ACT SCI, FINANCE, GEN BUS, INFO SYS, INTL BUS, M H R, MARKETNG, OTM, REAL EST, or R M I) can be used to fulfill the business elective course. | | |
| **Total Credits** | | **54** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program and department approval, up to 6 credits of graduate coursework completed two years prior to admission at an AACSB accredited institution, in which a grade of B or better was earned, may transfer toward the degree.

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

Up to 6 credits from courses numbered 300 or above will be allowed to apply toward the minimum credit requirement. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program and department approval, students are allowed to transfer no more than 15 credits of coursework numbered 600 or above taken as a UW–Madison University Special Student. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, responsible for providing advice regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean

of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Department-sponsored funding is available on a competitive basis to all MAcc students. In addition, students can apply for a teaching assistantship but should have completed one year (either graduate or undergraduate) with the department before applying.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# BUSINESS: FINANCIAL MANAGEMENT AND ACCOUNTING, MS

UW–Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

Founded in 1900, the School of Business established one of the first five business programs in the nation. That legacy of leadership and entrepreneurial spirit continues.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a program that equips you to meet both academic and career challenges, and graduate with the skills to lead and transform business.

# MASTER OF SCIENCE IN FINANCIAL MANAGEMENT AND ACCOUNTING

The MS in Financial Management and Accounting degree helps students gain the technical expertise to launch an impactful career in financial analysis, financial advising, wealth management, financial management, corporate finance, or public accounting. Students learn how to report and communicate financial information using relevant accounting frameworks, and develop the skills to analyze data, apply tax principles, and assess business decisions to provide strategic advice. Students who earn the MS in Financial Management and Accounting degree will qualify to sit for the CPA exam in most states. Covering all the exam's core topics, the program's curriculum helps prepare students to pass the CPA exam.

Through the curriculum, students gain foundational expertise and hands-on experience in financial management and accounting, plus they are able to customize the degree to their goals by choosing additional coursework in one of three specialized career pathways: accounting analytics, financial advising, or capital management. Additionally, students benefit from career coaching, on-site recruitment, and connections to top companies.

The program is open to students with, or currently pursuing, a four-year undergraduate degree from an accredited university in a field other than accounting. Students must also have, or be currently pursuing, an undergraduate certificate in accounting or accounting fundamentals from UW–Madison, or equivalent from an accredited institution. No work experience is required.

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: TBD |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), or the Intensive English as a Second Language (IELTS). A minimum iBT TOEFL score of 100 or equivalent, computer-based PTE score of 73 or equivalent, or IELTS score of 7.5 or equivalent, obtained within two years of the intended start term, is required. This requirement is waived for international applicants who have completed a four-year undergraduate degree and/or master's degree (minimum of eight semesters total) with instruction in English or who will complete such a degree prior to matriculation into the program. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |

| | |
|---|---|
| Letters of Recommendation Required | 0* |

* Submission of up to two letters of recommendation is optional.

The Master of Science in Business: Financial Management and Accounting (MSFMA) program is open to any student who has (1) earned a four-year undergraduate degree in a field *other than* accounting, from an accredited institution, and (2) completed the undergraduate Accounting Certificate or Accounting Fundamentals Certificate at UW-Madison, or the equivalent from an accredited institution[1]. The following will be required for admission to the MSFMA program:

1. Undergraduate degree in a field other than accounting. Completion of an undergraduate degree is required prior to starting the program.
2. Undergraduate Accounting Certificate or Accounting Fundamentals Certificate at UW-Madison, or equivalent[1]. Completion of an undergraduate certificate or equivalent is required prior to starting the program.
3. Resume
4. Completed application and payment of application fee
5. Official transcripts
   a. All undergraduate and master's degree transcripts will be evaluated.
   b. Schools outside the US may be verified by World Education Services (WES) at the individual class level.
6. Interview (by invitation only)
7. Responses to essay question(s) are optional for candidates who earned an undergraduate degree at UW-Madison.
8. The GMAT and GRE are optional for candidates who earned an accredited US undergraduate degree.
9. TOEFL, PTE or IELTS test scores, only for applicants whose native language is not English

[1] Completion of the following courses is considered to be equivalent to an undergraduate Accounting Certificate or Accounting Fundamentals Certificate:
- Introductory Financial Accounting (equivalent to ACCT I S 100 or ACCT I S 300)
- Introductory Managerial Accounting (equivalent to ACCT I S 211)
- Intermediate Financial Accounting I (equivalent to ACCT I S 301)
- Introductory Finance (equivalent to FINANCE/ECON 300)

## HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page (https://business.wisc.edu/graduate/).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| ACCT I S 302 | Financial Reporting II | 3 |
| or ACCT I S 406 | Accounting and Analysis for Reporting Entities | |
| ACCT I S 340 | Accounting Information Systems | 3 |
| ACCT I S 603 | Financial Statement Analysis | 3 |
| ACCT I S 620 | Fundamentals of Taxation | 3 |
| ACCT I S 621 | Corporate and Advanced Taxation | 3 |
| ACCT I S 710 | Managerial Accounting | 3 |
| **Career Pathway** | | |
| Complete four courses from one Career Pathway | | 12 |
| **Total Credits** | | **30** |

### Career Pathways [1]

### Accounting Analytics [1]

| Code | Title | Credits |
|---|---|---|
| ACCT I S 630 | Foundations of Auditing | 3 |
| ACCT I S 640 | Foundation in Accounting Analytics | 3 |
| ACCT I S 740 | Information Risk, Control, & Forensics | 3 |
| Choose one of the following: | | 3 |
| ACCT I S 406 | Accounting and Analysis for Reporting Entities | |
| ACCT I S 722 | Analysis of Taxation for Pass-Through Entities | |
| GEN BUS 760 | Data Technology for Business Analytics | |

### Financial Advising [1]

| Code | Title | Credits |
|---|---|---|
| ACCT I S 772 | Analysis of Taxes & Business Decisions | 3 |
| FINANCE 601 | Strategic Planning for Estates and Business Transitions | 3 |
| FINANCE 602 | Wealth Management & Financial Planning | 3 |
| Choose one of the following: | | 3 |
| ACCT I S 722 | Analysis of Taxation for Pass-Through Entities | |
| R M I 660 | Risk Analytics and Behavioral Science | |
| R M I 700 | Principles of Risk Management | |

### Capital Management [1]

| Code | Title | Credits |
|---|---|---|
| ACCT I S 771 | Analysis of Performance Measurement & Control | 3 |
| FINANCE 635 | Business Valuation | 3 |
| FINANCE 650 | Mergers and Acquisitions | 3 |
| Choose one of the following: | | 3 |
| FINANCE 420 | Investment Banking and Capital Markets | |
| M H R 710 | Challenges & Solutions in Business Sustainability | |
| OTM 752 | Project Management | |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## OTHER POLICY

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, up to 6 credits of coursework at the graduate level of required or elective courses from an AACSB-accredited school, and in which a grade of B or better was earned, may transfer toward the degree. Coursework earned seven or more years prior to admission is not allowed to satisfy requirements.

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

Up to 7 credits from courses numbered 300 or above of required or elective courses from the undergraduate work completed at UW–Madison or the equivalent from other institutions in which a B or better was earned may transfer toward the degree. Work completed at other institutions is subject to program review for equivalency to required or elective courses. Undergraduate coursework would not be allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW-Madison. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, up to 15 University Special student credits numbered 700 or above may transfer toward the degree. These credits

are allowed to count toward the 50% graduate coursework minimum if numbered 700 or above. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender*

*expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

None

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Report and communicate financial information according to relevant accounting frameworks.
2. Measure and assess inputs to and outcomes of business or advisory decisions.
3. Integrate understanding of tax principles and frameworks into business or advisory decisions.
4. Apply analytical techniques to identify and inform business or advisory decisions with data-driven insights.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# AFRICAN AMERICAN STUDIES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- African American Studies, Doctoral Minor (p. 45)
- African American Studies, MA (p. 45)

# AFRICAN AMERICAN STUDIES, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

Candidates for the PhD in other programs may obtain a doctoral minor in African American Studies by completing a minimum of 12 graduate credits in the subject (https://guide.wisc.edu/courses/afroamer/), of which only 3 may be directed-study credits. Three of the 12 credits must be a seminar course. Advance approval by the candidate's major advisor is required for the doctoral minor.

# AFRICAN AMERICAN STUDIES, MA

The program in African American studies at the University of Wisconsin–Madison is dedicated to carrying on the vision of the elders and ancestors who devoted themselves to the highest standards of intellectual rigor and to the realization of a vision of true equality and opportunity. Like W.E.B. Du Bois, Anna Julia Cooper, John Hope Franklin, Zora Neale Hurston, and James Porter, the department is committed to bringing the fruits of academic research to the broadest possible audience, within and beyond the walls of the university. The deepest understanding of the complex reality of race in America requires an interdisciplinary approach, one that

draws on history and literature, the social sciences, and the arts. Graduate studies are concentrated in three areas:

1. African American Culture (literature, theater history, music and culture, art history, and visual culture);
2. History and Society;
3. Black Women's Studies

The MA program is based on personalized programs of study shaped to meet the needs of individual students, many of whom participate in the "Bridge" programs which enable them to move directly into PhD programs in English (http://www.english.wisc.edu/grad-afroam.htm) or History (https://history.wisc.edu/our-graduate-program/bridge-program/). Program faculty are experts in their fields and work collaboratively to ensure that graduate students are well prepared to either take on further study at the PhD level or careers in teaching, public service, and the private, corporate sector. The program also offers doctoral minors for students in many graduate programs including African languages and literature, art history, communication arts, comparative literature, education, English, history, music, political science, social work, and sociology.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

To apply to the Master's program, upload all documents listed below to the Graduate School's online application (https://grad.wisc.edu/apply/):

- Unofficial transcript(s) or academic records from each institution attended;
  - International academic records must be in the original language accompanied by an official English translation.
- Statement of purpose (2 double-spaced pages);
- A writing sample (10-20 double-spaced pages);
- Three (3) letters of recommendation.

Prospective students must meet the Graduate School minimum requirements (https://grad.wisc.edu/apply/requirements/). Admission to the department is competitive: the minimum overall GPA required is 3.0 on a 4.0 scale. Students with a GPA above 3.3 are especially encouraged to apply.

Priority will be given to students who have completed undergraduate courses in subjects related to African American history, culture, or society or who have completed an undergraduate major in one of the following fields: African American Studies; a related social science discipline; or the humanities.

Students with an interest in pursuing a PhD in either English or History might be interested in applying to the Bridge Programs in English (http://www.english.wisc.edu/grad-afroam.htm) or History (https://history.wisc.edu/our-graduate-program/bridge-program/), which allow a student who has completed an MA in African American studies to move directly into one of those PhD programs.

More information about our application requirements is available on our website (https://africanamericanstudies.wisc.edu/graduate-degree/#:~:text=Graduate%20Degree%20Application%20Requirements).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 21 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | The degree requires the completion of a Master's thesis. The purpose of the thesis is to demonstrate that degree candidates have acquired the knowledge and skills to carry out scholarly writing and research in their discipline, and to advance knowledge in the field itself. |
| Language Requirements | n/a |

## REQUIRED COURSES

Students must complete 24 credits of approved graduate coursework as well as 6 thesis credits (AFROAMER 790 Research and Thesis).

| Code | Title | Credits |
|---|---|---|
| **Graduate courses in African American Studies** | | |
| At least 12 credits must be taken in the Department of African American Studies. | | 12 |
| AFROAMER 525 | Major Authors | |
| AFROAMER 621 | Slavery and Capitalism in the United States | |
| AFROAMER/ HISTORY 628 | History of the Civil Rights Movement in the United States | |
| AFROAMER 671 | Selected Topics in African American History | |
| AFROAMER/ ENGL 672 | Selected Topics in African American Literature | |
| AFROAMER 673 | Selected Topics in African American Society | |
| AFROAMER 675 | Selected Topics in African American Culture | |
| AFROAMER/ GEN&WS 677 | Critical and Theoretical Perspectives in Black Women's Writings | |
| AFROAMER 699 | Directed Study in Afro-American Studies (No more than 6 credits of Directed Study may be applied toward fulfillment of the MA coursework requirements.) | |
| **Electives** | | |
| Students will select their remaining courses in consultation with their faculty advisor. Students are encouraged to explore other subjects for related courses. | | 12 |
| **Thesis** | | |
| Students must complete 6 credits of thesis. | | 6 |
| AFROAMER 790 | Research and Thesis | |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

For well-prepared advanced students, the program may transfer 9 credits of prior graduate coursework from other institutions towards the minimum graduate degree credit and minimum graduate coursework (50%) requirement. The minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison.

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

No credits from an undergraduate degree are allowed to transfer toward the program's graduate degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

The program may decide to transfer up to 9 University Special student credits in fulfillment of the minimum graduate degree or minor credit requirements on occasion as an exception (on a case-by-case basis). UW–Madison coursework taken as a University Special student may not be allowed to transfer toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or as a Capstone Certificate.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. To provide students with a thorough understanding of a range of disciplinary approaches to the study of the African American experience in the United States and the African diaspora.
2. To provide students with a foundation in their area of concentration that will enable them to pursue doctoral work in a relevant discipline, especially in the areas of English and history, where we have established Bridge programs with UW departments.
3. To familiarize students with the techniques of effective teaching in multiracial classrooms, including training in dealing with controversial issues and potential racial tensions.

# AFRICAN CULTURAL STUDIES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- African Cultural Studies, Doctoral Minor (p. 49)
- African Cultural Studies, MA (p. 49)
- African Cultural Studies, PhD (p. 54)

# AFRICAN CULTURAL STUDIES, DOCTORAL MINOR

The mission of the Department of African Cultural Studies is to provide research and teaching in the languages and expressive cultures of Africa and Africans around the world. Our faculty specialize in literature, music, film, critical applied linguistics, drama, critical theory, diaspora studies, and new media.

The department is the only one of its kind in the United States. For those learning to conduct research in African expressive cultures, it offers curricula leading to both the master of arts degree and the doctor of philosophy degree. Our students come from all over the world, including many African countries.

## ADMISSIONS

# ADMISSIONS

Graduate students interested in completing the minor in African Cultural Studies should contact the director of graduate studies.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

| Code | Title | Credits |
|---|---|---|
| AFRICAN 700 | Reading and Writing African Cultural Studies | 3 |
| One graduate seminar | | 3 |
| Two electives chosen in consultation with the Department's Director of Graduate Studies | | 6 |
| **Total Credits** | | **12** |

Students must maintain a GPA of 3.5 or better in courses taken for the minor.

# AFRICAN CULTURAL STUDIES, MA

The mission of the Department of African Cultural Studies is to provide research and teaching in the languages and expressive cultures of Africa and Africans around the world. Our faculty specialize in literature, music, film, critical applied linguistics, drama, critical theory, diaspora studies, and new media.

The department is the only one of its kind in the United States. For those learning to conduct research in African expressive cultures, it offers curricula leading to both the master of arts degree and the doctor of philosophy degree. Our students come from all over the world, including many African countries.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed

admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## PREREQUISITES

Admission to the graduate program requires a bachelor's degree with substantial coursework related to the expressive cultures of Africa. Admitted applicants with an insufficient background in African cultural studies may be asked to complete additional coursework beyond the regular degree requirements. Applicants should have a minimum 3.0 GPA on a 4.0 grading scale or equivalent academic performance on other scales. The department will consider special cases, however, for probationary admission. If you have questions about your eligibility, please contact the graduate coordinator.

## APPLICATION REQUIREMENTS

All applicants to the program must apply online (https://grad.wisc.edu/apply/) by the fall deadline. The department cannot review an applicant who has not met all Graduate School admissions requirements (https://grad.wisc.edu/admissions/requirements/). Carefully review the instructions and other information the Graduate School provides; most of the admissions questions we receive relate to the Graduate School's requirements and are answered in their documentation.

As part of the online application process, you will be asked supplemental questions regarding your language and teaching experience and expected to **upload** the information listed below:

### University Transcripts

You must upload transcripts or academic records from **each** institution attended. You may upload unofficial copies for department review. If offered admission to the program, the Graduate School will request official transcripts from undergraduate institutions. These must be issued directly by the institutions with all official seals, stamps, and signatures. International academic records must be in the original languages and records in languages other than English accompanied by an official English translation.

### English Proficiency Requirement (International Applicants)

International degree-seeking applicants will need to prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/). The online application allows you to self-report scores, but we cannot consider your application until the Graduate School receives your official score report directly from the examination organization.

### Purpose Statement

Your statement of purpose should make clear that you understand the kinds of courses we offer (https://guide.wisc.edu/courses/african/) and the research interests of our faculty and substantiate how your own interests intersect with our faculty expertise (https://african.wisc.edu/people/faculty-and-staff/). Give a detailed account of the reasons and circumstances that led to your decision to undertake graduate work in the Department of African Cultural Studies. Include references to your academic work, your short-term and long-term goals, your personal relationship to or interests in the fields we study, and your knowledge of any African languages. If your transcripts reflect any negative episodes in your academic career, *e.g.*, a poor grade or a dropped course, you may explain them here. We look for evidence of your developing research interests and how they relate to the research interests of our faculty.

The department will make secondary use of your purpose statement to assess the quality of your writing. We recommend a length of 500-1000 words. The scope of your discussion and the level of detail that you choose to provide will be part of our assessment.

### CV or Résumé

Curriculum vitae or résumé listing language experience, awards, honors, or publications. For more information on CV or résumé writing, please consult:

UW-Madison Writing Center: CV Tips (https://writing.wisc.edu/handbook/assignments/cv/)

### Letters of Recommendation (3)

Recommenders will receive a notice via email and will submit their letters accordingly. Recommendation letters should discuss your overall scholarly ability. Please ask your referees to include specific examples of your academic achievements; your independent thinking, analytical and critical thinking skills; papers and presentations given in their courses; and your merits relative to other students. For international applicants, the letters should also address English proficiency.

Strong letters of recommendation will provide the department with evidence that you will succeed in the study of African languages and expressive cultures at the graduate level. While we will accept letters from faculty in any discipline, we will give greater weight to letters from faculty whose scholarship is related to the fields we study.

All letters must be received by the fall deadline in order for us to consider your application.

## AFTER THE APPLICATION

Once you have submitted your application, you will receive an email with a link to set up a UW-Madison NetID. Use the information to track the progress of your application.

FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The department automatically considers all applicants for support through teaching assistantships and various UW–Madison fellowships. All admitted students are guaranteed five years of funding, typically in the form of TAships, as long as they are making satisfactory progress.

Our top domestic students are typically nominated for, and often receive, Advanced Opportunity Fellowships (https://grad.wisc.edu/diversity/oeid/) (AOF). Read more about Graduate School inclusion efforts (https://grad.wisc.edu/diversity/).

All domestic students are also encouraged to apply for Foreign Language Area Studies (https://flas.wisc.edu/) (FLAS) fellowships.

Many of our graduate students also pursue outside funding as their career progresses.  Details are listed below.

### Teaching Assistantships

The department regularly funds teaching assistantships for both our language and literature/culture courses. Opportunities and assignments vary by semester. All continuing graduate students in good academic standing must apply by December 15 to be considered for positions for the following academic year. All new applicants are automatically considered. Teaching assistants earn tuition remission, a stipend, and benefits.

Please consult our website (https://african.wisc.edu/graduate-programs/funding/) for the most up-to-date information regarding teaching assistantships.

### Ebrahim Hussein Fellowship

The Ebrahim Hussein Endowment for research in African expressive cultures was established in the College of Letters & Science in 2003 thanks to the generosity of Robert M. Philipson, alumnus of the College of Letters & Science (PhD 1989). The college will award $7,500 each year to one or more full-time graduate students in L&S to carry out research on African expressive cultures in Africa and/or archives outside of the United States. The research must lead to a PhD dissertation, an MA thesis, or a publishable-quality paper. Doctoral students may receive up to $7,500 each; MA level students may receive up to $3,750 each.

**Selection Criteria:**

- Excellence of research proposal
- Demonstrated commitment to researching African expressive cultures
- General academic record
- Strong recommendations from faculty
- Timing of the proposed research in relation to degree requirements

### Other Funding Resources

The Graduate School provides additional information helpful to graduate students in need of funding.

Find information about:

Types of funding available (https://grad.wisc.edu/studentfunding/types/)

Funding for international students (https://iss.wisc.edu/students/new-students/funding-scholarships/)

- African Studies Graduate Student Summer Fieldwork Award (http://africa.wisc.edu/?page_id=12507)
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- Foreign Language Area Studies Fellowships (https://flas.wisc.edu/)
- Scott Kloeck-Jenson Fellowship (http://iris.wisc.edu/funding/students/skj/)
- IRIS Graduate Student Summer Fieldwork Award (http://iris.wisc.edu/funding/students/summer-fieldwork-award/)

External funding options (https://grad.wisc.edu/funding/fellowships/)

- American Association of University Women (https://www.aauw.org/resources/programs/fellowships-grants/)
- American Council of Learned Societies (http://www.acls.org/programs/comps/)
- Gorgias Press (https://www.gorgiaspress.com/awards/)
- Aga Kahn International Education Programme (http://www.akdn.org/our-agencies/aga-khan-foundation/international-scholarship-programme/)
- Margaret McNamara Education Grants (http://www.mmeg.org/programs/)

Research travel awards (https://grad.wisc.edu/studentfunding/grantscomp/research/)

- American Council of Learned Societies (http://www.acls.org/programs/comps/)
- Chateaubriand Fellowship (https://www.chateaubriand-fellowship.org/)
- German Academic Exchange Service (https://www.daad.org/en/find-funding/) (DAAD)
- Harvard Society of Fellows (https://socfell.fas.harvard.edu/about/)
- Royal Historical Society (http://royalhistsoc.org/grants/research-expenses/research-expenses-for-overseas-students-guidelines/)
    - Marshall & Centenary Fellowships (https://royalhistsoc.org/research_funding/)

Conference presentation funds (https://grad.wisc.edu/studentfunding/grantscomp/conference/) (bottom of page)

REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | MA candidates should maintain a 3.5 GPA in all AFRICAN department courses and may not have any more than two Incompletes on their record at any one time. |
| Assessments and Examinations | By the beginning of the fourth semester (e.g. the end of January), the candidate will complete a Qualifying Paper (QP) in the form, length, and quality of a publishable article. The QP may be based on a paper written for a departmental seminar, revised based on the instructor's feedback, and then read by two faculty members. One faculty member will be the student's primary MA advisor (by mutual agreement); the second will be assigned by the Department Chair or DGS. Acting as if they are reviewers for a journal determining whether the QP is publishable, the two faculty members will deem the QP "publishable," suggest additional revisions, or reject it. |
| Language Requirements | Two years study of an African language are required. Students may petition for an exemption if they have received comparable African language training or have intermediate or higher proficiency in an African language. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| Two years study of an African language. | | |
| AFRICAN 700 | Reading and Writing African Cultural Studies | 3 |
| AFRICAN 803 | Theories of African Cultural Studies | 3 |
| Two AFRICAN department seminars numbered 900 to 999 | | 6 |
| Six AFRICAN department elective courses chosen in consultation with the graduate advisor | | 18 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program permission, students are allowed to transfer no more than 6 credits of coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

With program approval, students are allowed to transfer no more than 6 credits of coursework numbered 300 or above from a UW–Madison undergraduate degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full-time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or

allowed to continue for one additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

Candidates are required to meet with the director of graduate studies every semester prior to enrolling for the next semester. Failure to meet this requirement will result in a hold on the student's enrollment.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Students who have not produced a "publishable" (passing) QP by the beginning of the fourth semester (e.g. the end of January) must write a brief request for an extension to the end of the fourth semester, to be presented by their advisor for approval by the faculty. No more than one such extension will be granted.

Students who have not produced a "publishable" (passing) QP by the end of their fourth semester will leave the program with a terminal MA. Those who produce a "publishable" QP by the end of their fourth semester will be considered for admission to the PhD program. A decision regarding admission to the PhD will be taken at a faculty meeting, based on a recommendation by the QP readers and input from other faculty members.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.

4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### DEPARTMENT EFFORTS

We fully support and encourage our students to attend and participate in any professional development events hosted by the Graduate School. These may include everything from writing workshops to exploring careers outside of academia. We also regularly offer opportunities for professional development specific to our field, often based on student feedback. In addition, we encourage students to seek out and participate in conferences and offer funding to support these endeavors.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Content) Recognize canonical authors and texts, historical forms, genres, and structures, and recognize aesthetic and cultural concerns in Africa and its diasporas.
2. (Content) Develop in-depth knowledge in a sub-field of specialization within African cultural studies.
3. (Content) Demonstrate their understanding of major theories, approaches, concepts, and current and classical research findings in African and diaspora literary and cultural studies.
4. (Content) Develop a level of proficiency in the different "ways of knowing" Africa and the diaspora through language, literatures, and cultures.
5. (Research Skills) Understand their own learning processes and possess the capacity to intentionally seek, evaluate, and learn from information, and recognize and reduce bias in their thinking.
6. (Research Skills) Effectively retrieve and comprehend primary sources in English and African languages, and secondary sources from a range of disciplines.
7. (Research Skills) Gain firm knowledge of existing research in their area of specialization and its gaps.
8. (Communication Skills) Develop or improve speaking, listening, writing, reading skills in an African language, and integrate these skills to communicate effectively.
9. (Communication Skills) Communicate effectively through essays, oral presentations, and discussion, so they may share their knowledge, wisdom, and values with others across social and professional settings.
10. (Communication Skills) Show knowledge of conventional rhetorical strategies, and integrate research by other authors while distinguishing between their own ideas and those of others.
11. (Communication Skills) Write and speak across disciplinary boundaries with regard to existing research about Africa and the diaspora in the humanities and social sciences.
12. (Analytical Skills) Discuss cultural texts from various theoretical and critical perspectives, formulate ideas and make connections between literary/cultural concepts and themes.
13. (Analytical Skills) Demonstrate command of the terminology and methodology of cultural studies, construct complex arguments, and use primary and secondary sources to support arguments.
14. (Analytical Skills) Articulate the place of their own research in relation to existing research on related topics.

# AFRICAN CULTURAL STUDIES, PHD

The mission of the Department of African Cultural Studies is to provide research and teaching in the languages and expressive cultures of Africa and Africans around the world. Our faculty specialize in literature, music, film, critical applied linguistics, drama, critical theory, diaspora studies, and new media.

The department is the only one of its kind in the United States. For those learning to conduct research in African expressive cultures, it offers curricula leading to both the master of arts degree and the doctor of philosophy degree. Our students come from all over the world, including many African countries.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |

| | |
|---|---|
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## PREREQUISITES

Admission to the graduate program requires a bachelor's degree with substantial coursework related to the expressive cultures of Africa. Admitted applicants with an insufficient background in African cultural studies may be asked to complete additional coursework beyond the regular degree requirements. Applicants should have a minimum 3.0 GPA on a 4.0 grading scale or equivalent academic performance on other scales. The department will consider special cases, however, for probationary admission.

Admission into the PhD program **requires** a master of arts in a closely related field (with the thesis or other substantive piece of graduate-level writing submitted as a writing sample).

## APPLICATION REQUIREMENTS

All applicants to the program must apply online (https://grad.wisc.edu/apply/) by the deadline. The department cannot review an applicant who has not met all Graduate School admissions requirements (https://grad.wisc.edu/admissions/requirements/). Carefully review the instructions and other information the Graduate School provides; most of the admissions questions received are related to the Graduate School's requirements, which are answered in their documentation.

As part of the online application process, applicants will be asked supplemental questions regarding language and teaching experience and expected to **upload** the information listed below:

### University Transcripts

Applicants must upload transcripts or academic records from **each** institution attended. Applicants may upload unofficial copies for department review. If recommended for admission to the program, the Graduate School will request official transcripts from undergraduate institutions. These must be issued directly by the institutions with all official seals, stamps, and signatures. International academic records must be in the original languages and records in languages other than English accompanied by an official English translation.

### English Proficiency Requirement (International Applicants)

International degree-seeking applicants will need to prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/). The online application allows applicants to self-report scores, but the program cannot consider an application until the Graduate School receives an official score report directly from the examination organization.

### Purpose Statement

An applicant's statement of purpose should make clear that they understand the kinds of courses we offer (https://guide.wisc.edu/courses/african/) and the research interests of our faculty and substantiate how your own interests intersect with our faculty expertise (https://african.wisc.edu/people/faculty-and-staff/). Give a detailed account of the reasons and circumstances that led to an applicant's decision to undertake graduate work in the Department of African Cultural Studies. Include references to academic work, short-term and long-term goals, personal relationship to or interests in the fields we study, and knowledge of any African languages. If transcripts reflect any negative episodes in an applicant's academic career, e.g., a poor grade or a dropped course, they may explain them here.

The department will make secondary use of the purpose statement to assess the style and substance of your writing. The program recommends a length of 500-1000 words. The scope of discussion and the level of detail that an applicant chooses to provide will be part of the program's assessment.

### Curriculum Vitae or Résumé

Submit a curriculum vitae or résumé listing language experience, awards, honors, or publications. For more information on curriculum vitae or résumé writing, consult the UW-Madison Writing Center's tips (https://writing.wisc.edu/handbook/assignments/cv/).

### Letters of Recommendation (3)

The program requires three letters of recommendation, submitted directly by the referees. Applicants must submit requests to all three references as part of the online application. Recommenders will receive a notice via email and will submit their letters accordingly.

Recommendation letters should discuss an applicant's overall scholarly ability. Ask referees to include specific examples of the applicant's academic achievements; independent thinking, analytical and critical thinking skills; papers and presentations given in their courses; and an applicant's merits relative to other students. For international applicants, the letters should also address English proficiency.

If recommenders submit letters via the Graduate School's online application system, they will be asked to provide class rank information; if they do not submit their letters through this system, they should include this information in the letter itself.

Strong letters of recommendation will provide the department with evidence that applicants will succeed in the study of African languages and expressive cultures at the graduate level. While the program will accept letters from faculty in any discipline, it will give greater weight to letters from faculty whose scholarship is related to the fields the program studies.

All letters must be received by the application deadline to consider your application.

## AFTER THE APPLICATION

Once an applicant submits an application, they will receive an email with a link to set up a UW-Madison NetID. Use the information to track application progress.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

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- Strong recommendations from faculty
- Timing of the proposed research in relation to degree requirements

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Find information about:

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Funding for international students (https://iss.wisc.edu/students/new-students/funding-scholarships/)

- African Studies Graduate Student Summer Fieldwork Award (http://africa.wisc.edu/?page_id=12507)
- Dana-Allen Dissertation Fellowship (https://irh.wisc.edu/staff-type/dana-allen-dissertation-fellowships/)
- Foreign Language Area Studies Fellowships (https://flas.wisc.edu/)
- Scott Kloeck-Jenson Fellowship (http://iris.wisc.edu/funding/students/skj/)
- IRIS Graduate Student Summer Fieldwork Award (http://iris.wisc.edu/funding/students/summer-fieldwork-award/)

External funding options (https://grad.wisc.edu/funding/fellowships/)

- American Association of University Women (https://www.aauw.org/resources/programs/fellowships-grants/)
- American Council of Learned Societies (http://www.acls.org/programs/comps/)
- Gorgias Press (https://www.gorgiaspress.com/awards/)
- Aga Kahn International Education Programme (http://www.akdn.org/our-agencies/aga-khan-foundation/international-scholarship-programme/)
- Margaret McNamara Education Grants (http://www.mmeg.org/programs/)

Research travel awards (https://grad.wisc.edu/studentfunding/grantscomp/research/)

- American Council of Learned Societies (http://www.acls.org/programs/comps/)
- Chateaubriand Fellowship (https://www.chateaubriand-fellowship.org/)
- German Academic Exchange Service (https://www.daad.org/en/find-funding/) (DAAD)
- Harvard Society of Fellows (https://socfell.fas.harvard.edu/about/)
- Royal Historical Society (http://royalhistsoc.org/grants/research-expenses/research-expenses-for-overseas-students-guidelines/)
  - Marshall & Centenary Fellowships (https://royalhistsoc.org/research_funding/)

Conference presentation funds (https://grad.wisc.edu/studentfunding/grantscomp/conference/) (bottom of page)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 45 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | PhD candidates should maintain a 3.5 GPA in all AFRICAN department courses and may not have any more than two Incompletes on their record at any one time. |
| Assessments and Examinations | Doctoral students must pass a preliminary written examination to become dissertators, followed by a dissertation proposal oral defense. After writing the dissertation, candidates must pass an oral defense of the completed dissertation.<br>Doctoral students must submit a short statement (2-3 pages) at the end of their third semester, discussing how the courses that they have taken so far, as well as those that they plan to take in the future semester(s), relate to their area of focus and inform their dissertation research and their envisioned career path. The statement should be approved by the advisor, then submitted by the advisor at a faculty meeting for feedback. |
| Language Requirements | PhD students must complete one year of an African language beyond second year level.<br><br>Students may petition for an exemption if they have received comparable African language training equivalent to three years' university study in a US-accredited language program<br><br>One additional course in a language relevant to the student's doctoral research and/or geographic area of focus, other than English. The language must be chosen in consultation with the director of graduate studies. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **African Language** | | |
| PhD students must complete one year of an African language beyond second year level. Students may petition for an exemption if they have received comparable African language training or have intermediate or higher proficiency in an African language. One additional course in a language relevant to the student's doctoral research and/or geographic area of focus, other than English. The language must be chosen in consultation with the director of graduate studies. | | 24 |
| **Department Courses** | | |
| Four AFRICAN department graduate-level courses: in consultation with the director of graduate studies and/or the dissertation committee chair, each student is expected to define, no later than the third semester, an area of focus within African Cultural Studies, e.g., literature, music, film, critical applied linguistics, drama, critical theory, diaspora studies, new media. Within that area of study, students will take: | | |
| **Graduate Seminars** | | |
| Two AFRICAN graduate seminars | | 6 |
| **Additional Coursework** | | |
| Two additional courses to be chosen in consultation with the director of graduate studies and/or the dissertation committee chair | | 7 |
| One additional course in a language relevant to the student's doctoral research and/or geographic area of focus, other than English. The language must be chosen in consultation with the director of graduate studies. | | 5 |
| **Breadth** | | **9** |
| Students may take courses and seminars drawn from offerings within African Cultural Studies or in other departments, as decided in collaboration between student and their advisor, such as: | | |
| AFRICAN 926 | Seminar in Research Methods in African Cultural Studies | |
| AFRICAN 905 | Seminar in African Cultural Studies: Topics | |
| AFRICAN 901 | Seminar in Modern African Literature | |
| AFRICAN 803 | Theories of African Cultural Studies | |
| AFRICAN 703 | Topics in Teaching African Languages | |
| AFRICAN 700 | Reading and Writing African Cultural Studies | |
| AFRICAN 671 | Multilanguage Seminar | |
| AFRICAN 670 | Theories and Methods of Learning a Less Commonly Taught Language | |
| AFRICAN 606 | Advanced Topics in African Literature | |
| AFRICAN 605 | Advanced Topics in African Cultural Studies | |
| **Total Credits** | | **51** |

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Up to 6 credits of prior coursework may transfer in fulfillment of degree requirements with approval.

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

No credits from a UW–Madison University Special student career are allowed to transfer toward the degree.

## PROBATION

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full-time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

All students are required to find a dissertation advisor by the beginning of the third semester in the program. The dissertation committee must consist of at least four members representing more than one graduate program, three of whom must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement. At least one of the four members must be from outside of the Department and all doctoral committee members must be designated as readers.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

For students who earned an MA at an external institution, coursework should be completed in six semesters. By the beginning of the sixth semester, the candidate proceeds to the preliminary examination. A student who has not attempted the written preliminary exam by the beginning of their seventh semester or passed it by the end of the seventh semester, will leave the program with a terminal MA (provided they have at least thirty credits).

For students who earned an MA at UW–Madison, coursework should be completed in four semesters. By the beginning of the fourth semester, the candidate proceeds to the preliminary examination. A student who has not attempted the written preliminary exam by the beginning of their fifth semester or passed it by the end of the fifth semester, will leave the program.

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

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### DEPARTMENT EFFORTS

We fully support and encourage our students to attend and participate in any professional development events hosted by the Graduate School. These may include everything from writing workshops to exploring careers outside of academia. We also regularly offer opportunities for professional development specific to our field, often based on student feedback. In addition, we encourage students to seek out and participate in conferences and offer funding to support these endeavors.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. (Content) Recognize canonical authors and texts, historical forms, genres, and structures, and recognize aesthetic and cultural concerns in Africa and its diasporas.
2. (Content) Develop in-depth knowledge in a sub-field of specialization within African cultural studies.
3. (Content) Demonstrate their understanding of major theories, approaches, concepts, and current and classical research findings in African and diaspora literary and cultural studies.
4. (Content) Develop a level of proficiency in the different "ways of knowing" Africa and the diaspora through language, literatures, and cultures.
5. (Content) Develop knowledge of a secondary field of research from outside the Department of African Cultural Studies.
6. (Research Skills) Understand their own learning processes and possess the capacity to intentionally seek, evaluate, and learn from information, and recognize and reduce bias in their thinking.
7. (Research Skills) Effectively retrieve and comprehend primary sources in English and African languages, and secondary sources from a range of disciplines.
8. (Research Skills) Gain firm knowledge of existing research in their area of specialization and its gaps.
9. (Research Skills) Have an understanding of professional and ethical responsivity with regard to producing original research and working with human subjects.
10. (Communication Skills) Develop or improve speaking, listening, writing, reading skills in an African language, and integrate these skills to communicate effectively.
11. (Communication Skills) Communicate effectively through essays, oral presentations, and discussion, so they may share their knowledge, wisdom, and values with others across social and professional settings.
12. (Communication Skills) Show knowledge of conventional rhetorical strategies, and integrate research by other authors while distinguishing between their own ideas and those of others.

13. (Communication Skills) Write and speak across disciplinary boundaries with regard to existing research about Africa and the diaspora in the humanities and social sciences.
14. (Communication Skills) Demonstrate their ability to organize a book-length project into logical smaller components, so that it can be addressed in depth in a multi-chapter piece of writing.
15. (Analytical Skills) Discuss cultural texts from various theoretical and critical perspectives, formulate ideas and make connections between literary/cultural concepts and themes.
16. (Analytical Skills) Demonstrate command of the terminology and methodology of cultural studies, construct complex arguments, and use primary and secondary sources to support arguments.
17. (Analytical Skills) Articulate the place of their own research in relation to existing research on related topics.

# AGRICULTURAL AND APPLIED ECONOMICS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Agricultural and Applied Economics, Doctoral Minor (p. 60)
- Agricultural and Applied Economics, MS (p. 60)
- Agricultural and Applied Economics, PhD (p. 69)

# AGRICULTURAL AND APPLIED ECONOMICS, DOCTORAL MINOR

Any student enrolled in a UW–Madison doctoral program may pursue a doctoral minor in agricultural and applied economics. Many students who have the relevant background take the master's core courses of A A E 635 Applied Microeconomic Theory, A A E 636 Applied Econometric Analysis I and A A E 637 Applied Econometric Analysis II to gain training in microeconomic theory and econometrics that are designed to develop a set of analytical skills applicable to a wide range of problems in many disciplines, especially the social sciences.

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

Students must complete 9 credits to earn this doctoral minor. All coursework must be graduate-level and preapproved by the program. Students must achieve a B or better in all minor coursework. Directed study courses do not satisfy minor requirements.

Students must consult the graduate coordinator or director of graduate studies. Courses should be chosen in consultation with the student's departmental advisor and submitted for approval to the minor program before they are completed.

The program's director of graduate studies certifies the minor on the prelim warrant.

# AGRICULTURAL AND APPLIED ECONOMICS, MS

The Department of Agricultural and Applied Economics offers graduate degree programs leading to the master of science and doctor of philosophy. Long recognized as one of the top programs in the nation, the department is an active center of research and graduate training in environmental and natural resource economics, the economic development of low-income countries, agricultural economics and community economics.

Department faculty are affiliated with a broad range of institutes and centers across the campus, including the Gaylord Nelson Institute for Environmental Studies, the Center for Integrated Agricultural Systems, the University Center for Cooperatives, the Renk Agribusiness Institute, Center for Community Economic Development, and the area studies programs. Each program has its own rich intellectual life of seminars and other activities.

The department provides office space, a lounge, and IT support for its MS graduate students and PhD students. The Taylor–Hibbard Club, the department's graduate student organization, serves as a link between graduate students and the faculty, elects student representatives to department committees, and promotes academic and social activities for its members.

There are two master's degree programs in the Department of Agricultural and Applied Economics: the MS Professional Option and the MS Agricultural and Applied Economics (A A E).

## MS AAE PROFESSIONAL OPTION (P. 65)

This full-time, 12-21 month, on-campus professional master's option is designed to prepare students to fill the growing private sector demand for quantitatively-skilled analysts and managers. Students will learn skills in economic reasoning, data management, empirical analysis, and technical communication in order to find analytical positions in governmental, or non-governmental sectors. Students can choose coursework focused on applied economics or agribusiness management depending on their career goals. They can also take additional electives in AAE's focus areas

of agriculture, international development, and environmental and natural resource economics. Learn more. (p. 66)

# MS AGRICULTURAL AND APPLIED ECONOMICS (P. 62)

The AAE-MS option is a master's degree program intended for students with specific interests in Applied Economics of Environment and Natural Resources, as well as International Development Economics. This program typically takes four semesters. Students have the option to do a thesis. For more details, please visit the AAE department website (https://aae.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

Students apply to the MS in Agricultural and Applied Economics through one of the named options:

- Agricultural and Applied Economics (p. 62)
- Professional Option (p. 65)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Students should refer to the Funding page of their named option for appropriate resources.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn grades of B or above in all core curriculum coursework. |
| Assessments and Examinations | See Named Option for requirement information. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a N (p. 61)amed Option (p. ) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Agricultural and Applied Economics must select one of the following named options:

View as listView as grid

- **AGRICULTURAL AND APPLIED ECONOMICS: AGRICULTURAL AND APPLIED ECONOMICS, MS (P. 62)**
- **AGRICULTURAL AND APPLIED ECONOMICS: PROFESSIONAL OPTION, MS (P. 65)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Agricultural and Applied Economics (p. 62)
- Professional Option (p. 65)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates and critiques theories and empirical methods for quantitative analysis relevant to agricultural, environmental, international development, or community economics.
2. Identifies data sources, applies appropriate econometric methodologies, and evaluates quantitative evidence relevant to questions in agricultural, environmental, international development, or community economics.
3. Clearly communicates applied economics issues, methods, and empirical analysis using both written and oral strategies.
4. Recognizes and applies principles of ethical, collegial and professional conduct.

# AGRICULTURAL AND APPLIED ECONOMICS: AGRICULTURAL AND APPLIED ECONOMICS, MS

The AAE-MS option is a master's degree program intended for students with specific interests in Applied Economics of Environment and Natural Resources, as well as International Development Economics. This program typically takes four semesters. Students have the option to do a thesis. For more details, please visit the AAE department website (https://aae.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION REQUIREMENTS AND PROCESS

All applicants must satisfy requirements that are set forth by the Graduate School (https://grad.wisc.edu/apply/requirements/). Applicants are required to provide the following materials:

1. Unofficial transcripts. Unofficial transcripts from all previous postsecondary studies are required for all PhD applicants. Unofficial transcripts should be uploaded to the application system. If an applicant is recommended for admission by the department, official transcripts will be submitted directly to the Graduate School by the student's postsecondary institution.
2. Three reference letters. Ask for detailed letters from people who are able to judge your qualifications for graduate work in this field. Most useful are letters from faculty who have taught you in one or more classes. In the application, you will supply their email addresses and the Graduate School will send instructions on how to upload letters.
3. Statement of Purpose: Summarize educational and career goals, past experiences relevant to future study, and career plans. Include details about your specific applied economics areas of interest.
4. Resume or curriculum vitae (cv).
5. GRE scores. GRE are required and cannot be waived.
6. International Applicants: International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
7. Application Fee: Submission must be accompanied by the one-time application fee. See the Graduate School FAQ (https://grad.wisc.edu/apply/) for fee information. Fee grants are only available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

For more details on the Agricultural and Applied Economics MS application process, please visit the department application site (https://aae.wisc.edu/apply/). For more information on the MS degree, contact the Graduate Academic Program Manager listed in the contact information box.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

MS students in the Agricultural and Applied Economics named option can apply for graduate positions listed under students jobs (https://jobs.wisc.edu/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn grades of B or above in all core curriculum coursework. |
| Assessments and Examinations | If a student chooses to write the optional thesis they must get approval for a research topic that is defended in an oral examination. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| A A E 635 | Applied Microeconomic Theory | 3 |
| or A A E 625 | Agribusiness Economics and Management | |
| A A E 636 | Applied Econometric Analysis I | 3 |
| A A E 637 | Applied Econometric Analysis II | 4 |
| or A A E 719 | Applied Business Economics | |
| **Economic Analysis** | | |
| At least 9 credits of Agricultural and Applied Economics taught courses numbered 500 or above | | 9 |
| At least 6 credits of Agricultural and Applied Economics taught courses numbered 400 or above | | 6 |
| **Other Coursework** | | |
| 5 credits numbered 300 or above in any department (including Agricultural and Applied Economics). These credits may include independent study. | | 5 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION–SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to count no more than 7 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

The A A E Graduate Faculty Committee makes decisions regarding student progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

A full-time student is expected to complete the MS in A A E in two years. The program can be completed part-time but must be completed in five years.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information

from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# AGRICULTURAL AND APPLIED ECONOMICS: PROFESSIONAL OPTION, MS

This full-time, 12-21 month, on-campus professional master's option is designed to prepare students to fill the growing private sector demand for quantitatively-skilled analysts and managers. Students will learn skills in economic reasoning, data management, empirical analysis, and technical communication in order to find analytical positions in governmental, or non-governmental sectors. Students can choose coursework focused on applied economics or agribusiness management depending on their career goals. They can also take additional electives in AAE's focus areas of agriculture, international development, and environmental and natural resource economics. Learn more. (p. 66)

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | April 15 for international applicants; May 31 for domestic applicants |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | March 31 for international applicants; May 1 for domestic applicants |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

Priority deadline for fall: March 15

### PREPARATORY COURSEWORK

Strong applicants to the Agricultural and Applied Economics - MS Professional Option will have successfully completed undergraduate courses in microeconomics, calculus, and statistics.

For details on the Agricultural and Applied Economics MS application process, please visit the department application site (https://aae.wisc.edu/apply/).

For more information on the MS degree, contact the Graduate Academic Program Manager listed in the contact information box.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

AAE has limited scholarships for Professional Option students. Applications will be reviewed for admission and funding with the initial application.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | Yes | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn grades of B or above in all core curriculum coursework. |
| Assessments and Examinations | n/a |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Course Requirement** | | |
| A A E 636 | Applied Econometric Analysis I | 3 |
| A A E 635 | Applied Microeconomic Theory | 3 |
| or A A E 625 | Agribusiness Economics and Management | |
| A A E 637 | Applied Econometric Analysis II | 4 |
| or A A E 719 | Applied Business Economics | |
| **Data Science Requirement** | | |
| A A E 718 | Data Science for Agricultural and Applied Economics | 3 |
| **Seminar Requirement** | | |
| A A E 720 | Seminar in Quantitative and Applied Economics | 1 |
| A A E 721 | Professional Communication of Applied Economic Analysis | 1 |
| A A E 723 | Professional Development Seminar | 1 |
| **Practicum / Internship requirement** | | |
| Students must complete at least 4 credits from one of the following courses. | | 4-6 |
| A A E 724 | Practicum for Applied Economists | |
| or A A E 899 | AAE Graduate Practical Training/Internship | |
| **Electives Requirement** | | |
| Students must complete additional elective coursework to meet the 30-credit minimum requirement. Refer to the Elective Course Options table below. | | 8-10 |
| **Total Credits** | | **30** |

### Elective Course Options

| Code | Title | Credits |
|---|---|---|
| A A E 319 | The International Agricultural Economy | 3 |
| A A E 320 | Agricultural Systems Management | 3 |
| A A E 322 | Commodity Markets | 4 |
| A A E 323 | Cooperatives and Alternative Forms of Enterprise Ownership | 3 |
| A A E 335 | Introduction to Data Analysis using Spreadsheets | 2 |
| A A E/ECON/ ENVIR ST 343 | Environmental Economics | 3-4 |
| A A E/ NUTR SCI 350 | World Hunger and Malnutrition | 3 |
| A A E 352 | Global Health: Economics, Natural Systems, and Policy | 4 |
| A A E/ECON 371 | Energy, Resources and Economics | 3 |
| A A E/INTL ST 373 | Globalization, Poverty and Development | 3 |
| A A E/INTL ST 374 | The Growth and Development of Nations in the Global Economy | 3 |
| A A E 375 | Special Topics | 1-4 |
| A A E 419 | Agricultural Finance | 3 |
| A A E/ECON 421 | Economic Decision Analysis | 4 |
| A A E 422 | Food Systems and Supply Chains | 3 |
| A A E/ECON/ INTL BUS 462 | Latin American Economic Development | 3 |

| | | |
|---|---|---|
| A A E/ECON 473 | Economic Growth and Development in Southeast Asia | 3 |
| A A E/ECON 474 | Economic Problems of Developing Areas | 3 |
| A A E/ECON 477 | Agricultural and Economic Development in Africa | 3 |
| A A E/REAL EST/ URB R PL 520 | Community Economic Analysis | 3 |
| A A E/ECON 526 | Quantitative Methods in Agricultural and Applied Economics | 4 |
| A A E/ECON/ F&W ECOL 531 | Natural Resource Economics | 3 |
| A A E/M H R 540 | Intellectual Property Rights, Innovation and Technology | 3 |
| A A E 601 | Applied Economics (recommended summer entry course) | 3 |
| A A E 625 | Agribusiness Economics and Management | 3 |
| A A E 670 | Mathematics for Agricultural and Applied Economics (recommended summer entry course) | 3 |
| A A E/ECON/ ENVIR ST/ URB R PL 671 | Energy Economics | 3 |
| A A E 706 | Applied Risk Analysis | 3 |
| A A E 719 | Applied Business Economics | 4 |
| A A E 737 | Applied Econometric Analysis III | 3 |
| A A E/CIV ENGR/ ENVIR ST/ URB R PL 561 | Energy Markets | 3 |
| A A E 641 | Foundations of Agricultural Economics | 3 |
| A A E 642 | Foundations of Development Economics | 3 |
| A A E 643 | Foundations of Environmental and Natural Resource Economics | 3 |
| A A E 722 | Machine Learning in Applied Economic Analysis | 4 |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to count no more than 7 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

The A A E Graduate Faculty Committee makes decisions regarding student progress.

## CREDITS ALLOWED PER TERM

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

A full-time student is expected to complete the MS in Agricultural and Applied Economics in 15 months (4 semesters). However, the program can be completed in as little as 12 months (3 semesters). The program can be completed part-time but must be completed in five years.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)

- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The MS AAE Professional Option courses are designed to prepare students to enter the professional workforce in both the U.S. and abroad in data-intensive and quantitatively focused jobs in economic consulting, businesses, agribusinesses, non-profit organizations focused on development, and governmental sectors.

# AGRICULTURAL AND APPLIED ECONOMICS, PHD

The AAE PhD program provides a rigorous background in economic theory and analysis, combined with applied economics courses in the areas of International Development, Natural Resources and Environment, Agriculture and Community Development Economics. Students will enjoy small class sizes, a supportive atmosphere, and strong support from their major advisor and the AAE community. The program takes 5 years to complete. The PhD curriculum relies on the doctoral core in microeconomic theory and econometrics offered by Wisconsin's outstanding and highly ranked Department of Economics (https://www.econ.wisc.edu/). When matched with the department's applied courses, students learn how to use advanced methods to conceptualize and answer contemporary economic problems. This strong core training prepares students for a variety of challenging careers (https://aae.wisc.edu/grad/placement/).

Active student research seminars and department seminars complement formal classroom instruction.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION REQUIREMENTS AND PROCESS

All applicants must satisfy requirements that are set forth by the Graduate School (https://grad.wisc.edu/apply/requirements/). Applicants are required to provide the following materials:

1. Unofficial transcripts. Unofficial transcripts from all previous postsecondary studies are required for all PhD applicants. Unofficial transcripts should be uploaded to the application system. If an applicant is recommended for admission by the department, the Graduate School will request official transcripts be sent to the Graduate School from the undergraduate institution.
2. Three reference letters. Ask for detailed letters from people who are able to judge the applicant's qualifications for graduate work in this field. Most useful are letters from faculty who have taught an applicant in one or more classes. In the application, applicants will supply their email addresses and the Graduate School will send instructions on how to upload letters.
3. Statement of Purpose: Summarize educational goals, past experiences relevant to future study, and career plans. Include details about specific research interests. Information about educational background, publications and/or other relevant details should be included.
4. Supplemental Application: Provide a table of relevant economics and mathematics coursework, textbooks and grades. List the area of applied economics that an applicant would like to study (more than one can be listed). Finally, in a couple paragraphs, answer the supplemental question.
5. Resume or curriculum vitae (cv).
6. GRE scores. GRE are required and cannot be waived.
7. International Applicants: International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
8. Application Fee: Submission must be accompanied by the one-time application fee. See the Graduate School FAQ (https://grad.wisc.edu/apply/) for fee information. Fee grants are only available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

For more details on the Agricultural and Applied Economics PhD application process, visit: To Apply (https://aae.wisc.edu/apply/).

For more information on the Agricultural and Applied Economics, PhD degree, contact the graduate program manager (see contact information box).

### Currently Enrolled UW-Madison Graduate Student Admissions

Applicants who are currently enrolled in a UW-Madison master's degree program apply by a different process. Please contact the department Graduate Program Manager (mtreleven@wisc.edu) to inquire about the internal process.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include

assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Agricultural and Applied Economics department offers five years of funding to accepted PhD students in the form of teaching assistantships, research assistantships and a limited number of fellowships. The department also provides funding to students who have been accepted to present at a conference and research awards for outstanding student research on an application basis. For more details, please visit the AAE PhD Program website (https://aae.wisc.edu/grad/phd/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of B or above in core curriculum coursework. |
| Assessments and Examinations | Preliminary examinations are required in microeconomic theory and a major field. The microeconomic theory prelim is administered and graded by the faculty in Economics. Students receiving grades of B or better in the microeconomic theory core can choose not to sit for the prelim. The major field prelim is administered and graded by the Agricultural and Applied Economics faculty. The PhD also requires a dissertation. Students must make oral defense of dissertation. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Economic Theory** | | |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| or ECON 714 | Economic Theory; Macroeconomics Sequence | |
| **Statistics and Econometrics** | | |
| ECON 709 & ECON 710 | Economic Statistics and Econometrics I and Economic Statistics and Econometrics II | 6 |
| **Major Field** | | |
| Complete one of the following fields: | | 6 |
| *Community Economics* | | |
| Choose 6 credits of A A E courses in consultation with advisor. Courses outside of A A E may be taken with advisor permission. | | |
| *Development Economics (choose 2)* | | |
| A A E 642 | Foundations of Development Economics | |
| A A E 730 | Frontiers in Development Economics 1 | |
| A A E 731 | Frontiers in Development Economics 2 | |
| *Economics of Agriculture (choose 2)* | | |

| | | |
|---|---|---|
| A A E 641 | Foundations of Agricultural Economics | |
| A A E 746 | Frontiers in Agricultural Economics 1 | |
| A A E/ECON 747 | Frontiers in Agricultural Economics 2 | |
| *Environmental and Resource Economics (choose 2)* | | |
| A A E 643 | Foundations of Environmental and Natural Resource Economics | |
| A A E 760 | Frontiers in Environmental and Natural Resource Economics 1 | |
| A A E 762 | Frontiers in Environmental and Natural Resource Economics 2 | |
| **Breadth** | | |
| Students take 9 credits in either an external or distributed doctoral minor or a graduate/professional certificate. | | 9 |
| **Research** | | |
| Students complete the courses below including research credits to reach the minimum credit requirement. | | 21 |
| A A E 780 | Research Colloquium | |
| A A E 781 | Applied Economics Research and Writing Colloquium | |
| A A E 990 | Research and Thesis | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 19 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

No credits from another institution or UW–Madison undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is assigned to a faculty member advisor. To ensure that students are making satisfactory progress toward a degree, students are expected to meet with their advisor at least once a semester.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students must pass the microeconomic theory requirement before the beginning of year 3. Students must finish all required coursework and pass the major field exam before the beginning of year 4. Students must defend a dissertation proposal before the end of the first semester of year 4.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
    a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
    b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
    a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
    b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
    c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
    d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

## OTHER

Funding packages are offered to selected PhD applicants.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The Department of Agricultural and Applied Economics invites applied economists to participate in a seminar series. Students get various presentation opportunities to present their latest research in department and student seminars. All students are required to take a research colloquium which helps students develop their dissertation proposal and plan for their job search. Faculty provide mock interviews and detailed feedback on interviewing skills. A A E placement (https://aae.wisc.edu/grad/placement/) information is on the department website.

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates and critiques theories and empirical methods to address research issues in agricultural, environmental, international development, or community economics.
2. Identifies data sources, applies appropriate econometric methodologies, and evaluates quantitative evidence relevant to questions in agricultural, environmental, international development, or community economics.
3. Creates scholarship that makes a substantive contribution to the chosen major field and/or to society.
4. Clearly communicates applied economics issues, methods, and empirical analysis using both written and oral strategies.
5. Recognizes and applies principles of ethical, collegial and professional conduct.

# AGRICULTURAL AND LIFE SCIENCES - COLLEGE-WIDE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Plant Breeding and Plant Genetics, Doctoral Minor (p. 73)
- Plant Breeding and Plant Genetics, MS (p. 73)
- Plant Breeding and Plant Genetics, PhD (p. 77)


# PLANT BREEDING AND PLANT GENETICS, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

### REQUIRED COURSES

Contact the program for more information concerning the minor.

| Code | Title | Credits |
|---|---|---|
| **Plant Breeding** | | |
| Students must complete at least 2 credits from Section A. Plant Breeding. Refer to the Core Curriculum table below. | | 2 |
| **Other Core Curriculum** | | |
| Students must complete 2 credits from another section of the Core Curriculum table below. | | 2 |
| **Seminar** | | |
| Students must complete 2 credits of the following seminar course. | | 2 |
| PLANTSCI 957 | Seminar in Plant Breeding and Plant Genetics | |
| **Additional Coursework** | | |
| Students complete additional coursework to satisfy the 10-credit minimum requirement. | | 4 |
| **Total Credits** | | **10** |

### Core Curriculum

| Code | Title | Credits |
|---|---|---|
| **Section A. Plant Breeding** | | |
| PLANTSCI 501 | Principles of Plant Breeding | 3 |
| PLANTSCI 812 | Selection Theory for Quantitative Traits in Plants | 2 |
| **Section B. Genetics** | | |
| PL PATH 517 | Plant Disease Resistance | 2-3 |
| PLANTSCI 550 | Molecular Approaches for Crop Improvement | 3 |
| PLANTSCI/ GENETICS 615 | Genetic Mapping | 3 |
| GENETICS/ BIOCHEM 631 | Plant Genetics and Development | 3 |
| GENETICS/ BIOCHEM/ BOTANY 840 | Regulatory Mechanisms in Plant Development | 3 |
| **Section C. Quantitative Genetics and Biometry** | | |
| F&W ECOL/ STAT 572 | Statistical Methods for Bioscience II | 4 |
| PLANTSCI 811 | Biometrical Procedures in Plant Breeding | 3 |
| PLANTSCI 771 & PLANTSCI 772 | Experimental Design and Analysis and Applications in ANOVA and Mixed Models | 4 |
| AN SCI 865 | Design and Analysis of Biological Studies | 4 |
| **Section D. Additional Courses** | | |
| PL PATH/BOTANY/ ENTOM 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects | 3 |
| BIOCHEM/ BOTANY 621 | Plant Biochemistry | 3 |
| GENETICS 633 | Population Genetics | 3 |
| BOTANY 500 | Plant Physiology | 3-4 |

# PLANT BREEDING AND PLANT GENETICS, MS

The program leading to the Master of Science in Plant Breeding and Plant Genetics provides a broad exposure in the various disciplines involved with plant improvement. The program is truly interdisciplinary with faculty participants from biochemistry, botany, entomology, genetics, plant and agroecosystem sciences, plant pathology, and statistics. Research areas include biochemical and molecular genetics, bioinformatics, biometry, cytogenetics and cytology, genecology, genetics, plant breeding, and quantitative genetics.

The Plant Breeding and Plant Genetics Program has been designated a UW System Center of Excellence. The 50–60 students majoring in the program come from throughout the United States and all over the world. Faculty have included members of the National Academy of Sciences, endowed chair professors, and recipients of the National Council of

Plant Breeders "Genetic and Plant Breeding Award." The University of Wisconsin-Madison leads the nation in the diversity of plant breeding programs and number of graduate students trained. Graduates are found in responsible positions with academic institutions, research institutions, and private companies involved in molecular to cultivar development work.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

All MS students in Plant Breeding and Plant Genetics (PBPG) must satisfy the following general course requirements. These may be completed as undergraduates, during another graduate program, or while enrolled in the PBPG program.

1. One course in General Chemistry
2. One course in Organic Chemistry
3. One course in Mathematics beyond algebra
4. Four courses among at least three of the following areas:
    a. Biochemistry
    b. Genetics
    c. Structure and Function of Organisms
    d. Ecology and Population Biology (including Plants)
    e. Physics or Engineering

## APPLICATION CHECKLIST

A complete application should include the following items:

1. Graduate School Application: We only accept applications submitted online through the Graduate School.
2. Supplementary Application: The supplementary application will appear as a part of the Graduate School's electronic application once the applicant selects Plant Breeding and Plant Genetics.
3. Application Fee: Instructions for paying the application fee are available through the Graduate School's online application form.
4. Statement of Purpose: Your essay should be a concise description of your reasons for choosing to study Plant Breeding and Plant Genetics at the University of Wisconsin. Please include your research interests and career goals as well as a description of your preparation for graduate study including relevant coursework, related employment, research experience, publications, presentations, awards, and honors.
5. Transcripts: We require all applicants to submit an unofficial transcript in PDF format to their online application. If an applicant is recommended for admission, then they will be required to submit their official transcript to the Graduate School. International academic records must be submitted in the original language and accompanied by an official English translation. Documents must be issued by the institution with an official seal/stamp and an official signature.
6. Three Letters of Recommendation, with at least two from academic sources.
7. Proof of English proficiency for international students.

## APPLICATION PROCESS

At this time, the graduate program in Plant Breeding and Plant Genetics does not support lab rotations. Applicants are admitted directly into a specific research program with one major professor. Admissions decisions are contingent upon the acceptance of an applicant by a faculty mentor. Because we receive many more applications from qualified applicants than we are able to admit, we highly recommend that applicants directly contact any faculty members with whom they are interested in working. See website (https://plantbreeding.wisc.edu/prospective-students/application-information/) for more details.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support may be available through research assistantships (RAs) or fellowships. Fellowships are granted to students with very outstanding academic records. We recommend that your application be complete by the application deadlines in order to be considered for funding. Research assistantships are awarded by individual professors through funds available to their research programs.

Please be advised that you do not need to make a separate application for financial support as your admission application will also serve as an application for assistantships and fellowships.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all core curriculum coursework. |
| Assessments and Examinations | A formal MS thesis is required. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

The specific program of study for a master's degree is developed by the student and their major professor. Considerable flexibility in the selection of courses is permitted to meet the needs and interests of the candidate.

| Code | Title | Credits |
|---|---|---|
| **Coursework** | | |
| Chosen in consultation with advisor, students must complete at least 12 credits of coursework, including 9 credits of core curriculum coursework. Research (990) credits cannot be applied toward this requirement. This coursework must be graded (no pass-fail or satisfactory-unsatisfactory). | | 12 |
| *Core Curriculum* | | |
| Students must complete at least 9 credits from the core curriculum, including 2 credits in Section A and 2 credits in either Section B or Section C. Students may fulfill the remaining 5 credits with courses in any of the sections (A, B, C or D). | | |
| Section A. Plant Breeding (minimum 2 credits) | | |
| PLANTSCI 501 | Principles of Plant Breeding | |
| PLANTSCI 812 | Selection Theory for Quantitative Traits in Plants | |
| Section B. Genetics (minimum 2 credits from section B or C) | | |
| PL PATH 517 | Plant Disease Resistance | |
| PLANTSCI 550 | Molecular Approaches for Crop Improvement | |
| PLANTSCI/ GENETICS 615 | Genetic Mapping | |
| GENETICS/ BIOCHEM 631 | Plant Genetics and Development | |
| GENETICS/ BIOCHEM/ BOTANY 840 | Regulatory Mechanisms in Plant Development | |
| Section C. Quantitative Genetics and Biometry (minimum 2 credits from section B or C) | | |
| F&W ECOL/ STAT 572 | Statistical Methods for Bioscience II | |
| PLANTSCI 811 | Biometrical Procedures in Plant Breeding | |
| PLANTSCI 771 & PLANTSCI 772 | Experimental Design and Analysis and Applications in ANOVA and Mixed Models | |
| AN SCI 865 | Design and Analysis of Biological Studies | |
| Section D. Additional Courses | | |
| PL PATH/ BOTANY/ ENTOM 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects | |
| BIOCHEM/ BOTANY 621 | Plant Biochemistry | |
| GENETICS 633 | Population Genetics | |
| BOTANY 500 | Plant Physiology | |
| **Seminar** | | |

| | | |
|---|---|---|
| Students must complete 2 credits of seminar by taking the following course twice. With committee approval, students may substitute 1-credit of seminar with a different graduate-level seminar class. | | 2 |
| PLANTSCI 957 | Seminar in Plant Breeding and Plant Genetics | |
| **Additional Coursework** | | |
| Students must complete 16 credits of additional coursework to satisfy the 30-credit minimum requirement. Courses are chosen in consultation with advisor and may be a combination of research and/or courses related to a student's needs and interests. | | 16 |
| *Research* | | |
| Research (990) credits may be applied towards degree requirements. Students will register for research credits in the home department of their faculty advisor. | | |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

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To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the

complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Close working relationships between plant breeding and plant genetics (PBPG) students and faculty with companies, commodity groups, and NGOs allow for exposure to various work environments and potential employers. Opportunities exist for students to complete short-term internships with companies depending on research interests and progress toward graduate degrees. The Plant Science Graduate Student Council (PSGSC) (https://win.wisc.edu/organization/psgsc/) fosters communication and social interactions among graduate students in the plant sciences.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to knowledge within the field of plant breeding and plant genetics.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of plant breeding and plant genetics.
3. Creates research that makes a substantive contribution to the field of plant breeding and plant genetics.
4. Communicates complex ideas in a clear and understandable manner.
5. Recognizes and applies principles of ethical and professional conduct.

# PLANT BREEDING AND PLANT GENETICS, PHD

The program leading to the Doctor of Philosophy in Plant Breeding and Plant Genetics provides a broad exposure in the various disciplines involved with plant improvement. The program is truly interdisciplinary with faculty participants from biochemistry, botany, entomology, genetics, plant and agroecosystem sciences, plant pathology, and statistics. Research areas include biochemical and molecular genetics, bioinformatics, biometry, cytogenetics and cytology, genecology, genetics, plant breeding, and quantitative genetics.

The Plant Breeding and Plant Genetics Program has been designated a UW System Center of Excellence. The 50–60 students majoring in the program come from throughout the United States and all over the world. Faculty have included members of the National Academy of Sciences, endowed chair professors, and recipients of the National Council of Plant Breeders "Genetic and Plant Breeding Award." The University of

Wisconsin-Madison leads the nation in the diversity of plant breeding programs and number of graduate students trained. Graduates are found in responsible positions with academic institutions, research institutions, and private companies involved in molecular to cultivar development work.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

All PhD students in Plant Breeding and Plant Genetics (PBPG) must satisfy the following general course requirements. These may be completed as undergraduates, during another graduate program, or while enrolled in the PBPG program.

1. One course in General Chemistry
2. One course in Organic Chemistry
3. One course in Mathematics beyond algebra
4. Four courses among at least three of the following areas:
    a. Biochemistry
    b. Genetics
    c. Structure and Function of Organisms
    d. Ecology and Population Biology (including Plants)
    e. Physics or Engineering

## APPLICATION CHECKLIST

A complete application should include the following items:

1. Graduate School Application: We only accept applications submitted online through the Graduate School.
2. Supplementary Application: The supplementary application will appear as a part of the Graduate School's electronic application once the applicant selects Plant Breeding and Plant Genetics.
3. Application Fee: Instructions for paying the application fee are available through the Graduate School's online application form.
4. Statement of Purpose: Your essay should be a concise description of your reasons for choosing to study Plant Breeding and Plant Genetics at the University of Wisconsin. Please include your research interests and career goals as well as a description of your preparation for graduate study including relevant coursework, related employment, research experience, publications, presentations, awards, and honors.
5. Transcripts: We require all applicants to submit an unofficial transcript in PDF format to their online application. If an applicant is recommended for admission, then they will be required to submit their official transcript to the Graduate School. International academic records must be submitted in the original language and accompanied by an official English translation. Documents must be issued by the institution with an official seal/stamp and an official signature.
6. Three Letters of Recommendation, with at least two from academic sources.
7. Proof of English proficiency for international students.

## APPLICATION PROCESS

At this time, the graduate program in Plant Breeding and Plant Genetics does not support lab rotations. Applicants are admitted directly into a specific research program with one major professor. Admissions decisions are contingent upon the acceptance of an applicant by a faculty mentor. Because we receive many more applications from qualified applicants than we are able to admit, we highly recommend that applicants directly contact any faculty members with whom they are interested in working. See website (https://plantbreeding.wisc.edu/prospective-students/application-information/) for more details.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support may be available through research assistantships (RAs) or fellowships. Fellowships are granted to students with very outstanding academic records. We recommend that your application be complete by the application deadlines in order to be considered for funding. Research assistantships are awarded by individual professors through funds available to their research programs.

Please be advised that you do not need to make a separate application for financial support as your admission application will also serve as an application for assistantships and fellowships.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | PhD candidates should maintain a 3.0 GPA in all core curriculum courses and may not have any more than two Incompletes on their record at any one time. |
| Assessments and Examinations | Doctoral students must pass both the oral preliminary and final thesis exams.<br><br>Doctoral students must pass two exams to advance to candidacy.<br>• The first is a written qualifying exam which tests a student's breadth of knowledge in plant science. Students must attempt the qualifying exam within the first two years of enrolling in the PhD program.<br>• The second is an oral preliminary exam which allows the student's thesis committee to critique their research proposal and test the student's knowledge base for the proposed research. Students must also pass a final thesis defense and exam. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | The doctoral minor or graduate/professional certificate is not required for students in the Plant Breeding and Plant Genetics degree. Students who wish to complete a cohesive body of work outside the major may wish to obtain a doctoral minor or graduate/professional certificate, and should declare them at the certification meeting. Requirements are determined by the minor or certificate department or program. |

### REQUIRED COURSES

The specific program of study toward a doctoral degree is developed by the student and their major professor. Considerable flexibility in the selection of courses is permitted to meet the needs and interests of the candidate.

| Code | Title | Credits |
|---|---|---|
| **Coursework** | | |
| Chosen in consultation with advisor, students must complete at least 17 credits of coursework, including 11 credits of core curriculum coursework. Research (990) credits cannot be applied toward this requirement. This coursework must be graded (no pass-fail or satisfactory-unsatisfactory) | | 17 |
| *Core Curriculum* | | |
| Students must complete at least 11 credits from the core curriculum, including 2 credits from section A, B and C. Students may fulfill the remaining 5 credits by completing courses in any of the sections (A, B, C or D). | | |
| Section A. Plant Breeding (minimum 2 credits) | | |
| PLANTSCI 501 | Principles of Plant Breeding | |
| PLANTSCI 812 | Selection Theory for Quantitative Traits in Plants | |
| Section B. Genetics (minimum 2 credits) | | |
| PL PATH 517 | Plant Disease Resistance | |
| PLANTSCI 550 | Molecular Approaches for Crop Improvement | |
| PLANTSCI/ GENETICS 615 | Genetic Mapping | |
| GENETICS/ BIOCHEM 631 | Plant Genetics and Development | |

| | | |
|---|---|---|
| | GENETICS/ BIOCHEM/ BOTANY 840 | Regulatory Mechanisms in Plant Development |
| Section C. Quantitative Genetics and Biometry (minimum 2 credits) | | |
| | F&W ECOL/ STAT 572 | Statistical Methods for Bioscience II |
| | PLANTSCI 811 | Biometrical Procedures in Plant Breeding |
| | PLANTSCI 771 & PLANTSCI 772 | Experimental Design and Analysis and Applications in ANOVA and Mixed Models |
| | AN SCI 865 | Design and Analysis of Biological Studies |
| Section D. Additional Courses | | |
| | PL PATH/ BOTANY/ ENTOM 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects |
| | BIOCHEM/ BOTANY 621 | Plant Biochemistry |
| | GENETICS 633 | Population Genetics |
| | BOTANY 500 | Plant Physiology |
| **Seminar** | | |
| Students must complete 3 credits of seminar by taking the following course three times. With committee approval, students may substitute 1-credit of seminar with a different graduate-level seminar class. | | 3 |
| | PLANTSCI 957 | Seminar in Plant Breeding and Plant Genetics |
| **Additional Coursework** | | |
| Students must complete 31 credits of additional coursework to satisfy the 51-credit minimum requirement. Courses are chosen in consultation with advisor and may be a combination of research and/or courses related to a student's needs and interests. | | 31 |
| *Research* | | |
| Research (990) credits may be applied towards degree requirements. Students will register for research credits in the home department of their faculty advisor. | | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)

- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

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### GRADUATE SCHOOL RESOURCES

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## LEARNING OUTCOMES

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2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of plant breeding and plant genetics.
3. Creates research that makes a substantive contribution to the field of plant breeding and plant genetics.
4. Communicates complex ideas in a clear and understandable manner.
5. Recognizes and applies principles of ethical and professional conduct.

# ANIMAL AND DAIRY SCIENCES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Animal and Dairy Sciences, MS (p. 82)
- Animal and Dairy Sciences, PhD (p. 87)
- Animal Sciences, MS (p. 92)
- Animal Sciences, PhD (p. 96)
- Dairy Science, MS (p. 101)
- Dairy Science, PhD (p. 106)


# ANIMAL AND DAIRY SCIENCES, MS

The Animal and Dairy Sciences Department offers one of the most comprehensive animal and dairy science graduate programs in the country. Faculty interests and research funding span diverse areas of focus, with emphases ranging from in vivo and in vitro studies probing biological relationships at a fundamental mechanistic level, to bioinformatics and data analytics studying fundamental biology and development of decision support tools for dairy farm management. The common thread through these varied interests is the motivation to address current practical issues in animal agriculture.

Development of an individual course of study is flexible to meet the needs of students with varied interests. Fundamental training in basic science fields related to the area of interest is required. There are eight program areas for prospective applicants to review and choose from – see website (https://andysci.wisc.edu/students/future-graduate/).

Graduate students in the department are a mix of domestic students from within and outside of Wisconsin, and international students from multiple countries. This diversity brings a national and global perspective to research, instruction, extension, and cultural understanding. Graduates find employment in academic teaching and research, in professional veterinary or medical degree programs, in industrial research in the food and feed industries, in laboratory research programs with governmental and international agencies, private corporations, and in industrial or institutional management positions requiring a high level of scientific training.

## RESEARCH FOCUS AREAS

Students may choose to focus on the areas of nutrition, rumen microbiology, reproductive physiology–endocrinology, lactational physiology, genetics, animal breeding, animal behavior, muscle biology, meat science, cell biology, animal health, immunity and toxicology, international agriculture or precision agriculture. Considerable opportunity for study exists in joint programs with bacteriology, toxicology, biochemistry, the interdepartmental graduate program in nutritional sciences, genetics, endocrinology, reproductive physiology training program, food science, physiology, agricultural and applied economics, biometry, cellular and molecular biology, pharmaceutical sciences, chemical and biological engineering, bio-engineering, comparative biosciences, and anatomy.

## ADMISSIONS

## ADMISSIONS

UW-Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 1 for international applicants; August 1 for domestic applicants |
| Spring Deadline | October 1 for international applicants; December 1 for domestic applicants |
| Summer Deadline | March 1 for international applicants; May 1 for domestic applicants |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Students with satisfactory undergraduate or graduate training in any biological science including emphasis on basic science courses will have suitable backgrounds for graduate studies in Animal and Dairy Sciences. Typically, students admitted to the program have a GPA of 3.2 or higher. Candidates with a lower GPA may be considered under special circumstances.

### Documents Required By the Program:

1. Personal statement/reasons for graduate Study: see website. (https://grad.wisc.edu/prospective/prepare/statement/)
2. Three letters of recommendation. The process for letters of recommendation is explained on this website (https://grad.wisc.edu/admissions/faq/#rec). Letters should be from faculty who are familiar with your academic abilities and goals. Letters from supervisors that provide a character reference are also acceptable. The letters of recommendation should be submitted with the online application.
3. Unofficial transcripts or academic records from each institution attended. Official transcripts will be required by the Graduate School if a department recommends applicant for admission.

The Graduate School Checklist outlines what you must include in your electronic application—see website. (https://grad.wisc.edu/admissions/process/)

International students should apply as early as possible. If you are admitted, extra time will be needed to process visa documents.

### Faculty Review of Completed Applications:

It is recommended that applicants contact departmental faculty directly to determine openings in the lab and an interest in their area of research. Students are admitted to the program if a faculty member agrees to accept the candidate into their research group and to provide laboratory/desk space and research support, and upon the approval of the Graduate School. The faculty member also decides whether to offer an assistantship to the candidate. If a faculty member is interested in a completed application, the applicant will be contacted by them personally.

If a faculty member is interested in accepting an applicant, a recommendation for admission will be sent to the Graduate School. The Graduate School will make the final determination for admission. Our graduate faculty have approximately two weeks prior to the start of the semester to recommend domestic students and approximately six weeks prior to the start of the semester to recommend international students.

## OTHER

The Animal and Animal and Dairy Sciences program has a rolling admission policy. Please submit all your application materials by the fall deadline to ensure full review of your application. Applications submitted after the above deadline will be considered if space is still available. Campus visits are recommended along with direct program faculty contact. Funding may be available for a research assistant position from a faculty member if an applicant meets the faculty member's research requirements. No applicant will be seriously considered until they have submitted a complete application to the UW-Madison Graduate School with the supporting documentation.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial assistance may be available to qualified individuals in the form of research assistantships, teaching assistantships, or fellowships. Funding does not come directly from the department, but from the faculty member agreeing to advise the new student. Therefore, students join labs directly instead of doing rotations. Funding is awarded on a competitive basis and may be renewed annually pending satisfactory progress. Terms of these appointments are defined in the letter of offer to the student.

## REQUIREMENTS

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

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**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 Credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | The final thesis exam involves an oral defense of the research topic and general knowledge of animal nutrition, endocrinology & reproductive physiology, genetics and animal breeding, or meat science and muscle biology. All degree candidates must complete a satisfactory thesis. Instructions on preparing a master's thesis can be found on the UW Graduate School website, https://grad.wisc.edu/current-students/masters-guide (https://grad.wisc.edu/current-students/masters-guide/)/.<br><br>At the completion of the degree program, the candidate will take a final examination administered by the Mentor and Examination Committee. The examination will be oral and includes questions relating to the candidate's graduate course program. The candidate will also be expected to defend the thesis. |
| Language Requirements | Language requirements are determined on an individual basis with the major advisor/committee and will depend on the area of focus within the program. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Animal and Dairy Sciences Foundation** | | **2** |
| Students must complete one of the following courses. | | |
| AN SCI 366 | Concepts in Genomics | |
| AN SCI 610 | Quantitative Genetics | |
| DY SCI/ AN SCI 824 | Ruminant Nutritional Physiology I | |
| DY SCI/ AN SCI 825 | Ruminant Nutritional Physiology II | |
| DY SCI/ AN SCI 434 | Reproductive Physiology | |
| AN SCI/ FOOD SCI 515 | Commercial Meat Processing | |
| AN SCI/ FOOD SCI 711 | Food Biochemistry | |
| DY SCI 378 | Lactation Physiology | |
| **Seminar Requirement** | | **1** |
| Attendance is required at this seminar series by all graduate students in the program. Master's degree students are required to register for the seminar for credit once. Although attendance is required, registering for the seminar for credit is done the semester a student presents. | | |
| DY SCI 900 | Seminar | |
| **Research Requirement** | | **3** |
| Students must complete a minimum of 3 credits. | | |
| AN SCI 990 | Research | |
| **Scientific Writing Requirement** | | **2-3** |
| Students must complete one of the following courses. | | |
| LSC 430 | Communicating Science with Narrative | |
| LSC 560 | Scientific Writing | |
| LSC 561 | Writing Science for the Public | |
| M&ENVTOX 801 | Scientific Communication in Molecular & Environmental Toxicology | |
| **Statistics Requirement** | | **4** |
| Students must complete one of the following courses. | | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | |
| AN SCI 865 | Design and Analysis of Biological Studies | |
| **Elective Requirement** | | **17-18** |
| The remainder of the coursework to meet the minimum credit requirement and graduate coursework requirement for the MS in Animal and Dairy Sciences will be selected to meet the student's specific educational needs as determined through consultation with their advisor and members of their committee. | | |
| **Total Credits** | | **30** |

## POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR/COMMITTEE

Students are admitted to this degree program by their major professor. Following enrollment, the student and major professor determine members for their Mentor and Examination Committee. The committee consists of a minimum of three faculty members. At least two of the committee members must be tenure-track faculty in the Department of Animal and Dairy Sciences. The other committee member can be another faculty member from within or outside of the department or other scientist, as approved by the Research and Graduate Education Committee.

The graduate student formally requests the participation of the faculty on the committee. The student, major professor, and the Director of Graduate Studies must approve of all members on this committee. Once the committee signs the Mentor and Examination Committee form, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. Changes to a Mentor and Examination Committee must be submitted in writing to the Graduate Program Manager for approval by the Director of Graduate Studies. Students should meet with their committee at least once per year.

Students must meet with their Mentor and Examination Committee to plan their graduate curriculum and research program. During the first semester the student submits their Plan of Study (https://andysci.wisc.edu/graduate-student-curriculum/) form to the Graduate Program Manager to obtain departmental approval from the Director of Graduate Studies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Completing the MS degree in Animal and Animal and Dairy Sciences in the Department of Animal and Animal and Dairy Sciences at the University of Wisconsin-Madison requires successful completion of the following items. These must be completed in a timely fashion, or the student will not be allowed to continue registration. Working closely with your advisor and committee is essential for the successful completion of an MS Please note that minimum requirements are provided, however successful completion of the MS degree also requires making a research contribution to the scientific literature.

- Select the Graduate Program and form a MS mentor Committee (by the end of 1st semester).
- Meet with your MS Committee and approve the Plan of Study (https://andysci.wisc.edu/graduate-student-curriculum/) (by the end of 2nd Semester)
- Complete Coursework and MS research (documentation of completion is required before MS defense)
- Final Defense and Examination.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Dean of Students Office (https://doso.students.wisc.edu/) (for all students to seek grievance assistance and support)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing.

Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

## OTHER

### Enrollment Requirement

The program requires all funded students to be enrolled full time. For MS students this means at least 8 credits in the fall and spring term and at least 2 credits in the summer term. Students funded by another program should check with the payroll and benefits coordinator of that department to learn their requirements for enrollment. Unfunded students should follow the Graduate School's rules on enrollment (https://grad.wisc.edu/documents/enrollment-requirements/).

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The Animal and Dairy Sciences graduate programs encourage students to develop Individual Development Plans (https://grad.wisc.edu/pd/idp/) in collaboration with their major advisor to facilitate professional development. Besides the extensive opportunities offered across the campus at large, students in the Animal and Dairy Sciences program also benefit from activities and programs provided by the Animal Science Graduate Student Association (ASGSA), a student-led organization for graduate students at UW–Madison who are interested in animal and dairy related science.

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Identify and summarize ideas and concepts into a coherent biological model, research problem(s), and develop a research project that will go beyond the current boundaries of knowledge within Animal and Dairy sciences.
2. Create research and scholarship that makes a substantive contribution to the field of Animal and Dairy sciences.
3. Statistically analyze data, summarize the results in tables and/or graphs, and provide valid interpretation of the results.
4. Discuss and evaluate individual research findings in the field of animal and dairy sciences with a scientific audience in written and oral formats.
5. Convey complex topics in the field of animal and dairy sciences to a non-scholarly audience.
6. Demonstrate and apply skills important for professional development.
7. Apply ethical and professional conduct.

# ANIMAL AND DAIRY SCIENCES, PHD

The Animal and Dairy Sciences Department offers one of the most comprehensive animal and dairy science graduate programs in the country. Faculty interests and research funding span diverse areas of focus with emphases ranging from in vivo and in vitro studies that probe biological relationships at a fundamental mechanistic level to using bioinformatics and data analytics to study fundamental biology and development of decision support tools for dairy farm management. The common thread through these varied interests is the motivation to address current practical issues in animal agriculture.

Development of an individual course of study is flexible to meet the needs of students with varied interests. Fundamental training in basic science fields related to the area of interest is required. There are eight program areas for prospective applicants to review and choose from – see website (https://andysci.wisc.edu/students/future-graduate/).

Graduate students in the department are a mix of domestic students, from within and outside of Wisconsin, and international students from multiple countries. This diversity brings a national and global perspective to research, instruction, extension, and cultural understanding. Graduates find employment in academic teaching and research, in professional veterinary or medical degree programs, in industrial research in the food and feed industries, in laboratory research programs with governmental and international agencies, private corporations, and in industrial or institutional management positions requiring a high level of scientific training.

The greatest share of PhD training will be achieved through the selection and pursuit of a research project in a discipline of animal and dairy sciences in which the student has a strong interest. Students exercise individual initiative in the planning and execution of research projects. Every effort is made to start students on research problems early in their graduate careers.

## RESEARCH FOCUS AREAS

Students may choose to focus on the areas of nutrition, rumen microbiology, reproductive physiology–endocrinology, lactational physiology, genetics, animal breeding, animal behavior, muscle biology, meat science, cell biology, animal health, immunity and toxicology, international agriculture or precision agriculture. Considerable opportunity for study exists in joint programs with bacteriology, toxicology, biochemistry, the interdepartmental graduate program in nutritional sciences, genetics, endocrinology, reproductive physiology training program, food science, physiology, agricultural and applied economics, biometry, cellular and molecular biology, pharmaceutical sciences, chemical and biological engineering, bio-engineering, comparative biosciences, and anatomy.

## ADMISSIONS

## ADMISSIONS

UW-Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 1 for international applicants; August 1 for domestic applicants |
| Spring Deadline | October 1 for international applicants; December 1 for domestic applicants |
| Summer Deadline | March 1 for international applicants; May 1 for domestic applicants |
| GRE (Graduate Records Examinations) | Not required but may be considered if available |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants with satisfactory undergraduate or graduate training in any biological science including emphasis on basic science courses will have suitable backgrounds for graduate studies in Animal and Dairy Sciences. Typically, applicants admitted to the program have GPAs of 3.2 or higher; candidates with a lower GPA may be considered for admission under special circumstances.

### DOCUMENTS REQUIRED BY THE PROGRAM

1. Personal statement/reasons for graduate study: see website. (https://grad.wisc.edu/prospective/prepare/statement/)
2. Three letters of recommendation. The process for letters of recommendation is outlined on this website. (https://grad.wisc.edu/admissions/faq/#rec)Letters should be from faculty who are familiar with your academic abilities and goals. Letters from supervisors that provide a character reference are also acceptable. The letters of recommendation should be submitted with the online application.
3. Unofficial transcripts or academic records from each institution attended. Official transcripts will be required by the Graduate School if a department recommends applicant for admission.

The Graduate School Checklist outlines what you must include in your electronic application: see website. (https://grad.wisc.edu/admissions/process/)

International students should apply as early as possible. If you are recommended for admission and admitted, extra time will be needed to process visa documents.

### FACULTY REVIEW OF COMPLETED APPLICATIONS

The program recommends that applicants contact departmental faculty directly to determine openings in the lab and an interest in their area of research. Applicants are admitted to the program if a faculty member agrees to accept the candidate into their research group and to provide laboratory/desk space and research support, and upon the approval of the Graduate School. The faculty member also decides whether to offer an assistantship to the candidate.

If a faculty member is interested in a completed application, the applicant will be contacted by them personally.

If a faculty member is interested in accepting an applicant, a recommendation for admission will be sent to the Graduate School. The Graduate School will make the final determination for admission. Our graduate faculty have approximately two weeks prior to the start of the semester to recommend domestic applicants and approximately six weeks prior to the start of the semester to recommend international applicants.

### OTHER

The Animal and Animal and Dairy Sciences program has a rolling admission policy. Please submit all your application materials by the fall deadline to ensure full review of your application. Applications submitted after the above deadline will be considered if space is still available. Campus visits are recommended along with direct program faculty contact. Funding may be available for a research assistant position from a faculty member if an applicant meets the faculty member's research requirements. No applicant will be seriously considered until they have submitted a complete application to the UW-Madison Graduate School with the supporting documentation.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Financial assistance may be available to qualified individuals in the form of research assistantships, teaching assistantships, or fellowships. Funding does not come from the department, but from the faculty member agreeing to advise the new student. Therefore, students join labs directly instead of doing rotations. Funding is awarded on a competitive basis and may be renewed annually pending satisfactory progress. Terms of these appointments are defined in the letter of offer to the student.

## REQUIREMENTS

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |

| | |
|---|---|
| Assessments and Examinations | Schedule preliminary examination and file request with the Graduate Program Manager at least four weeks prior to the exam date for preliminary examination (by end of fourth semester).<br><br>Complete written preliminary examination; complete oral preliminary examination (by end of fifth semester). If passed, warrant should be signed and returned to the Graduate School. Student will be a dissertator.<br><br>Complete research and thesis. Regular meetings with the committee are expected. The student must submit a request for final examination (including documentation that exam requirements have been met) to the Graduate Program Manager at least four weeks prior to the exam date. The thesis must be submitted to the committee at least two weeks prior to the exam.<br><br>The candidate is required to present an exit seminar on their dissertation research and to subsequently defend the thesis orally. The thesis must be acceptable from both scientific and literary standpoints. The committee administers the thesis defense. Deposit of the doctoral dissertation to the Graduate School is required |
| Language Requirements | Language requirements are determined on an individual basis with the major advisor/committee and will depend on the area of focus within the program. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Animal and Dairy Sciences Foundation** | | **2** |
| Students must complete one of the following courses. | | |
| AN SCI 366 | Concepts in Genomics | |
| AN SCI 610 | Quantitative Genetics | |
| DY SCI/ AN SCI 824 | Ruminant Nutritional Physiology I | |
| DY SCI/ AN SCI 825 | Ruminant Nutritional Physiology II | |
| DY SCI/ AN SCI 434 | Reproductive Physiology | |
| AN SCI/ FOOD SCI 515 | Commercial Meat Processing | |
| AN SCI/ FOOD SCI 711 | Food Biochemistry | |
| DY SCI 378 | Lactation Physiology | |
| **Seminar Requirement** | | **2** |
| Attendance is required at this seminar series by all graduate students in the department. PhD students are required to register for the seminar for credit twice. Although attendance is required, registering for the seminar for credit is done only for the semesters a student presents. | | |
| DY SCI 900 | Seminar | |
| **Research Requirement** | | **8** |
| Students must complete a minimum of 8 credits. | | |
| AN SCI 990 | Research | |
| **Scientific Writing** | | **2-3** |
| Students must complete one of the following courses. | | |
| LSC 430 | Communicating Science with Narrative | |
| LSC 560 | Scientific Writing | |
| LSC 561 | Writing Science for the Public | |
| M&ENVTOX 801 | Scientific Communication in Molecular & Environmental Toxicology | |
| **Statistics Requirement** | | **4** |
| Students must complete one of the following courses. | | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | |
| AN SCI 865 | Design and Analysis of Biological Studies | |
| **Teaching Requirement** | | **2** |
| Complete two credits of teaching practicum coursework. Students work with their faculty advisor to identify appropriate opportunities. This requirement is broadly defined and could include assisting an Animal and Dairy Sciences faculty member with classroom teaching or serving as a teaching assistant (TA) in a course outside of the department. | | |
| AN SCI 699 | Special Problems | |
| AN SCI 795 | Graduate Teaching in Animal and Dairy Sciences | |
| AN SCI 799 | Practicum in Animal Sciences Teaching | |
| **Elective Requirement** | | **21-22** |
| The remainder of the coursework to meet the minimum credit requirement and graduate coursework requirement for the PhD in Animal and Dairy Sciences will be selected to meet the student's specific educational needs as determined through consultation with their advisor and members of their committee. | | |
| **Breadth** | | **9** |
| In consultation with advisor, students will select the appropriate plan of coursework to meet this requirement. | | |
| **Total Credits** | | **51** |

POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR/COMMITTEE

All Animal and Dairy Sciences PhD students are admitted to this degree program by their major professor (advisor). Following matriculation, the student and major professor determine membership for their PhD Mentor and Preliminary Examination Committee. A minimum of four faculty members are required for the PhD Mentor and Preliminary Examination Committee. At least three of the committee members must be faculty in the Department of Animal and Dairy Sciences. One faculty member on the Committee must be from outside of the Department of Animal and Dairy Sciences.

The graduate student formally requests the participation of the faculty on the committee. The student, major professor, and the Director of Graduate Studies must approve all members on this committee. Once the committee signs the PhD. Mentor and Preliminary Examination Committee form, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. Changes to a PhD Committee must be submitted in writing to the Graduate Program Manager for approval by the Director of Graduate Studies. Students should meet with their committee at least once per year.

Students must meet with their PhD Mentor and Preliminary Examination Committee during their first year to complete their Plan of Study (https://andysci.wisc.edu/graduate-student-curriculum/) form. Courses taken prior to entering the Animal and Dairy Sciences program may meet program requirements if approved by the student's PhD Mentor and Preliminary Examination Committee. Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Once the committee has approved the Plan of Study paperwork, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. The Plan of Study paperwork must be approved before a student can request their preliminary warrant. Any changes to the certification paperwork must be communicated to the Graduate Program Manager and approved by the Director of Graduate Studies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

To complete the PhD degree in Animal and Dairy Sciences, successful completion of the following items is required. These must be completed in a timely fashion or the student will not be allowed to register. Please note that minimum requirements are provided, however successful completion of the PhD degree requires achievement of the standing of demonstrated scientist, through your PhD program and by making a significant research contribution to the scientific literature.

- By end of 2nd semester: 1) form a PhD Mentor and Examination Committee, 2) meet with your Mentor and Examination PhD Committee 3) obtain approval for coursework and immediate research plans.
- By end of 4th semester: schedule preliminary examination and file request for preliminary examination.
- By end or 5th semester: 1) complete written preliminary examination 2) complete oral preliminary examination 3) if written and oral preliminary examinations are passed, warrant should be signed and returned to Graduate School. You will be a dissertator.

Expectations for dissertators:

- Complete research and thesis.
- Meet with Committee regularly.
- Submit request for final examination (includes documentation that exam requirements have been met).
- Successfully complete Final Defense and Examination.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)

  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

Students should contact the department chair or program director with questions about grievances.

## OTHER

### Enrollment Requirement

The program requires all funded students to be enrolled full time. For PhD students this means at least 8 credits in the fall and spring term and at least 2 credits in the summer term. For students funded by another program should check with the payroll and benefits coordinator of that department to learn their requirements for enrollment. Unfunded students should follow the Graduate School enrollment requirements policy (https://grad.wisc.edu/documents/enrollment-requirements/).

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Animal and Dairy Sciences graduate programs encourage students to develop Individual Development Plans (https://grad.wisc.edu/pd/idp/) in collaboration with their major advisor to facilitate professional development. Besides the extensive opportunities offered across the campus at large, students in the Animal and Dairy Sciences program also benefit from activities and programs provided by the Animal Science Graduate Student Association (ASGSA), a student-led organization for graduate students at UW–Madison who are interested in animal and dairy related science.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Synthesize relevant scientific literature related to individual research in the field of animal and dairy sciences to justify and assess the purpose and impact of proposed research
2. Apply critical scientific thought to identify a research problem in the field of animal and dairy science, form a hypothesis, and deploy appropriate methods and tools to test that hypothesis
3. Implement rigorous, objective, and thorough statistical analysis methods and tools to collect, analyze, and interpret data related to an individual research topic in the field of animal and dairy sciences
4. Discuss and evaluate individual research findings in the field of animal and dairy sciences with a scientific audience in written and oral formats
5. Convey complex topics in the field of animal and dairy sciences to a non-scholarly audience

# ANIMAL SCIENCES, MS

**The Animal Sciences MS no longer admits new students after Summer 2026 and the program will be discontinued Fall 2029.**

**Students interested in the Animal Sciences, MS may want to consider the Animal and Dairy Science, MS, a new program as of Fall 2025. This new program replaces the Animal Sciences, MS.** If you have any questions, please contact the department.

The Animal and Dairy Sciences Department offers one of the most comprehensive animal and dairy science graduate programs in the country. Faculty interests and research funding span diverse areas of focus, with emphases ranging from *in vivo* and *in vitro* studies probing biological relationships at a fundamental mechanistic level, to bioinformatics and data analytics studying fundamental biology and development of decision support tools for dairy farm management. The common thread through these varied interests is the motivation to address current practical issues in animal agriculture.

Development of an individual course of study is flexible to meet the needs of students with varied interests. Fundamental training in basic science fields related to the area of interest is required. There are nine program areas for prospective applicants to review and choose from – see website (https://andysci.wisc.edu/). Minimum admissions requirements of the Graduate School must be met. Specific degree requirements are available from the department.

Graduate students in the department are a mix of domestic students from within and outside of Wisconsin, and international students from multiple countries. This diversity brings a national and global perspective to research, instruction, extension, and cultural understanding. Graduates find employment in academic teaching and research, in professional veterinary or medical degree programs, in industrial research in the food and feed industries, in laboratory research programs with governmental and international agencies, private corporations, and in industrial or institutional management positions requiring a high level of scientific training.

# RESEARCH FOCUS AREAS

Students may choose to focus on the areas of nutrition, rumen microbiology, reproductive physiology–endocrinology, lactational physiology, genetics, animal breeding, animal behavior, muscle biology, meat science, cell biology, animal health, immunity and toxicology, international agriculture or precision agriculture. Considerable opportunity for study exists in joint programs with bacteriology, toxicology, biochemistry, the interdepartmental graduate program in nutritional sciences, genetics, endocrinology, reproductive physiology training program, food science, physiology, agricultural and applied economics, biometry, cellular and molecular biology, pharmaceutical sciences, chemical and biological engineering, bio-engineering, comparative biosciences, and anatomy.

## ADMISSIONS

# ADMISSIONS

**The Animal Sciences MS no longer admits new students after Summer 2026 and the program will be discontinued Fall 2029.**

**Students interested in the Animal Sciences, MS may want to consider the Animal and Dairy Sciences, MS (p. 82). This new program replaces the Animal Sciences, MS.** If you have any questions, please contact the department.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 1 for international applicants; August 1 for domestic applicants |
| Spring Deadline | October 1 for international applicants; December 1 for domestic applicants |

| | |
|---|---|
| Summer Deadline | March 1 for international applicants; May 1 for domestic applicants |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Students with satisfactory undergraduate training in any biological science including emphasis on basic science courses will have suitable backgrounds for graduate studies in Animal Sciences. Typically, students admitted to the program have a GPA of 3.2 or higher. Candidates with a lower GPA may be considered for admission under special circumstances.

## DOCUMENTS REQUIRED BY THE PROGRAM

1. Personal statement/reasons for graduate study: see website. (https://grad.wisc.edu/prospective/prepare/statement/)
2. Three letters of recommendation
    a. The process for letters of recommendation is outlined on this website (https://grad.wisc.edu/admissions/faq/#rec). Letters should be from faculty who are familiar with your academic abilities and goals. Letters from supervisors that provide a character reference are also acceptable. The letters of recommendation should be submitted with the online application.
3. Transcripts or academic records from each institution attended. These need to be uploaded with the electronic application. Original official transcripts will be required by the Graduate School if a department recommends an applicant for admission.

The Graduate School Checklist outlines what you must include in your electronic application—see website. (https://grad.wisc.edu/admissions/process/)

International students should apply as early as possible. If you are admitted, extra time will be needed to process visa documents.

### Faculty Review of Completed Applications

It is recommended that applicants contact departmental faculty directly to determine openings in the lab and an interest in their area of research. Students are admitted to the program if a faculty member agrees to accept the candidate into their research group and to provide laboratory/desk space and research support, and upon the approval of the Graduate School. The faculty member also decides whether to offer an assistantship to the candidate. If a faculty member is interested in a completed application, the applicant will be contacted by them personally.

If a faculty member is interested in accepting an applicant, a recommendation for admission will be sent to the Graduate School. The Graduate School will make the final determination for admission. Graduate faculty can recommend domestic applicants up until two weeks prior to the start of the semester and recommend international applications up until 11 weeks prior to the start of the semester.

# FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Financial assistance may be available to qualified individuals in the form of research assistantships, teaching assistantships, or fellowships. Funding does not come directly from the department, but from the faculty member agreeing to advise the new student. Therefore, students join labs directly instead of doing rotations. Funding is awarded on a competitive basis and may be renewed annually pending satisfactory progress. Terms of these appointments are defined in the letter of offer to the student.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/).<br><br>Courses must be agreed upon by the student's graduate committee members and approved by Director of Graduate Study. |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | MS – course pathway: Complete coursework and review of literature (documentation of completion is required Examinations before MS defense) and final defense and examination.<br><br>MS – research pathway: Complete coursework and MS research (documentation of completion is required before MS defense) and final defense and examination.<br><br>Note: These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript. |
| Language Requirements | Language requirements are determined on an individual basis with the major professor and will depend on the area of concentration within the department. |

## REQUIRED COURSES

Students will work with their committee to design a program of coursework that best meets the individual student's needs and interests. The resulting program of coursework must satisfy the departmental requirements as well as the requirements specified by the Graduate School.

### Seminar Requirement

The Animal and Dairy Sciences Graduate seminar (DY SCI 900) features outside speakers, UW Faculty, and graduate students in the department presenting their research or defending their thesis. This course is offered during the fall and spring semesters. Attendance is required at this seminar series by all Animal Sciences graduate students. Master's degree students are required to register for the seminar for credit once. Although attendance is required, registering for the seminar for credit is done the semester a student presents.

### Enrollment Requirement

The program requires all funded students to be enrolled full time. For MS students this means at least 8 credits in the fall and spring term and at least 2 credits in the summer term. Students funded by another program should check with the payroll and benefits coordinator of that department to learn their requirements for enrollment. Unfunded students should follow the Graduate School's rules on enrollment (https://grad.wisc.edu/documents/enrollment-requirements/).

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Students are recommended for admission to this degree program by their major professor. Following enrollment, the student and major professor determine members for their Mentor and Examination Committee. The committee consists of a minimum of three faculty members. At least two of the committee members must be tenure-track faculty in the Department of Animal and Dairy Sciences. The other committee member can be another faculty member from within or outside of the department or other scientist, as approved by the Research and Graduate Education Committee.

The graduate student formally requests the participation of the faculty on the committee. The student, major professor, and the Director of Graduate Studies must approve of all members on this committee. Once

the committee signs the Mentor and Examination Committee form, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. Changes to a Mentor and Examination Committee must be submitted in writing to the Graduate Program Manager for approval by the Director of Graduate Studies. Students should meet with their committee at least once per year.

Students must meet with their Mentor and Examination Committee to plan their graduate curriculum and research program. During the first semester the student submits their Plan of Study (https://andysci.wisc.edu/graduate-student-curriculum/) form to the Graduate Program Manager to obtain departmental approval from the Director of Graduate Studies.

The final thesis exam involves an oral defense of the research topic and general knowledge of animal nutrition, endocrinology & reproductive physiology, genetics and animal breeding, or meat science and muscle biology. All degree candidates must complete a satisfactory thesis. Instructions on preparing a master's thesis can be found on the UW Graduate School website, https://grad.wisc.edu/current-students/masters-guide/.

At the completion of the degree program, the candidate will take a final examination administered by the Mentor and Examination Committee. The examination will be oral and includes questions relating to the candidate's graduate course program. The candidate will also be expected to defend the thesis.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Completing the MS degree in the Animal Sciences in the Department of Animal and Dairy Sciences at the University of Wisconsin-Madison requires successful completion of the following items. These must be completed in a timely fashion, or the student will not be allowed to continue registration. Working closely with your advisor and committee is essential for the successful completion of an MS. Please note that minimum requirements are provided, however successful completion of the MS degree also requires making a research contribution to the scientific literature.

- Select the Graduate Program and form a MS mentor Committee (by the end of 1st semester).
- Meet with your MS Committee and approve the Plan of Study (https://andysci.wisc.edu/graduate-student-curriculum/) (by the end of 2nd Semester)
- Complete Coursework and MS research (documentation of completion is required before MS defense)
- Final Defense and Examination.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of

receiving the complaint, in discussions with the student and the person at whom the complaint is directed.

a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

The Animal Sciences program has a rolling admission policy. Campus visits are recommended along with direct program faculty contact. Funding may be available for a research assistant position from a faculty member if an applicant meets the faculty member's research requirements. No applicant will be seriously considered until they have submitted a complete application to the UW-Madison Graduate School with the supporting documentation.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Animal and Dairy Sciences graduate programs encourage students to develop Individual Development Plans (https://grad.wisc.edu/pd/idp/) in collaboration with their major advisor to facilitate professional development. Besides the extensive opportunities offered across the campus at large, students in the Animal and Dairy Sciences program also benefit from activities and programs provided by the Animal Science Graduate Student Association (ASGSA), a student-led organization for graduate students at UW–Madison who are interested in animal and dairy related science.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in the field of study.
2. Identifies sources and assembles evidence pertaining to questions or challenges in the field of study.
3. Demonstrates understanding of the primary field of study in a historical, social, and global context.
4. Selects and/or utilizes the most appropriate methodologies and practices.
5. Evaluates or synthesizes information pertaining to questions or challenges in the field of study.
6. Communicates clearly in ways appropriate to the field of study.
7. Recognizes and applies principles of ethical and professional conduct.

# ANIMAL SCIENCES, PHD

**The Animal Sciences, PhD no longer admits new students after Summer 2026 and the program will be discontinued Fall 2032.**

**Students interested in the Animal Sciences, PhD may want to consider the Animal and Dairy Sciences, PhD, a new program as of Fall 2025. This new program replaces the Animal Sciences, PhD.** If you have any questions, please contact the department.

The Animal and Dairy Sciences Department offers one of the most comprehensive animal and dairy science graduate programs in the country. Faculty interests and research funding span diverse areas of focus with emphases ranging from *in vivo* and *in vitro* studies that probe biological relationships at a fundamental mechanistic level to using bioinformatics and data analytics to study fundamental biology and development of decision support tools for dairy farm management. The common thread through these varied interests is the motivation to address current practical issues in animal agriculture.

Development of an individual course of study is flexible to meet the needs of students with varied interests. Fundamental training in basic science fields related to the area of interest is required. There are nine program areas for prospective applicants to review and choose from – see website (https://andysci.wisc.edu/). Minimum admissions requirements of the Graduate School must be met. Specific degree requirements are available from the department.

Graduate students in the department are a mix of domestic students, from within and outside of Wisconsin, and international students from multiple countries. This diversity brings a national and global perspective to research, instruction, extension, and cultural understanding. Graduates find employment in academic teaching and research, in professional veterinary or medical degree programs, in industrial research in the food and feed industries, in laboratory research programs with governmental and international agencies, private corporations, and in industrial or institutional management positions requiring a high level of scientific training.

The greatest share of PhD training will be achieved through the selection and pursuit of a research project in a discipline of animal and dairy sciences in which the student has a strong interest. Students exercise individual initiative in the planning and execution of research projects. Every effort is made to start students on research problems early in their graduate careers.

# RESEARCH FOCUS AREAS

Students may choose to focus on the areas of nutrition, rumen microbiology, reproductive physiology–endocrinology, lactational physiology, genetics, animal breeding, animal behavior, muscle biology, meat science, cell biology, animal health, immunity and toxicology, international agriculture or precision agriculture. Considerable opportunity for study exists in joint programs with bacteriology, toxicology, biochemistry, the interdepartmental graduate program in nutritional sciences, genetics, endocrinology, reproductive physiology training program, food science, physiology, agricultural and applied economics, biometry, cellular and molecular biology, pharmaceutical sciences, chemical and biological engineering, bio-engineering, comparative biosciences, and anatomy.

## ADMISSIONS

# ADMISSIONS

**The Animal Sciences, PhD no longer admits new students after Summer 2026 and the program will be discontinued Fall 2032.**

**Students interested in the Animal Sciences, PhD may want to consider the Animal and Dairy Sciences, PhD (p. 87). This new program replaces the Animal Sciences, PhD.** If you have any questions, please contact the department.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 1 for international applicants; August 1 for domestic applicants |
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| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Students with satisfactory undergraduate or graduate training in any biological science including emphasis on basic science courses will have suitable backgrounds for graduate studies in Animal Sciences. Typically, students admitted to the program have GPAs of 3.2 or higher; candidates with a lower GPA may be considered for admission under special circumstances.

## REQUIRED DOCUMENTS

1. Personal statement/reasons for graduate study: review the Graduate School's page (https://grad.wisc.edu/apply/prepare/) for guidance.
2. Three letters of recommendation. The process for letters of recommendation is outlined on the Graduate School's admissions (https://grad.wisc.edu/apply/#rec) page. Letters should be from faculty who are familiar with your academic abilities and goals. Letters from supervisors that provide a character reference are also acceptable. The letters of recommendation should be submitted with the online application.
3. Transcripts or academic records from each institution attended. These need to be scanned and uploaded with the electronic application. Original official transcripts will be required by the Graduate School if a department recommends an applicant for admission.

The Graduate School's checklist (https://grad.wisc.edu/apply/) outlines what you must include in your electronic application.

International students should apply as early as possible. If you are recommended for admission and admitted, extra time will be needed to process visa documents.
Faculty Review of Completed Applications:

### Faculty Review of Completed Applications:

It is recommended that applicants contact departmental faculty directly to determine openings in the lab and an interest in their area of research. Students are admitted to the program if a faculty member agrees to accept the candidate into their research group and to provide laboratory/desk space and research support, and upon the approval of the Graduate

School. The faculty member also decides whether to offer an assistantship to the candidate.

If a faculty member is interested in a completed application, the applicant will be contacted by them personally.

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## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Financial assistance may be available to qualified individuals in the form of research assistantships, teaching assistantships, or fellowships. Funding does not come from the department, but from the faculty member agreeing to advise the new student. Therefore, students join labs directly instead of doing rotations. Funding is awarded on a competitive basis and may be renewed annually pending satisfactory progress. Terms of these appointments are defined in the letter of offer to the student.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Schedule preliminary examination and file request with the Graduate Program Manager at least four weeks prior to the exam date for preliminary examination (by end of fourth semester).<br><br>Complete written preliminary examination; complete oral preliminary examination (by end of fifth semester). If passed, warrant should be signed and returned to the Graduate School. Student will be a dissertator.<br><br>Complete research and thesis. Regular meetings with the committee are expected. The student must submit a request for final examination (including documentation that exam requirements have been met) to the Graduate Program Manager at least four weeks prior to the exam date. The thesis must be submitted to the committee at least two weeks prior to the exam.<br><br>The candidate is required to present an exit seminar on their dissertation research and to subsequently defend the thesis orally. The thesis must be acceptable from both scientific and literary standpoints. The committee administers the thesis defense. Deposit of the doctoral dissertation to the Graduate School is required. |
| Language Requirements | Language requirements are determined on an individual basis with the major professor and will depend on the area of concentration within the department. |

| | |
|---|---|
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

### Seminar Requirement

The Animal and Dairy Sciences Graduate seminar (DY SCI 900) features outside speakers, UW faculty, and graduate students in the department presenting their research or defending their thesis. This course is offered during the fall and spring semesters. Attendance is required at this seminar series by all graduate students in the department. PhD students are required to register for the seminar for credit twice. Although attendance is required, registering for the seminar for credit is done the semester a student presents.

### Research Requirement

Minimum of 12 credits of research (AN SCI 990).

### Teaching Requirement

All students in the Animal Sciences PhD program are required to complete a teaching practicum, usually AN SCI 799 Practicum in Animal Sciences Teaching. Each student is expected to work with their faculty advisor to identify an opportunity within the department for the student to engage in teaching. This requirement is broadly defined and could include assisting an Animal and Dairy Sciences faculty member with classroom teaching or holding a teaching assistantship position in a course outside of the department.

### Technical Writing Requirement

All students in the Animal Sciences PhD program are required to complete a technical writing course, usually LSC 560.

### Enrollment Requirement

The program requires all funded students to be enrolled full time. For PhD students this means at least 8 credits in the fall and spring term and at least 2 credits in the summer term. Students funded by another program should check with the payroll and benefits coordinator of that department to learn their requirements for enrollment. Unfunded students should follow the Graduate School's rules on enrollment (https://policy.wisc.edu/library/UW-1208/).

The remainder of the course requirements for the PhD in Animal Sciences will be selected to meet the student's specific needs and to ensure breadth and depth as determined through consultation with their major professor and members of their committee.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

All Animal Sciences PhD students are admitted to this degree program by their major professor. Following matriculation, the student and major professor determine membership for their PhD Mentor and Preliminary Examination Committee. A minimum of four faculty members are required for the PhD Mentor and Preliminary Examination Committee. At least three of the committee members must be faculty in the Department of Animal and Dairy Sciences. One faculty member on the Committee must be from outside of the Department.

The graduate student formally requests the participation of the faculty on the committee. The student, major professor, and the Director of Graduate Studies must approve of all members on this committee. Once the committee signs the PhD Mentor and Preliminary Examination Committee form, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. Changes to a PhD Committee must be submitted in writing to the Graduate Program Manager for approval by the Director of Graduate Studies. Students should meet with their committee at least once per year.

Students must meet with their PhD Mentor and Preliminary Examination Committee during their first year to complete their plan of study (https://andysci.wisc.edu/graduate-student-curriculum/) form. Courses taken prior to entering the Animal Sciences program may be considered as a substitute if approved by the student's PhD Mentor and Preliminary Examination Committee. Once the committee has approved the Plan of Study paperwork, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. The Plan of Study paperwork must be approved before a student can request their preliminary warrant. Any changes to the certification paperwork must be communicated to the Graduate Program Manager and approved by the Director of Graduate Studies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

To complete the PhD degree in Animal Science, successful completion of the following items is required. These must be completed in a timely fashion or the student will not be allowed to register. Note that minimum requirements are provided, however successful completion of the PhD degree requires achievement of the standing of demonstrated scientist, through your PhD program and by making a significant research contribution to the scientific literature.

- Select Graduate Program, form a PhD mentor and examination Committee (by end of 2nd semester).
- Meet with your PhD Committee. Approve coursework and immediate research plans (by end of 2nd Semester)
- Schedule preliminary examination and file request for preliminary examination (by end of 4th semester).
- Complete Written Preliminary Examination, Complete Oral Preliminary Examination (by end of 5th semester).
  - If passed, Warrant should be signed and returned to Graduate School. You will be a dissertator.
- Complete research and thesis. Regular meetings with your Committee are expected.
- Request for final examination (includes documentation that exam requirements have been met).
- Successfully complete Final Defense and Examination.

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

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental

committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

The Animal Sciences program has a rolling admission policy. Campus visits are recommended along with direct program faculty contact. Funding may be available for a research assistant position from a faculty member if an applicant meets the faculty's research requirements. No applicant will be seriously considered until the applicant has submitted a complete application to the UW-Madison Graduate School with the supporting documentation.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Animal and Dairy Sciences graduate programs encourage students to develop Individual Development Plans (https://grad.wisc.edu/pd/idp/) in collaboration with their major advisor to facilitate professional development. Besides the extensive opportunities offered across the campus at large, students in the Animal and Dairy Sciences program also benefit from activities and programs provided by the Animal Science Graduate Student Association (ASGSA), a student-led organization for graduate students at UW–Madison who are interested in animal and dairy related science.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of study.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of study.
3. Creates research, scholarship, or performance that makes a substantive contribution.
4. Demonstrates breadth within their learning experiences.
5. Advances contributions of the field of study to society.
6. Communicates complex ideas in a clear and understandable manner.
7. Fosters ethical and professional conduct.

# DAIRY SCIENCE, MS

**The Dairy Science, MS no longer admits new students after Summer 2026 and the program will be discontinued Fall 2029.**

**Students interested in the Dairy Science, MS may want to consider the Animal and Dairy Sciences, MS, a new program as of Fall 2025. This new program replaces the Dairy Science, MS.** If you have any questions, please contact the department.

The Animal and Dairy Sciences Department offers one of the most comprehensive animal and dairy science graduate programs in the country. Faculty interests and research funding span diverse areas of focus, with emphases ranging from *in vivo* and *in vitro* studies probing biological relationships at a fundamental mechanistic level, to bioinformatics and data analytics studying fundamental biology and development of decision support tools for dairy farm management. The common thread through these varied interests is the motivation to address current practical issues in animal agriculture.

Development of an individual course of study is flexible to meet the needs of students with varied interests. Fundamental training in basic science fields related to the area of interest is required. There are nine program areas for prospective applicants to review and choose from – see website (https://andysci.wisc.edu/). Minimum admissions requirements of the Graduate School must be met. Specific degree requirements are available from the department.

Graduate students in the department are a mix of domestic students from within and outside of Wisconsin, and international students from multiple countries. This diversity brings a national and global perspective to research, instruction, extension, and cultural understanding. Graduates find employment in academic teaching and research, in professional veterinary or medical degree programs, in industrial research in the food and feed industries, in laboratory research programs with governmental and international agencies, private corporations, and in industrial or institutional management positions requiring a high level of scientific training.

# RESEARCH FOCUS AREAS

Students may choose to focus on the areas of nutrition, rumen microbiology, reproductive physiology– endocrinology, lactational physiology, genetics, animal breeding, animal behavior, muscle biology, meat science, cell biology, animal health, immunity and toxicology,

international agriculture or precision agriculture. Considerable opportunity for study exists in joint programs with bacteriology, toxicology, biochemistry, the interdepartmental graduate program in nutritional sciences, genetics, endocrinology, reproductive physiology training program, food science, physiology, agricultural and applied economics, biometry, cellular and molecular biology, pharmaceutical sciences, chemical and biological engineering, bio-engineering, comparative biosciences, and anatomy.

## ADMISSIONS

# ADMISSIONS

**The Dairy Science, MS no longer admits new students after Summer 2026 and the program will be discontinued Fall 2029.**

**Students interested in the Dairy Science, MS may want to consider the Animal and Dairy Sciences, MS (p. 82). This new program replaces the Dairy Science, MS.** If you have any questions, please contact the department.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 1 for international applicants; August 1 for domestic applicants |
| Spring Deadline | October 1 for international applicants; December 1 for domestic applicants |
| Summer Deadline | March 1 for international applicants; May 1 for domestic applicants |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Students with satisfactory undergraduate or graduate training in any biological science including emphasis on basic science courses will have suitable backgrounds for graduate studies in Dairy Science. Typically, students admitted to the program have a GPA of 3.2 or higher. Candidates with a lower GPA may be considered under special circumstances.

## DOCUMENTS REQUIRED BY THE PROGRAM

1. Personal statement/reasons for graduate Study: see website. (https://grad.wisc.edu/prospective/prepare/statement/)
2. Three letters of recommendation. The process for letters of recommendation is explained on this website (https://grad.wisc.edu/admissions/faq/#rec). Letters should be from faculty who are familiar with your academic abilities and goals. Letters from supervisors that provide a character reference are also acceptable. The letters of recommendation should be submitted with the online application.
3. Transcripts or academic records from each institution attended. These need to be scanned and uploaded with the electronic application. Original official transcripts will be required by the Graduate School if a department recommends an applicant for admission.

The Graduate School Checklist outlines what you must include in your electronic application-see website. (https://grad.wisc.edu/admissions/process/)

International students should apply as early as possible. If you are admitted, extra time will be needed to process visa documents.

## FACULTY REVIEW OF COMPLETED APPLICATIONS

It is recommended that applicants contact departmental faculty directly to determine openings in the lab and an interest in their area of research. Students are admitted to the program if a faculty member agrees to accept the candidate into their research group and to provide laboratory/desk space and research support, and upon the approval of the Graduate School. The faculty member also decides whether to offer an assistantship to the candidate. If a faculty member is interested in a completed application, the applicant will be contacted by them personally.

If a faculty member is interested in accepting an applicant, a recommendation for admission will be sent to the Graduate School. The Graduate School will make the final determination for admission. Graduate faculty can recommend domestic applicants up until two weeks prior to the start of the semester and recommend international applications up until 11 weeks prior to the start of the semester.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial assistance may be available to qualified individuals in the form of research assistantships, teaching assistantships, or fellowships. Funding does not come directly from the department, but from the faculty member agreeing to advise the new student. Therefore, students join labs directly instead of doing rotations. Funding is awarded on a competitive basis and

may be renewed annually pending satisfactory progress. Terms of these appointments are defined in the letter of offer to the student.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/).<br><br>Courses must be agreed upon by the student's graduate committee members and approved by Director of Graduate Study. |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | MS–course pathway: Complete coursework and review of literature (documentation of completion is required before MS defense) and final defense and examination.<br><br>MS–research pathway: Complete coursework and MS research (documentation of completion is required before MS defense) and final defense and examination.<br><br>Note: These pathways are internal to the program and represent different paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript. |
| Language Requirements | Language requirements are determined on an individual basis with the major professor and will depend on the area of concentration within the department. |

### REQUIRED COURSES

Students work with their committee to design a program of coursework that best meets the individual student's needs and interests. The resulting program of coursework must satisfy the departmental requirements as well as the requirements specified by the Graduate School.

#### Seminar Requirement

The Animal and Dairy Sciences Graduate seminar (DY SCI 900) features outside speakers, UW Faculty, and graduate students in the department presenting their research or defending their thesis. This course is offered during the fall and spring semesters. Attendance is required at this seminar series by all Dairy Science graduate students. Master's degree students are required to register for the seminar for credit once. Although attendance is required, registering for the seminar for credit is done the semester a student presents.

#### Enrollment Requirement

The program requires all funded students to be enrolled full time. For MS students this means at least 8 credits in the fall and spring term and at least 2 credits in the summer term. Students funded by another program should check with the payroll and benefits coordinator of that department to learn their requirements for enrollment. Unfunded students should follow the Graduate School's rules on enrollment (https://grad.wisc.edu/documents/enrollment-requirements/).

# POLICIES

## GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

A minimum of 16 graduate credits must be taken while a graduate student at UW–Madison.

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

No credits from a UW–Madison undergraduate degree may count toward the MS degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Courses taken post–BS as a University Special student do not automatically transfer toward a graduate degree. A maximum of 15 credits may be allowed for courses numbered 300 or above.

## PROBATION

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

## ADVISOR / COMMITTEE

Students are admitted to this degree program by their major professor. Following enrollment, the student and major professor determine members for their Mentor and Examination Committee. The committee consists of a minimum of three faculty members. At least two of the committee members must be tenure-track faculty in the Department of Animal and Dairy Sciences. The other committee member can be another faculty member from within or outside of the department or other scientist, as approved by the Research and Graduate Education Committee.

The graduate student formally requests the participation of the faculty on the committee. The student, major professor, and the Director of Graduate Studies must approve of all members on this committee. Once the committee signs the Mentor and Examination Committee form, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. Changes to a Mentor and Examination Committee must be submitted in writing to the Graduate Program Manager for approval by the Director of Graduate Studies. Students should meet with their committee at least once per year.

Students must meet with their Mentor and Examination Committee to plan their graduate curriculum and research program. During the first semester the student submits their Plan of Study (https://andysci.wisc.edu/graduate-student-curriculum/) form to the Graduate Program Manager to obtain departmental approval from the Director of Graduate Studies.

The final thesis exam involves an oral defense of the research topic and general knowledge of animal nutrition, endocrinology & reproductive physiology, genetics and animal breeding, or meat science and muscle biology. All degree candidates must complete a satisfactory thesis. Instructions on preparing a master's thesis can be found on the UW Graduate School website (https://grad.wisc.edu/current-students/masters-guide/).

At the completion of the degree program, the candidate will take a final examination administered by the mentor and examination committee. The examination will be oral and includes questions relating to the candidate's graduate course program. The candidate will also be expected to defend the thesis.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Completing the MS degree in the Dairy Science at the University of Wisconsin-Madison requires successful completion of the following items. These must be completed in a timely fashion, or the student will not be allowed to continue registration. Working closely with your advisor and committee is essential for the successful completion of an MS. Please note that minimum requirements are provided; however, successful completion of the MS degree also requires making a research contribution to the scientific literature.

- Select the graduate program and form a MS mentor committee (by the end of 1st semester).
- Meet with your MS committee and approve the Plan of Study (https://andysci.wisc.edu/graduate-student-curriculum/) (by the end of 2nd Semester)
- Complete coursework and MS research (documentation of completion is required before MS defense)
- Final defense and examination.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
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## OTHER

The Dairy Science program has a rolling admission policy. Campus visits are recommended along with direct program faculty contact. Funding may be available for a research assistant position from a faculty member if an applicant meets the faculty member's research requirements. No applicant will be seriously considered until they have submitted a complete application to the UW-Madison Graduate School with the supporting documentation.

# PROFESSIONAL DEVELOPMENT

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## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The Animal and Dairy Sciences graduate programs encourage students to develop Individual Development Plans (https://grad.wisc.edu/pd/idp/) in collaboration with their major advisor to facilitate professional development. Besides the extensive opportunities offered across the campus at large, students in the Animal and Dairy Sciences program also benefit from activities and programs provided by the Animal and Dairy Sciences Graduate Student Association (ASGSA), a student-led organization for graduate students at UW–Madison who are interested in animal and dairy-related sciences.

# LEARNING OUTCOMES

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1. Understand and summarize ideas and concepts, into a coherent biological model, research problem(s), and research project that will go beyond the current boundaries of knowledge within Dairy Science.

2. Create research and scholarship that makes a substantive contribution to the field of Dairy Science.
3. Orally communicate complex ideas in a clear and understandable manner in a scientific, classroom, and/or industry setting.
4. Statistically analyze data, summarize the results in tables and/or graphs, and provide valid interpretation of the results.
5. Communicate in accurate written English and in the format of a scientific journal, complex ideas and research results.
6. Foster ethical and professional conduct and have knowledge in a broad range of areas that are important for their professional development.

# DAIRY SCIENCE, PHD

**The Dairy Science, PhD no longer admits new students after Summer 2026 and the program will be discontinued Fall 2032.**

**Students interested in the Dairy Science, PhD may want to consider the Animal and Dairy Sciences, PhD, a new program as of Fall 2025. This new program replaces the Dairy Science, PhD.** If you have any questions, please contact the department.

The Animal and Dairy Sciences Department offers one of the most comprehensive animal and dairy science graduate programs in the country. Faculty interests and research funding span diverse areas of focus with emphases ranging from *in vivo* and *in vitro* studies that probe biological relationships at a fundamental mechanistic level, to using bioinformatics and data analytics to study fundamental biology and development of decision support tools for dairy farm management. The common thread through these varied interests is the motivation to address current practical issues in animal agriculture.

Development of an individual course of study is flexible to meet the needs of students with varied interests. Fundamental training in basic science fields related to the area of interest is required. There are nine program areas for prospective applicants to review and choose from – see website (https://andysci.wisc.edu/). Minimum admissions requirements of the Graduate School must be met. Specific degree requirements are available from the department.

Graduate students in the department are a mix of domestic students from within and outside of Wisconsin, and international students from multiple countries. This diversity brings a national and global perspective to research, instruction, extension, and cultural understanding. Graduates find employment in academic teaching and research, in professional veterinary or medical degree programs, in industrial research in the food and feed industries, in laboratory research programs with governmental and international agencies, private corporations, and in industrial or institutional management positions requiring a high level of scientific training.

The greatest share of PhD training will be achieved through selection and pursuit of a research project in a discipline of animal and dairy sciences in which the student has a strong interest. Students exercise individual initiative in the planning and execution of research projects. Every effort is made to start students on research problems early in their graduate careers.

# RESEARCH FOCUS AREAS

Students may choose to focus on the areas of nutrition, rumen microbiology, reproductive physiology– endocrinology, lactational physiology, genetics, animal breeding, animal behavior, muscle biology, meat science, cell biology, animal health, immunity and toxicology, international agriculture or precision agriculture. Considerable opportunity for study exists in joint programs with bacteriology, toxicology, biochemistry, the interdepartmental graduate program in nutritional sciences, genetics, endocrinology, reproductive physiology training program, food science, physiology, agricultural and applied economics, biometry, cellular and molecular biology, pharmaceutical sciences, chemical and biological engineering, bio-engineering, comparative biosciences, and anatomy.

## ADMISSIONS

# ADMISSIONS

**The Dairy Science, PhD no longer admits new students after Summer 2026 and the program will be discontinued Fall 2032.**

**Students interested in the Dairy Science, PhD may want to consider the Animal and Dairy Sciences, PhD (p. 87). This new program replaces the Dairy Science, PhD.** If you have any questions, please contact the department.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 1 for international applicants; August 1 for domestic applicants |
| Spring Deadline | October 1 for international applicants; December 1 for domestic applicants |
| Summer Deadline | March 1 for international applicants; May 1 for domestic applicants |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Students with satisfactory undergraduate or graduate training in any biological science including emphasis on basic science courses will have suitable backgrounds for graduate studies in Dairy Science. Typically, students admitted to the program have GPAs of 3.2 or higher. Candidates with a lower GPA may be considered for admission under special circumstances.

## REQUIRED DOCUMENTS

1. Personal statement/reasons for graduate study: see website. (https://grad.wisc.edu/prospective/prepare/statement/)
2. Three letters of recommendation. The process for letters of recommendation is explained on this website (https://grad.wisc.edu/apply/#rec). Letters should be from faculty who are familiar with your academic abilities and goals. Letters from supervisors that provide a character reference are also acceptable. The letters of recommendation should be submitted with the online application.
3. Transcripts or academic records from each institution attended. These need to be scanned and uploaded with the electronic application. Original official transcripts will be required by the Graduate School if a department recommends an applicant for admission.

The Graduate School Checklist outlines what you must include in your electronic application: see website. (https://grad.wisc.edu/admissions/process/)

International students should apply as early as possible. If you are recommended for admission and admitted, extra time will be needed to process visa documents.

### Faculty Review of Completed Applications

It is recommended that applicants contact departmental faculty directly to determine openings in the lab and an interest in their area of research. Students are admitted to the program if a faculty member agrees to accept the candidate into their research group and to provide laboratory/desk space and research support, and upon the approval of the Graduate School. The faculty member also decides whether to offer an assistantship to the candidate. If a faculty member is interested in a completed application, the applicant will be contacted by them personally.

If a faculty member is interested in accepting an applicant, a recommendation for admission will be sent to the Graduate School. The Graduate School will make the final determination for admission. Graduate faculty can recommend domestic applicants up until two weeks prior to the start of the semester and recommend international applications up until 11 weeks prior to the start of the semester.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial assistance may be available to qualified individuals in the form of research assistantships, teaching assistantships, or fellowships. Funding does not come from the department, but from the faculty member agreeing to advise the new student. Therefore, students join labs directly instead of doing rotations. Funding is awarded on a competitive basis and may be renewed annually pending satisfactory progress. Terms of these appointments are defined in the letter of offer to the student.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/).<br><br>Courses must be agreed upon by the student's graduate committee members and approved by Director of Graduate Study. |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |

| | |
|---|---|
| Assessments and Examinations | Schedule preliminary examination and file request with the Graduate Program Manager at least four weeks prior to the exam date for preliminary examination (by end of fourth semester). |
| | Complete written preliminary examination; complete oral preliminary examination (by end of fifth semester). If passed, warrant should be signed and returned to the Graduate School. Student will be a dissertator. |
| | Complete research and thesis. Regular meetings with the committee are expected. The student must submit a request for final examination (including documentation that exam requirements have been met) to the Graduate Program Manager at least four weeks prior to the exam date. The thesis must be submitted to the committee at least two weeks prior to the exam. |
| | The candidate is required to present an exit seminar on their dissertation research and to subsequently defend the thesis orally. The thesis must be acceptable from both scientific and literary standpoints. The committee administers the thesis defense. Deposit of the doctoral dissertation to the Graduate School is required. |
| Language Requirements | Language requirements are determined on an individual basis with the major professor and will depend on the area of concentration within the department. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

### Seminar Requirement

The animal and dairy sciences graduate seminar DY SCI 900 features outside speakers, UW faculty, and graduate students in the department presenting their research or defending their thesis. This course is offered during the fall and spring semesters. Attendance is required at this seminar series by all dairy science graduate students. PhD students are required to register for the seminar for credit twice. Although attendance is required, registering for the seminar for credit is done the semester a student presents.

### Research Requirement

Minimum of 12 credits of research (AN SCI 990).

### Teaching Requirement

All students in the Dairy Science PhD program are required to complete a teaching practicum, usually DY SCI 799. Each student is expected to work with their faculty advisor to identify an opportunity within the department for the student to engage in teaching. This requirement is broadly defined and could include assisting an animal and dairy sciences faculty member with classroom teaching or acting as a teaching assistant in a course outside of the department.

### Technical Writing Requirement

All students in the Dairy Science PhD program are required to complete a technical writing course, usually LSC 560.

### Enrollment Requirement

The program requires all funded students to be enrolled full time. For PhD students this means at least 8 credits in the fall and spring term and at least 2 credits in the summer term. Students funded by another program should check with the payroll and benefits coordinator of that department to learn their requirements for enrollment. Unfunded students should follow the Graduate School's rules on enrollment (https://policy.wisc.edu/library/UW-1208/).

The remainder of the course requirements for the PhD in Dairy Science will be selected to meet the student's specific needs and to ensure breadth and depth as determined through consultation with their major professor and members of their committee.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

In compliance with Graduate School policy, listed below, and at discretion of PhD committee.

If students were admitted on probation and they satisfy the conditions outlined at the time of admission, probationary status will be removed automatically. Once their studies have begun, students are expected to make satisfactory progress toward their degree.

Students must be in good academic standing with the Graduate School, their program, and their advisor. The Graduate School regularly reviews the record of any student who received grades of BC, C, D, F, or I in graduate-level courses (courses numbered 300 or above with the "Grad 50%" designation), or grades of U in research and thesis. This review could

result in academic probation with a hold on future enrollment, and the student may be suspended from graduate studies.

The Graduate School may also put students on probation for incompletes not cleared within one term. All incomplete grades must be resolved before a degree is granted.

## ADVISOR / COMMITTEE

All Dairy Science PhD students are admitted to this degree program by their major professor. Following matriculation, the student and major professor determine membership for their PhD Mentor and Preliminary Examination Committee. A minimum of four faculty members are required for the PhD Mentor and Preliminary Examination Committee. At least three of the committee members must be faculty in the Department of Animal and Dairy Sciences. One faculty member on the committee must be from outside of the Department of Animal and Dairy Sciences.

The graduate student formally requests the participation of the faculty on the committee. The student, major professor, and the Director of Graduate Studies must approve of all members on this committee. Once the committee signs the PhD mentor and preliminary examination committee form, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. Changes to a PhD Committee must be submitted in writing to the Graduate Program Manager for approval by the Director of Graduate Studies. Students should meet with their committee at least once per year.

Students must meet with their PhD Mentor and Preliminary Examination Committee during their first year to complete their plan of study (https://andysci.wisc.edu/graduate-student-curriculum/) form. Courses taken prior to entering the Dairy Science program may be considered as a substitute if approved by the student's PhD Mentor and Preliminary Examination Committee. Once the committee has approved the Plan of Study paperwork, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. The plan of study paperwork must be approved before a student can request their preliminary warrant. Any changes to the certification paperwork must be communicated to the Graduate Program Manager and approved by the Director of Graduate Studies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

To complete the PhD degree in Dairy Science, successful completion of the following items is required. These must be completed in a timely fashion or the student will not be allowed to register. Please note that minimum requirements are provided, however successful completion of the PhD degree requires achievement of the standing of demonstrated scientist, through your PhD program and by making a significant research contribution to the scientific literature.

- Select Graduate Program, form a PhD Mentor and Examination Committee (by end of 2nd semester).
- Meet with your PhD Committee. Approve coursework and immediate research plans (by end of 2nd Semester)
- Schedule preliminary examination and file request for preliminary examination (by end of 4th semester).
- Complete written preliminary examination, complete oral preliminary examination (by end of 5th semester).
    - If passed, warrant should be signed and returned to Graduate School. You will be a dissertator.
- Complete research and thesis. Regular meetings with your committee are expected.
- Request for final examination (includes documentation that exam requirements have been met).
- Successfully complete final defense and examination.

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

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
    - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
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2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
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   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
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   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

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## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Understand and summarize ideas and concepts, into a coherent biological model, research problem(s), and research project that will go beyond the current boundaries of knowledge within Dairy Science.
2. Create research and scholarship that makes a substantive contribution to the field of Dairy Science.
3. Orally communicate complex ideas in a clear and understandable manner in a scientific, classroom, and/or industry setting.
4. Statistically analyze data, summarize the results in tables and/or graphs, and provide valid interpretation of the results.
5. Communicate in accurate written English and in the format of a scientific journal, complex ideas and research results.
6. Foster ethical and professional conduct and have knowledge in a broad range of areas that are important for their professional development.

# ANTHROPOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Anthropology, Doctoral Minor (p. 111)
- Anthropology, MA (p. 111)
- Anthropology, MS (p. 116)
- Anthropology, PhD (p. 121)


# ANTHROPOLOGY, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/ professional certificate. To add this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

To obtain a Minor in Anthropology, you must complete 9 credits in the Anthropology Department which provide either (a) a general coverage of the field or (b) concentration in biological anthropology, cultural anthropology, or archaeology. To ensure coherence, your minor program must be approved by your Minor Advisor in the Anthropology Department no later than half-way through the minor course sequence.

Your Minor Advisor may be any faculty member in the Anthropology Department who is willing to serve as your advisor. If you need assistance in choosing an appropriate Minor Advisor, you can contact the Anthropology Department's Graduate Program Manager to determine which faculty member might best fit your area of interest. You must be working with an Anthropology Minor Advisor in order to complete an Anthropology Minor.

Once a Minor Advisor is selected and agreed upon, you and your Minor Advisor will complete the Anthropology Graduate Minor Advisor form. Successful completion of the course program will satisfy the minor requirement. We encourage you to get your minor completion plan in writing to assist you in course selection and to have documentation of the agreed-upon plan for your records.

You should consult with your Major Department advisor to determine your major department's requirements regarding your selected minor. Generally, the major department will provide a form to the student to present to the minor department to certify completion of the minor requirements. This form is signed by the Minor Advisor and/or the Chair of the Anthropology Department.

# ANTHROPOLOGY, MA

The primary focus of the anthropology graduate program is the doctoral degree. A master's degree is awarded in the process of pursuing the PhD, but students are not admitted for the sole purpose of obtaining a master's degree.

At the master's level, it is expected that candidates will begin to gain professional competence in a specialized field and will have the opportunity to explore a wide spectrum of interests within that field.

Programs for the master's degree in anthropology are intended to build professional competence in the field of concentration. Thorough undergraduate preparation is assumed. Basic training in archaeology, biological anthropology, and sociocultural anthropology, taken as an undergraduate major in anthropology, is recommended. Specific requirements vary for each concentration. Students are encouraged to consult the Anthropology Graduate Studies program webpage (https://www.anthropology.wisc.edu/graduate-study/) for details on requirements for each concentration.

Concentrations within the major are available in archaeology, social and cultural anthropology, biological anthropology, or an intersectional degree track (see description below).

All programs assume that candidates have had general undergraduate training in the discipline equivalent to that required of an undergraduate major at UW–Madison. See Anthropology (https://www.anthropology.wisc.edu/).

## INTERSECTIONAL DEGREE TRACK

Occasionally students have special interests that can be pursued only through a combined program involving two or more of the sub disciplines within the program. Examples might include paleoanthropology, ethno archaeology, or biocultural anthropology. The department offers an intersectional degree track as an option for these special cases. Interested students should write a carefully prepared statement of intent at the time of application to graduate school. This area of study may take longer to complete, and it is strongly suggested that students who are interested in an intersectional program begin in one of the three major sections prior to making this commitment. Admission to the intersectional program requires prior approval by faculty in each section, and students should contact appropriate faculty before writing their statement.

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (https://www.anthropology.wisc.edu/graduate-study/prospective-graduate-students/).

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (p. 121).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | A GPA of 3.5. No less than 3.0 during the first year; must have a 3.5 thereafter. |
| Other Grade Requirements | Candidates may not have a GPA lower than 3.0 during the first year and must maintain a 3.5 GPA every year thereafter. Candidates may not carry more than 4 credits of Incomplete at any one time; credits of Incomplete over this limit are counted as grades of F for purposes of the GPA until removed. |
| Assessments and Examinations | Successful completion of a comprehensive master's exam or a PhD qualifying examination is required. |
| Language Requirements | Language study will be required for many students; specifics are determined in consultation with the advisor and co-advisor. |

## REQUIRED COURSES

Students choose from one of four concentrations/pathways (also referred to as "sections") in the department.

### Archaeology Concentration Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| Students complete the following course 3 times for total of 9 credits. | | 9 |
| ANTHRO 942 | Seminar-Archaeological Problems | |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 20 |
| *Foreign Language* | | |
| Up to 6 credits of foreign-language courses numbered 300 to 999 can be applied toward the MA. | | 0-6 |
| **Total Credits** | | **30** |

### Recommended Courses

The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 310 | Topics in Archaeology | 3 |
| ANTHRO 321 | The Emergence of Human Culture | 3 |
| ANTHRO 322 | The Origins of Civilization | 3 |

| | | |
|---|---|---|
| ANTHRO 339 | Archaeology of Warfare and Human Nature | 3 |
| ANTHRO 352 | Ancient Technology and Invention | 3 |
| ANTHRO/ AMER IND 354 | Archaeology of Wisconsin | 3 |
| ANTHRO 391 | Bones for the Archaeologist | 3 |

### Qualifying Examinations

Students must complete qualifying examinations. The examinations include a written component, given in two parts (1) World Prehistory and (2) Method and Theory, each four hours in length on two consecutive days with a prepared bibliography and research paper component. Each student will consult with their advisor to develop one research paper and a separate, comprehensive bibliography. The paper should result from a graduate seminar in archaeology, taken in the context of coursework in the program, and must be revised based on feedback from the professor whose course it was written for.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Biological Concentration Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 29 |
| *Qualifying Examination Preparation* | | |
| The following courses are strongly recommended in preparation for the general section of the qualifying examination: | | |
| ANTHRO 303 | Human Skeletal Anatomy | |
| ANTHRO 603 | Seminar in Evolutionary Theory | |
| GENETICS 466 | Principles of Genetics | |
| **Total Credits** | | **30** |

### Recommended Courses

The following is a list of additional recommended courses.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 302 | Hominoid Evolution | 3 |
| ANTHRO 304 | Heredity, Environment and Human Populations | 3 |
| ANTHRO/BOTANY/ ZOOLOGY 410 | Evolutionary Biology | 3 |
| ANTHRO 411 | The Evolution of the Genus, Homo | 3 |
| ANTHRO 458 | Primate Behavioral Ecology | 3 |
| ANTHRO 605 | Seminar-Current Problems in Paleoanthropology | 3 |
| ANTHRO/PSYCH/ ZOOLOGY 619 | Biology of Mind | 3 |
| ANTHRO 668 | Primate Conservation | 3 |

### Qualifying Examinations

Students must complete qualifying examinations. Two term papers from graduate seminars in anthropology must be submitted at the time of the qualifying examination. The two-part examination is compiled by faculty members in this pathway. The written examination expects students to provide in depth knowledge of general principles and theory in modern biology anthropology. The examination is tailored to a student's particular research interest.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Cultural Concentration Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Cultural Anthropology** | | |
| Students must complete 15 credits in cultural anthropology (courses taught by faculty within the cultural pathway/ concentration), including the following two courses: | | 15 |
| ANTHRO 860 | History of Anthropological Theory | |
| ANTHRO 900 | Fundamentals of Anthropological Theory | |
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| Students must complete a seminar numbered 700 or above, excluding ANTHRO 909. | | 3 |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 11 |
| *Foreign Language* | | |
| Up to six credits of foreign-language instruction can be applied toward the MA. | | 0-6 |
| **Total Credits** | | **30** |

### Recommended Courses

The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 330 | Topics in Ethnology | 3-4 |
| ANTHRO 350 | Political Anthropology | 3-4 |
| ANTHRO 424 | Historical Anthropology | 3 |
| ANTHRO/ GEN&WS 443 | Anthropology by Women | 3 |
| ANTHRO 456 | Symbolic Anthropology | 3-4 |
| ANTHRO 545 | Psychological Anthropology | 3 |
| ANTHRO/ ED POL 570 | Anthropology and Education | 3 |
| ANTHRO/ GEN&WS 920 | Anthropology of Gender | 3 |
| ANTHRO/C&E SOC/ ECON/SOC 925 | Seminar: Socio-Economic Change in Underdeveloped Areas | 2-3 |
| ANTHRO 940 | Seminar-Problems in Cultural Anthropology | 3 |

| | | |
|---|---|---|
| ANTHRO/A A E/ C&E SOC/GEOG/ HISTORY/LACIS/ POLI SCI/PORTUG/ SOC/SPANISH 982 | Interdepartmental Seminar in the Latin-American Area | 1-3 |

### Qualifying Examinations

Students must complete qualifying examinations and submit a portfolio consisting of two papers. Students work on these papers during their coursework. Students are assessed by an advising committee.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Intersectional Concentration Pathway [1]

Students may pursue an intersectional concentration involving two or more of the sub-disciplines within the department. Examples might include paleoanthropology, ethnoarchaeology, or biocultural anthropology. Students choose courses relevant to field of specialization determined through consultation with their advisor.

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 29 |
| **Total Credits** | | **30** |

### Recommended Courses

The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 302 | Hominoid Evolution | 3 |
| ANTHRO 303 | Human Skeletal Anatomy | 4 |
| ANTHRO 304 | Heredity, Environment and Human Populations | 3 |
| ANTHRO 310 | Topics in Archaeology | 3 |
| ANTHRO 321 | The Emergence of Human Culture | 3 |
| ANTHRO 322 | The Origins of Civilization | 3 |
| ANTHRO 330 | Topics in Ethnology | 3-4 |
| ANTHRO 339 | Archaeology of Warfare and Human Nature | 3 |
| ANTHRO 350 | Political Anthropology | 3-4 |
| ANTHRO 352 | Ancient Technology and Invention | 3 |
| ANTHRO/ AMER IND 354 | Archaeology of Wisconsin | 3 |
| ANTHRO 391 | Bones for the Archaeologist | 3 |
| ANTHRO/BOTANY/ ZOOLOGY 410 | Evolutionary Biology | 3 |
| ANTHRO 411 | The Evolution of the Genus, Homo | 3 |
| ANTHRO 424 | Historical Anthropology | 3 |
| ANTHRO 456 | Symbolic Anthropology | 3-4 |
| ANTHRO 458 | Primate Behavioral Ecology | 3 |
| ANTHRO/ AMER IND/ BOTANY 474 | Ethnobotany | 3-4 |
| ANTHRO 545 | Psychological Anthropology | 3 |
| ANTHRO 603 | Seminar in Evolutionary Theory | 3 |
| ANTHRO 605 | Seminar-Current Problems in Paleoanthropology | 3 |
| ANTHRO/PSYCH/ ZOOLOGY 619 | Biology of Mind | 3 |
| ANTHRO 668 | Primate Conservation | 3 |
| ANTHRO 860 | History of Anthropological Theory | 3 |
| ANTHRO 900 | Fundamentals of Anthropological Theory | 3 |
| ANTHRO 909 | Research Methods and Research Design in Cultural Anthropology | 3 |
| ANTHRO/ GEN&WS 920 | Anthropology of Gender | 3 |
| ANTHRO/C&E SOC/ ECON/SOC 925 | Seminar: Socio-Economic Change in Underdeveloped Areas | 2-3 |
| ANTHRO 940 | Seminar-Problems in Cultural Anthropology | 3 |
| ANTHRO 942 | Seminar-Archaeological Problems | 3 |
| ANTHRO/A A E/ C&E SOC/GEOG/ HISTORY/LACIS/ POLI SCI/PORTUG/ SOC/SPANISH 982 | Interdepartmental Seminar in the Latin-American Area | 1-3 |

### Qualifying Examinations

Students must complete qualifying examinations. The examination is tailored to a student's particular research interest. It is a set of two written examinations, intended to evaluate both general anthropological knowledge and the specifics of the student's interests. The exam is written and evaluated by the faculty committee. The committee may require a paper or thesis as evidence of research and writing skills.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned

ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

Progress criteria may be waived in special circumstances which must be stated in writing and approved by the appropriate section and signed by the department chair. Candidates not making satisfactory progress will be dropped from the program.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

PhD qualifying examinations must be taken no later than the fourth semester and must be passed no later than the sixth semester.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the

chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in either biological, archaeological, or cultural anthropology.
2. Identifies relevant data and assembles evidence pertaining to questions or challenges in one of the three subfields of anthropology taught in this department.
3. Demonstrates understanding of the primary field of study in historical, social, or global/transnational contexts as revealed in the qualifying exam.
4. Selects and/or utilizes the most appropriate methodologies and practices in the sub-discipline.
5. Evaluates or synthesizes information pertaining to questions or challenges in one of the three subfields of anthropology taught in this department.
6. Communicates clearly in ways appropriate to the field of study.
7. Follows ethical principles of the discipline including respect and sensitivity to host cultures and communities, inclusiveness and diversity, civility and collegiality, and zero tolerance for sexual harassment.

# ANTHROPOLOGY, MS

The primary focus of the anthropology graduate program is the doctoral degree. A master's degree is awarded in the process of pursuing the PhD, but students are not admitted for the sole purpose of obtaining a master's degree.

At the master's level, it is expected that candidates will begin to gain professional competence in a specialized field and will have the opportunity to explore a wide spectrum of interests within that field.

Programs for the master's degree in anthropology are intended to build professional competence in the field of concentration. Thorough undergraduate preparation is assumed. Basic training in archaeology, biological anthropology, and sociocultural anthropology, taken as an undergraduate major in anthropology, is recommended. Specific requirements vary for each concentration. Students are encouraged to consult the Anthropology Graduate Studies program webpage (https://www.anthropology.wisc.edu/graduate-study/) for details on requirements for each concentration.

Concentrations within the major are available in archaeology, social and cultural anthropology, biological anthropology, or an intersectional degree track (see description below).

All programs assume that candidates have had general undergraduate training in the discipline equivalent to that required of an undergraduate major at UW–Madison. See Anthropology (https://www.anthropology.wisc.edu/).

### INTERSECTIONAL DEGREE TRACK

Occasionally students have special interests that can be pursued only through a combined program involving two or more of the sub disciplines within the program. Examples might include paleoanthropology, ethno archaeology, or biocultural anthropology. The department thus offers an intersectional degree track as an option for these special cases. Interested students should write a carefully prepared statement of intent at the time of application to graduate school. This area of study may take longer to complete, and it is strongly suggested that students who are interested in an intersectional program begin in one of the three major sections prior to making this commitment. Admission to the intersectional program requires prior approval by faculty in each section, and students should contact appropriate faculty before writing their statement.

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (https://www.anthropology.wisc.edu/graduate-study/prospective-graduate-students/).

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD (p. 121).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | A GPA of 3.5. No less than 3.0 during the first year; must have a 3.5 thereafter. |
| Other Grade Requirements | Candidates may not have a GPA lower than 3.0 during the first year and must maintain a 3.5 GPA every year thereafter. Candidates may not carry more than 4 credits of Incomplete at any one time; credits of Incomplete over this limit are counted as grades of F for purposes of the GPA until removed. |
| Assessments and Examinations | Successful completion of a comprehensive master's exam or a PhD qualifying examination is required. |
| Language Requirements | Language study will be required for many students; specifics are determined in consultation with the advisor and co-advisor. |

## REQUIRED COURSES

Students choose from one of four concentrations/pathways (also referred to as "sections") in the department. Students in the Archaeology, Biological, or Intersectional concentrations will work with their advisor and the department executive committee to determine if the coursework they take meets the requirements for a Master of Science. If students are interested in the Cultural concentration, they should see information about the Master of Arts (p. 112).

### Archaeology Concentration Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| Students complete the following course 3 times for total of 9 credits. | | 9 |
| ANTHRO 942 | Seminar-Archaeological Problems | |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 20 |
| *Foreign Language* | | |
| Up to six credits of foreign-language courses numbered 300 to 999 can be applied toward the MA. | | 0-6 |
| **Total Credits** | | **30** |

### Recommended Courses

The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 310 | Topics in Archaeology | 3 |
| ANTHRO 321 | The Emergence of Human Culture | 3 |
| ANTHRO 322 | The Origins of Civilization | 3 |
| ANTHRO 339 | Archaeology of Warfare and Human Nature | 3 |
| ANTHRO 352 | Ancient Technology and Invention | 3 |

| | | |
|---|---|---|
| ANTHRO/ AMER IND 354 | Archaeology of Wisconsin | 3 |
| ANTHRO 391 | Bones for the Archaeologist | 3 |

### Qualifying Examinations

Students must complete qualifying examinations. The examinations include a written component, given in two parts (1) World Prehistory and (2) Method and Theory, each four hours in length on two consecutive days with a prepared bibliography and research paper component. Each student will consult with their advisor to develop one research paper and a separate, comprehensive bibliography. The paper should result from a graduate seminar in archaeology, taken in the context of coursework in the program, and must be revised based on feedback from the professor whose course it was written for.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Biological Concentration Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 29 |
| *Qualifying Examination Preparation* | | |
| The following courses are strongly recommended in preparaton for the gneral section of the qualifying examination: | | |
| ANTHRO 303 | Human Skeletal Anatomy | |
| ANTHRO 603 | Seminar in Evolutionary Theory | |
| GENETICS 466 | Principles of Genetics | |
| **Total Credits** | | **30** |

### Recommended Courses

The following is a list of additional recommended courses:

| Code | Title | Credits |
|---|---|---|
| ANTHRO 302 | Hominoid Evolution | 3 |
| ANTHRO 304 | Heredity, Environment and Human Populations | 3 |
| ANTHRO/BOTANY/ ZOOLOGY 410 | Evolutionary Biology | 3 |
| ANTHRO 411 | The Evolution of the Genus, Homo | 3 |
| ANTHRO 458 | Primate Behavioral Ecology | 3 |
| ANTHRO 605 | Seminar-Current Problems in Paleoanthropology | 3 |
| ANTHRO/PSYCH/ ZOOLOGY 619 | Biology of Mind | 3 |
| ANTHRO 668 | Primate Conservation | 3 |

### Qualifying Examinations

Students must complete qualifying examinations. Two term papers from graduate seminars in anthropology must be submitted at the time of the qualifying examination. The two-part examination is compiled by faculty members in this pathway. The written examination expects students to provide in depth knowledge of general principles and theory in modern biology anthropology. The examination is also tailored toward a student's particular research interest.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Intersectional Concentration Pathway [1]

Students may pursue an intersectional concentration involving two or more of the sub-disciplines within the department. Examples might include paleoanthropology, ethnoarchaeology, or biocultural anthropology. Students choose courses relevant to field of specialization determined through consultation with their advisor.

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 29 |
| **Total Credits** | | **30** |

### Recommended Courses

The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 302 | Hominoid Evolution | 3 |
| ANTHRO 303 | Human Skeletal Anatomy | 4 |
| ANTHRO 304 | Heredity, Environment and Human Populations | 3 |
| ANTHRO 310 | Topics in Archaeology | 3 |
| ANTHRO 321 | The Emergence of Human Culture | 3 |
| ANTHRO 322 | The Origins of Civilization | 3 |
| ANTHRO 330 | Topics in Ethnology | 3-4 |
| ANTHRO 339 | Archaeology of Warfare and Human Nature | 3 |
| ANTHRO 350 | Political Anthropology | 3-4 |
| ANTHRO 352 | Ancient Technology and Invention | 3 |
| ANTHRO/ AMER IND 354 | Archaeology of Wisconsin | 3 |
| ANTHRO 391 | Bones for the Archaeologist | 3 |
| ANTHRO/BOTANY/ ZOOLOGY 410 | Evolutionary Biology | 3 |
| ANTHRO 411 | The Evolution of the Genus, Homo | 3 |
| ANTHRO 424 | Historical Anthropology | 3 |
| ANTHRO 456 | Symbolic Anthropology | 3-4 |
| ANTHRO 458 | Primate Behavioral Ecology | 3 |
| ANTHRO/ AMER IND/ BOTANY 474 | Ethnobotany | 3-4 |
| ANTHRO 545 | Psychological Anthropology | 3 |
| ANTHRO 603 | Seminar in Evolutionary Theory | 3 |

| | | |
|---|---|---|
| ANTHRO 605 | Seminar-Current Problems in Paleoanthropology | 3 |
| ANTHRO/PSYCH/ ZOOLOGY 619 | Biology of Mind | 3 |
| ANTHRO 668 | Primate Conservation | 3 |
| ANTHRO 860 | History of Anthropological Theory | 3 |
| ANTHRO 900 | Fundamentals of Anthropological Theory | 3 |
| ANTHRO 909 | Research Methods and Research Design in Cultural Anthropology | 3 |
| ANTHRO/ GEN&WS 920 | Anthropology of Gender | 3 |
| ANTHRO/C&E SOC/ ECON/SOC 925 | Seminar: Socio-Economic Change in Underdeveloped Areas | 2-3 |
| ANTHRO 940 | Seminar-Problems in Cultural Anthropology | 3 |
| ANTHRO 942 | Seminar-Archaeological Problems | 3 |
| ANTHRO/A A E/ C&E SOC/GEOG/ HISTORY/LACIS/ POLI SCI/PORTUG/ SOC/SPANISH 982 | Interdepartmental Seminar in the Latin-American Area | 1-3 |

**Qualifying Examinations**
Students must complete qualifying examinations. The examination is tailored to a student's particular research interest. It is a set of two written examinations, intended to evaluate both general anthropological knowledge and the specifics of the student's interests. The exam is written and evaluated by the faculty committee. The committee may require a paper or thesis as evidence of research and writing skills.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer to fulfill degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

Progress criteria may be waived in special circumstances which must be stated in writing and approved by the appropriate section and signed by the department chair. Candidates not making satisfactory progress will be dropped from the program.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

PhD qualifying examinations must be taken no later than the fourth semester and must be passed no later than the sixth semester.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in either biological, archaeological, or cultural anthropology.
2. Identifies relevant data and assembles evidence pertaining to questions or challenges in one of the three subfields of anthropology taught in this department.
3. Demonstrates understanding of the primary field of study in historical, social, or global/transnational contexts as revealed in the qualifying exam.
4. Selects and/or utilizes the most appropriate methodologies and practices in the sub-discipline.
5. Evaluates or synthesizes information pertaining to questions or challenges in one of the three subfields of anthropology taught in this department.
6. Communicates clearly in ways appropriate to the field of study.
7. Follows ethical principles of the discipline including respect and sensitivity to host cultures and communities, inclusiveness and diversity, civility and collegiality, and zero tolerance for sexual harassment.

# ANTHROPOLOGY, PHD

The PhD program assumes previous broad anthropological training in the undergraduate major and competence in a special field at the master's level (see Graduate Studies in Anthropology (http://www.anthropology.wisc.edu/study_grad.php)). PhD programs are flexible in content and are constructed individually within the field of specialization by the candidate, in consultation with the appropriate faculty.

Students working toward the PhD degree in anthropology who prefer to pursue a program leading to a specialization in, for example, linguistic anthropology, may elect to take a joint degree. The requirements for such candidates will be determined by the certification committee, which includes members of the participating departments, and must be approved by the Graduate School.

Within the doctoral program, students are expected to seek additional training in areas relating to the field of concentration; in most cases, such related subjects may be taken as the required minor program. The archaeologist, for example, should elect course work in surveying, geology, cartography, zoology, history, and so on, depending on special interests. The biological anthropologist is expected to take work in comparative anatomy, human anatomy, genetics, and other biological sciences. The cultural or social anthropologist are encouraged to take further work in area studies, geography, history, history of science, linguistics, political science, psychology, sociology, and related fields.

The university and vicinity provide many opportunities and facilities for training and research including specialized area and language programs, accessible American Indian reservations, significant archaeological sites, and important archaeological collections. Anthropological fieldwork is conducted in various parts of the world, and there is normally an archaeological field school every second summer. The department has major laboratories for biological anthropology and archaeology, and collaborates with the Center for Climatic Research. The archaeology laboratories maintain comparative collections; microscopes; a thin-section lab; a lab of archaeological chemistry; computerized drafting equipment; and modern drafting, computing, and analytical equipment for research and teaching. Facilities for training and research in biological anthropology include well-equipped laboratories for human and nonhuman primate skeletal biology, wet lab facilities, and computational laboratory with 3D printing and morphometrics, in addition to two large teaching laboratories.

Concentrations within the major are available in archaeology, social and cultural anthropology, biological anthropology, or an intersectional degree track (see description below).

All programs assume that candidates have had general undergraduate training in the discipline equivalent to that required of an undergraduate major at UW–Madison. See Anthropology (https://guide.wisc.edu/undergraduate/letters-science/anthropology/anthropology-ba/#requirementstext).

# INTERSECTIONAL DEGREE TRACK

Occasionally students have special interests that can be pursued only through a combined program involving two or more of the subdisciplines within the program. Examples might include paleoanthropology, ethnoarchaeology, or biocultural anthropology. The department offers an intersectional degree track as an option for these special cases. Interested students should write a carefully prepared statement of intent at the time of application to graduate school. This area of study may take longer to complete, and it is strongly suggested that students who are interested in an intersectional program begin in one of the three major sections prior to making this commitment. Admission to the intersectional program requires prior approval by faculty in each section, and students should contact appropriate faculty before writing their statement.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADMISSIONS

You may contact the Anthropology Graduate Program Manager at anthrograd@mailplus.wisc.edu for information about the program, or the Director of Graduate Studies (https://www.anthropology.wisc.edu/graduate-study/prospective-graduate-students/#admissions) for information connecting to your specific interests in anthropology. You may also wish to connect with current graduate students (https://www.anthropology.wisc.edu/graduate-students/) to learn about their experience in our program.

## APPLICATION MATERIALS

Submit the following materials online with application:

### Transcripts

Undergraduate grade point averages (GPA), **one transcript** (may be unofficial for purposes of departmental review for admissions) from **each previously attended university** with the application. Applicants recommended for admission to a program will be sent an email by the Graduate School asking for official transcripts with instructions on how they must be sent.

### Statement of Purpose
Length: 750-1000 words

Description and Content:

The Statement of Purpose (2-3 pages, double-spaced) explains why you want to pursue your graduate training in anthropology at the University of Wisconsin. It should answer some of the following questions.

- About your interest in anthropology: Help us understand your decision to become an anthropologist. What kinds of intellectual problems and issues interest you? Which anthropological writings or research projects have inspired your desire to become an anthropologist?
- About your proposed research: Your statement of purpose is not a detailed research proposal, but it should clearly identify your research interests. What would you like to research? Have you identified a theoretical issue you would like to explore? Is there a particular methodology that you would like to embrace? Where would you want to conduct research?
- About you: How do your previous study and work experiences prepare you for graduate study in anthropology? You are welcome to explain how your background and life experiences, including cultural, geographical, financial, educational, or other opportunities or challenges have motivated your decision to pursue a graduate degree at the University of Wisconsin

### Curriculum Vitae
### Writing Sample
Such as a research-based paper, senior thesis, or published article to which you are the main author. Writing samples should not exceed 6,000 words.

### Three (3) Letters of Recommendation
When applying online through the graduate school a recommendation request can be sent by email to each of your references. The email will include your name with a link to each department's electronic recommendation form. The request can be sent at any time providing you meet department deadlines. You can change references or send a reminder through your application. We recommend that you contact your references ahead of time, so that they can expect your request for recommendation. After you have submitted your application, you and your department can view receipt of your recommendations through the online status system.

### Supplemental Application Materials
Complete and **submit electronically as supplement during online application**. Indicate the faculty that you are interested in working with and your major interests within anthropology. Use the faculty specialty listing (http://www.anthropology.wisc.edu/graduate-study-in-anthropology/faculty-by-specialty/) to inform your selection. Be as specific as possible in your selection and list three or four options. Include a list of anthropology and cognate courses you have taken or will take before attending UW-Madison.

### Optional
- A list of any honors gained as an undergraduate, such as Phi Beta Kappa membership, scholarships, etc., include with your online application.
- Applicants are not required to submit their GRE scores. Applicants can submit their GRE scores as supplemental materials. If you wish to submit your scores, they are requested by the applicant and submitted electronically to UW-Madison institution code 1846 by Educational Testing Service. Copies, faxes and PDFs are considered unofficial.

## APPLICATION
All documents and test scores must be complete and submitted by fall deadline for your application to be deemed complete for review and consideration.

## FUNDING

# FUNDING
## GRADUATE SCHOOL RESOURCES
The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES
A limited number of teaching, research, and project assistantships are available annually, with occasional special research work for qualified individuals in both laboratory and field situations. Students who are planning to study a language taught at UW–Madison are encouraged to contact the relevant Area Studies Program to explore the possibilities for a (FLAS) Foreign Language Area Studies Fellowship.

More information can be found here (https://www.anthropology.wisc.edu/graduate-study/funding/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS
Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS
## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions
**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be completed in graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | A GPA of 3.50. No less than 3.0 during the first year; must have a 3.50 thereafter. |
| Other Grade Requirements | Candidates may not have a GPA lower than 3.0 during the first year and must maintain a 3.5 GPA every year thereafter. Candidates may not carry more than 4 credits of Incomplete at any one time; credits of Incomplete over this limit are counted as grades of F for purposes of the GPA until removed. |
| Assessments and Examinations | PhD qualifying examinations must be taken no later than the fourth semester and must be passed no later than the sixth semester. Students must take preliminary examinations no later than the third semester after passage of the qualifying examinations, and pass no later than the fifth semester after qualifying examinations. |
| Language Requirements | Language requirements are determined on an individual basis with the major professor and will depend on the area concentration within the department. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Students choose from one of four pathways (also referred to as "sections") in the department.

Other specifics of the PhD degree requirements will depend on whether you are pursuing a degree in the archaeology, the biological anthropology, the cultural anthropology, or an intersectional concentration. See specific concentration requirements below or on the department website.

All concentrations (archaeology, biological, cultural, intersectional) require one graduate course numbered 300 or above in one of the other pathways / concentrations.

### Archaeology Concentration Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| Students complete the following course 5 times for total of 15 credits. | | 15 |
| ANTHRO 942 | Seminar-Archaeological Problems | |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 23 |
| *Foreign Language* | | |
| Up to 6 credits of foreign-language courses numbered 300 to 999 can be applied toward the PhD, in addition to those applied to the MA. | | 0-6 |
| **Non-Concentration Pathway** | | |
| Students must complete at least 3 credits of graduate coursework numbered 300 or above in one of the other concentration pathways. | | 3 |
| **Breadth** | | |
| Minimum of 9 credits, some minors or certificates require more | | 9 |
| **Total Credits** | | **51** |

#### Recommended Courses

The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 310 | Topics in Archaeology | 3 |
| ANTHRO 321 | The Emergence of Human Culture | 3 |
| ANTHRO 322 | The Origins of Civilization | 3 |
| ANTHRO 339 | Archaeology of Warfare and Human Nature | 3 |
| ANTHRO 352 | Ancient Technology and Invention | 3 |
| ANTHRO/ AMER IND 354 | Archaeology of Wisconsin | 3 |
| ANTHRO 391 | Bones for the Archaeologist | 3 |

#### Preliminary Examination

Students must complete an oral defense of a written proposal for dissertation research. The proposal must be in the format of an NSF dissertation proposal. The committee tasked with evaluation must consist of at least four members.

#### Dissertation Defense

Students must complete a dissertation defense. This is an oral examination covering the written thesis. The committee tasked with evaluation is a committee of five members.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Biological Concentration Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 38 |
| **Non-Concentration Pathway** | | |
| Students must complete at least 3 credits of graduate coursework numbered 300 or above in one of the other concentration pathways. | | 3 |
| **Breadth** | | |
| Minimum of 9 credits, some minors or certificates require more | | 9 |
| **Total Credits** | | **51** |

### Recommended Courses

The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 302 | Hominoid Evolution | 3 |
| ANTHRO 303 | Human Skeletal Anatomy | 4 |
| ANTHRO 304 | Heredity, Environment and Human Populations | 3 |
| ANTHRO/BOTANY/ ZOOLOGY 410 | Evolutionary Biology | 3 |
| ANTHRO 411 | The Evolution of the Genus, Homo | 3 |
| ANTHRO 458 | Primate Behavioral Ecology | 3 |
| ANTHRO 603 | Seminar in Evolutionary Theory | 3 |
| ANTHRO 605 | Seminar-Current Problems in Paleoanthropology | 3 |
| ANTHRO/PSYCH/ ZOOLOGY 619 | Biology of Mind | 3 |
| ANTHRO 668 | Primate Conservation | 3 |
| GENETICS 466 | Principles of Genetics | 3 |

### Preliminary Examination

Students must complete an oral defense of a written proposal for dissertation research. The written proposal must be submitted prior to examination. Students will be assessed by a minimum of three persons, at least two departmental faculty in residence and additional persons from other fields as needed or desired.

### Dissertation Defense

Students must orally defend their dissertation to a committee of five members. Students must submit their dissertation prior to defense. Students may conduct a public presentation prior to examination.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Cultural Concentration Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Cultural Anthropology** | | |
| Students must complete 15 credits in cultural anthropology (courses taught by faculty within the cultural concentration), including the following two courses: | | 15 |
| ANTHRO 860 | History of Anthropological Theory | |
| ANTHRO 900 | Fundamentals of Anthropological Theory | |
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| Studets must complete the following course: | | |
| ANTHRO 909 | Research Methods and Research Design in Cultural Anthropology | 3 |
| Students must complete at least 6 credits in graduate seminars, including a seminar numbered 700 or above and a second numbered 900 or above. | | 6 |
| **Non-Concentration Pathway** | | |
| Students must complete at least 3 credits of graduate coursework numbered 300 or above in one of the other concentration pathways. | | 3 |
| **Breadth** | | |
| Minimum of 9 credits, some minors or certificates require more | | 9 |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 14 |
| *Foreign Language* | | |
| Up to 6 credits of foreign-language instruction can be applied to the PhD, in addition to those applied in the MA. | | |
| **Total Credits** | | **51** |

### Recommended Courses

The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 330 | Topics in Ethnology | 3-4 |
| ANTHRO 350 | Political Anthropology | 3-4 |
| ANTHRO 424 | Historical Anthropology | 3 |
| ANTHRO/ GEN&WS 443 | Anthropology by Women | 3 |
| ANTHRO 456 | Symbolic Anthropology | 3-4 |
| ANTHRO 545 | Psychological Anthropology | 3 |
| ANTHRO/ GEN&WS 920 | Anthropology of Gender | 3 |
| ANTHRO/C&E SOC/ ECON/SOC 925 | Seminar: Socio-Economic Change in Underdeveloped Areas | 2-3 |
| ANTHRO 940 | Seminar-Problems in Cultural Anthropology | 3 |
| ANTHRO/A A E/ C&E SOC/GEOG/ HISTORY/LACIS/ POLI SCI/PORTUG/ SOC/SPANISH 982 | Interdepartmental Seminar in the Latin-American Area | 1-3 |

### Preliminary Examination

Students must prepare three field statements. These are created in consultation with their exam committee. The student's exam committee must approve the field statements and accompanying bibliographies.

Students also prepare a research proposal and work with faculty advisors and committee to prepare the proposal. The preliminary exam consists of an oral defense of the research proposal and field statements.

Students may enroll in ANTHRO 999 Reading and Research to prepare for preliminary examination. Up to 6 credits may satisfy degree requirements.

### Dissertation Defense

Students must orally defend their dissertation to a committee of five members. Students must submit their dissertation prior to defense. Students may conduct a public presentation prior to examination.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Intersectional Concentration Pathway [1]

Students may pursue an intersectional concentration involving two or more of the sub-disciplines within the department. Students choose courses relevant to field of specialization determined through consultation with their advisor.

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ANTHRO 801 | Professional Development in Anthropology Proseminar | 1 |
| **Coursework** | | |
| Graduate level coursework determined through consultation with advisor | | 50 |
| **Total Credits** | | **51** |

### Recommended Courses

The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 302 | Hominoid Evolution | 3 |
| ANTHRO 303 | Human Skeletal Anatomy | 4 |
| ANTHRO 304 | Heredity, Environment and Human Populations | 3 |
| ANTHRO 310 | Topics in Archaeology | 3 |
| ANTHRO 321 | The Emergence of Human Culture | 3 |
| ANTHRO 322 | The Origins of Civilization | 3 |
| ANTHRO 330 | Topics in Ethnology | 3-4 |
| ANTHRO 339 | Archaeology of Warfare and Human Nature | 3 |
| ANTHRO 350 | Political Anthropology | 3-4 |
| ANTHRO 352 | Ancient Technology and Invention | 3 |
| ANTHRO/ AMER IND 354 | Archaeology of Wisconsin | 3 |
| ANTHRO 391 | Bones for the Archaeologist | 3 |
| ANTHRO/BOTANY/ ZOOLOGY 410 | Evolutionary Biology | 3 |
| ANTHRO 411 | The Evolution of the Genus, Homo | 3 |
| ANTHRO 424 | Historical Anthropology | 3 |
| ANTHRO 456 | Symbolic Anthropology | 3-4 |
| ANTHRO 458 | Primate Behavioral Ecology | 3 |
| ANTHRO/ AMER IND/ BOTANY 474 | Ethnobotany | 3-4 |
| ANTHRO 545 | Psychological Anthropology | 3 |
| ANTHRO 603 | Seminar in Evolutionary Theory | 3 |
| ANTHRO 605 | Seminar-Current Problems in Paleoanthropology | 3 |
| ANTHRO/PSYCH/ ZOOLOGY 619 | Biology of Mind | 3 |
| ANTHRO 668 | Primate Conservation | 3 |
| ANTHRO 860 | History of Anthropological Theory | 3 |
| ANTHRO 900 | Fundamentals of Anthropological Theory | 3 |
| ANTHRO 909 | Research Methods and Research Design in Cultural Anthropology | 3 |
| ANTHRO/ GEN&WS 920 | Anthropology of Gender | 3 |
| ANTHRO/C&E SOC/ ECON/SOC 925 | Seminar: Socio-Economic Change in Underdeveloped Areas | 2-3 |
| ANTHRO 940 | Seminar-Problems in Cultural Anthropology | 3 |
| ANTHRO 942 | Seminar-Archaeological Problems | 3 |
| ANTHRO/A A E/ C&E SOC/GEOG/ HISTORY/LACIS/ POLI SCI/PORTUG/ SOC/SPANISH 982 | Interdepartmental Seminar in the Latin-American Area | 1-3 |

### Preliminary Examination

Students must complete an oral defense of a written proposal for dissertation research. The proposal must be in the format of an NSF dissertation proposal.

### Dissertation Defense

Students must orally defend their dissertation to a committee of five members. Students must submit their dissertation prior to defense.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW-Madison University Special student. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

Progress criteria may be waived in special circumstances which must be stated in writing and approved by the appropriate section and signed by the department chair. Candidates not making satisfactory progress will be dropped from the program.

## ADVISOR / COMMITTEE

Every graduate student will be assigned an advisor and a co-advisor. To ensure they are making satisfactory progress toward a degree, the Graduate School expects that students meet with their advisor on a regular basis.

An advisor generally serves as the thesis advisor. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member from the major department responsible for providing advice regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Approval of a dissertation topic no later than the semester following passage of preliminary examinations is required.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within in either biological, archaeological or cultural anthropology in seminar papers and preliminary exam.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge in one of the three subfields above in the preliminary exam and dissertation.
3. Carry out original anthropological research and produce publishable work in the field including the writing of a dissertation; have a command of one or more foreign languages suited to their research when appropriate; actively compete for major intra- and extramural research grants; and teach effectively as assistants to professors in the department.
4. Communicate complex ideas in a clear and understandable manner.
5. Follows ethical principles of the discipline including respect and sensitivity to host cultures and communities, inclusiveness and diversity, civility and colleagiality, and zero tolerance for sexual harassment.

# ART

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES


- Art, Doctoral Minor (p. 127)
- Art, MA (p. 128)
- Art, MFA (p. 132)


# ART, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

REQUIREMENTS

## REQUIREMENTS

Doctoral students pursuing a minor in art must complete 9 credits of graduate-level coursework. Students must obtain faculty consent to enroll in intermediate- and advanced-level studio courses. Courses must be taken in the same media/discipline: painting and drawing, printmaking, book arts paper making, 4-D digital art–performance and video, ceramics, glass, sculpture, wood working, or metals. Approval by your major advisor must be obtained, and proposed courses must be approved by the art department graduate coordinator before coursework commences.

# ART, MA

The mission of the Art Department at the University of Wisconsin–Madison is to educate students in studio art and design to form lasting contributions to knowledge and culture. Our mission mirrors the guiding principles of the University, whose outreach efforts influence lives within the classroom, the state of Wisconsin, and beyond.

Research offerings at the University of Wisconsin rank among the highest in the world, including our libraries, museums, laboratories, collections, faculty, staff, and visiting scholars. Student learning and curriculum are also supported on campus by the Chazen Museum of Art, Tandem Press, and the Division of the Arts. Our prominent and diverse faculty work across creative disciplines to teach hands-on skills, critical thinking, observation, and innovation.

Graduate students engage with interdisciplinarity, professional practices, and standards for scholarship to develop meaningful research and social engagement in the visual arts. The Art Department values the diverse contributions, backgrounds, and experiences of each student who serves as a catalyst for the extraordinary within the contemporary practice of art at the University of Wisconsin–Madison and the world.

Students can study with any of our distinguished faculty, drawing from a wide breadth of instruction or focusing on a particular discipline. Students partner with faculty to develop a thesis body of artistic work. A strength of the graduate program lies in the diversity of its faculty and its strong commitment to student mentorship. The program places artists in the upper tier within any visual arts specialization.

Our department is well-equipped to support student studio ambitions. Students benefit from having access to the studio facilities, state-of-the-art shops, and equipment. Students are encouraged to challenge themselves and their research through the program's unique interdisciplinary approach to studio practice.

ADMISSIONS

## ADMISSIONS

Students may not apply directly for the master's and should instead see the admissions information for the MFA. (https://guide.wisc.edu/graduate/art/art-mfa/)

FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### OTHER RESOURCES

Financial aid information for graduate student grants, employment appeals, and general loans is available from the Office of Student Financial Aid (https://financialaid.wisc.edu/types-of-aid/). Please note that student financial aid awards are not connected with the Art Department.

REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |

| | |
|---|---|
| Minimum Residence Credit Requirement | 23 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other specific grade requirements. |
| Assessments and Examinations | First-Year Reviews<br>Near the end of the second semester students will exhibit the work and research they have achieved during their first year. Including new processes, conceptual/narrative developments, current challenges, and future goals. The committee comprised of departmental faculty will use a review rubric to assess the students standing in the program. A completed assessment form with adjoining notes will be returned to each student and their first-year faculty advisor. The assessment is in addition to critique and feedback from the committee during the review. Students will either pass or be placed on probation. Probation is a recognition of subpar performance based on the review rubric qualifications. Any prevailing concerns will be addressed by the student's first-year faculty advisor and re-evaluated by their Graduate Committee during their qualifying exhibition the following academic year.<br><br>MFA Qualifier<br>Students will host a solo exhibition of their work during the fourth semester of the program. This exhibition serves as an opportunity for the student to meet with their committee to discuss their research as it relates to contemporary studio practice and content, historical context and formal issues. The qualifier functions as a critique in which students can expect to defend the work and field specific questions asked by their committee. After the hour long meeting the committee will give the student a list of questions that the student will write responses to. Two weeks following the exhibition the student submits their written responses for evaluation. The committee will then approve the student to advance in the program. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Art** | | |
| ART 700 | Introduction to Graduate Studies in Art | 3 |
| ART 740 | Interdisciplinary Graduate Critique (Students must complete in their second, third, and fourth semester) | 3 |
| ART 908 | Seminar-Art | 3 |
| ART 508 | Colloquium in Art | 1 |
| **Art History** | | **3** |
| Students must take one ART HIST course that is numbered 300 or above | | |
| **Outside elective numbered 300 or above** | | **3** |
| This course must be taken in subjects other than ART or ART HIST | | |
| **Additional coursework** | | **16** |
| Students must select these courses in consultation with advisor | | |
| **Total Credits** | | **32** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, coursework from a previous graduate program completed within the past ten years may be considered for transfer. Credit transfers will not be granted if the student fails to disclose their intent to transfer credits within their first semester of study. The student must schedule a meeting with the Graduate Program Manager and provide a transcript from the previous institution. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

No credits from a UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW–Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, coursework numbered 300 or above taken as a UW-Madison University Special student may be considered for transfer. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

Good standing (progressing according to standards; any funding guarantee remains in place). Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status). Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

All students are required to conduct a yearly progress report meeting with their major professor. Committee is formed by the end of the student's third semester for MA qualifiers in their fourth semester.

## CREDITS PER TERM ALLOWED

15 credits per semester

## TIME LIMITS

The MA show of creative work must be completed by the fourth semester of the candidate's studies.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the

written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.

5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate a critical awareness of the relationship of artwork to its social, cultural, historical, theoretical and contemporary contexts.

2. Develop, hone and clearly articulate artistic goals, manifested in a substantial body of artwork and communicated through oral presentations and professional art writing.

# ART, MFA

The mission of the Art Department at the University of Wisconsin–Madison is to educate students in studio art and design to form lasting contributions to knowledge and culture. Our mission mirrors the guiding principles of the University, whose outreach efforts influence lives within the classroom, the state of Wisconsin, and beyond.

Seated within the School of Education, the MFA curriculum allows students to join their academic and studio disciplines to source the potential of the University. Research offerings at the University of Wisconsin rank among the highest in the world, including our libraries, museums, laboratories, collections, faculty, staff, and visiting scholars. Student learning and curriculum are also supported on campus by the Chazen Museum of Art, Tandem Press, and the Division of the Arts. Our prominent and diverse faculty work across creative disciplines to teach hands-on skills, critical thinking, observation, and innovation.

Graduate students engage with interdisciplinarity, professional practices, and standards for scholarship to develop meaningful research and social engagement in the visual arts. The Art Department values the diverse contributions, backgrounds, and experiences of each student who serves as a catalyst for the extraordinary within the contemporary practice of art at the University of Wisconsin–Madison and the world.

Students can study with any of our distinguished faculty, drawing from a wide breadth of instruction or focusing on a particular discipline. Students partner with faculty to develop a thesis body of artistic work. A strength of the graduate program lies in the diversity of its faculty and its strong commitment to student mentorship. The program places artists in the upper tier within any visual arts specialization.

Our department is well-equipped to support student studio ambitions. Students benefit from having access to the studio facilities, state-of-the-art shops, and equipment. Students are encouraged to challenge themselves and their research through the program's unique interdisciplinary approach to studio practice.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 6 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For up-to-date application instructions, see Graduate Application (https://art.wisc.edu/graduate/graduate-application/) on the Art Department website.

Admitted applicants must meet the minimum Graduate School requirements.

Submit an online application (https://grad.wisc.edu/apply/) through the UW–Madison Graduate School and pay the application fee.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM FUNDING

Students entering the UW–Madison MFA in studio art program are offered tuition remission, generous monthly stipends, access to UW–Madison health benefits, and other annual funding opportunities. Students are assigned Teaching Assistantships within their first year of study. Second- and third-year students are appointed Lecturing Student Assistantships; in addition, they may be selected by faculty for Project Assistantships or be awarded Fellowships based on their eligibility.

MFA funding packages reflect our commitment to students and require students to perform both academically and professionally at the highest level while studying on campus. Funding support is contingent on the student's performance as a TA, LSA, or PA; academic performance; and satisfactory progress toward the completion of the MFA program. Students on assistantship are expected to provide 20 hours of service through their appointment each week during the 9-month academic year.

### Teaching Assistantship (TA)

Incoming MFA students are assigned teaching assistantships. Students assist a faculty member who administers weekly lectures in Art 100, Art 107, and Art 108/208. Teaching Assistants are responsible for knowing the course content and leading three undergraduate discussion sections per semester.

### Lecturing Student Assistantship (LSA)
Rising second and third-year graduate students are assigned LSA appointments. LSA-assigned courses are taught with support from a supervising faculty member. The graduate student is responsible for the content and delivery of the course curriculum and assessment of student coursework through group critique. LSAs are assigned two sections of undergraduate foundations or beginning level studio courses per semester. Department courses taught by LSAs are Art 102, Art 104, Art 112, Art 212, and Art 176. Additional beginning level undergraduate courses may be assigned at the discretion of the department.

### Project Assistantship (PA)
Rising second- and third-year graduate students may be appointed a project assistantship. Faculty hand-select students to assist with their studio research.

### Fellowships
Fellowships support graduate student research without the expectation of weekly work requirements. Fellowships are awarded to rising third-year graduate students through the department's annual application process.

## NON-DEPARTMENTAL FUNDING
Financial Aid information for graduate student grants, employment appeals, and general loans is available from the Office of Student Financial Aid (https://financialaid.wisc.edu/types-of-aid/). Please note that student financial aid awards are not connected with the Art Department.

### Work-Study (https://financialaid.wisc.edu/types-of-aid/work-study/)
Work-study is awarded through the Office of Student Financial Aid. Work-study positions are listed in the work-study office. Many professors in the Art Department hire work-study students to assist them in lab courses.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS
Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS
## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions
**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 60 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other specific grade requirements. |

| | |
|---|---|
| Assessments and Examinations | First-Year Reviews<br>Near the end of the second semester students will exhibit the work and research they have achieved during their first year. Including new processes, conceptual/narrative developments, current challenges, and future goals. The committee comprised of departmental faculty will use a review rubric to assess the students standing in the program. A completed assessment form with adjoining notes will be returned to each student and their first-year faculty advisor. The assessment is in addition to critique and feedback from the committee during the review.<br><br>Students will either pass or be placed on probation. Probation is a recognition of subpar performance based on the review rubric qualifications. Any prevailing concerns will be addressed by the student's first-year faculty advisor and re-evaluated by their Graduate Committee during their qualifying exhibition the following academic year.<br><br>MFA Qualifier<br>Students will host a solo exhibition of their work during the fourth semester of the program. This exhibition serves as an opportunity for the student to meet with their committee to discuss their research as it relates to contemporary studio practice and content, historical context and formal issues. The qualifier functions as a critique in which students can expect to defend the work and field specific questions asked by their committee. After the hour long meeting the committee will give the student a list of questions that the student will write responses to. Two weeks following the exhibition the student submits their written responses for evaluation. The committee will then approve the student to advance in the program.<br><br>Final MFA Exhibition<br>After the successful completion of the qualifier, students will host a solo exhibition of their work. This exhibition takes place during the sixth semester of the program. The students' committee will come together one time to discuss the candidates' masters body of work along with the decisions the student made in presenting both their work and research. At this meeting students should expect to defend not only their practice, but be able to articulate evidence of their academic research as it relates to the exhibited works. After the hour long meeting the committee will convene and make their recommendations for the conferring of the MFA degree. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Art** | | |
| ART 700 | Introduction to Graduate Studies in Art | 3 |
| ART 508 | Colloquium in Art | 1 |
| Students must take one Art seminar course: | | |
| ART 908 | Seminar-Art | 3 |
| Students must complete the following 3 times for 1 credit each (in their second, third, and fourth semester): | | 3 |
| ART 740 | Interdisciplinary Graduate Critique | |
| **Art History** | | |
| Students must take one Art History (ART HIST) course numbered 300 or above. | | 3 |
| **Outside elective numbered 300 or above** | | |
| This course must be taken in subjects other than Art Department (ART) or Art History (ART HIST). | | 3 |
| **Additional coursework** | | |
| Students work with their graduate committee chair to meet the minimum credit requirement. | | 44 |
| **Total Credits** | | **60** |

## Additional Coursework

Below is a partial list of additional coursework students may take while in the program.

| Code | Title | Credits |
|---|---|---|
| **Art Studio** | | |
| ART 722 | Graduate Painting I | 2-3 |
| ART 726 | Graduate Intaglio Printmaking I | 2-3 |
| ART 736 | Graduate Graphics Workshop I | 2-6 |
| ART 912 | Advanced Research-Drawing | 1-4 |
| ART 914 | Advanced Research-Sculpture | 1-4 |
| ART 922 | Advanced Research-Painting | 1-4 |
| ART 924 | Advanced Research-Ceramics | 1-4 |
| ART 944 | Advanced Research-Art Metal | 1-4 |
| ART 996 | Advanced Research-Graphics | 1-4 |
| ART 999 | Independent Study | 1-4 |
| ART 309 | Digital Art and Code | 4 |
| ART 316 | Lithography | 4 |
| ART 334 | Wood Working | 3-4 |
| ART 336 | Serigraphy | 3-4 |
| ART/DANCE 341 | Sound Design for the Performing and Visual Arts | 3 |
| ART 343 | Metal Fabrication and Welding in Sculpture | 3-4 |
| ART 354 | Glassworking | 4 |
| ART 376 | Darkroom Photography | 4 |
| ART 409 | Digital Fabrication Studio | 4 |
| ART 414 | Art Foundry | 3 |
| ART 446 | Artists' Books | 4 |
| ART 454 | Neon: Light as Sculpture | 4 |
| ART 466 | Papermaking: History, Elements and Techniques | 4 |
| ART 470 | Special Topics in 4D Art | 3-4 |
| ART 511 | Art Performance | 3-4 |
| ART 518 | Artist's Video | 4 |
| ART 521 | Installations and Environments | 4 |
| ART 531 | Screen Performance | 3-4 |

| | | |
|---|---|---|
| ART 608 | Interdisciplinary Critique in the Visual Arts | 3 |
| ART 636 | Computer Augmented Printmaking | 4 |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, coursework from a previous graduate program completed within the past ten years may be considered for transfer. Credit transfers will not be granted if the student fails to disclose their intent to transfer credits within their first semester of study. The student must schedule a meeting with the Graduate Program Manager and provide a transcript from the previous institution.

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

No credits from a UW–Madison or other institution undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credit for Prior Coursework policy. (https://policy.wisc.edu/library/UW-1216/)

### Credits Earned as University Special Student at UW–Madison

With program approval, coursework numbered 300 or above taken as a University Special student at UW-Madison may be considered for transfer. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

Good standing (progressing according to standards; any funding guarantee remains in place).

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

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

## ADVISOR / COMMITTEE

All students are required to conduct a yearly progress report meeting with the chair and members of their committee. The committee will meet at the end of the student's sixth semester to review work for the MFA degree.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The MFA show of creative work must be completed by the sixth semester of the candidate's studies. Refer to the Graduate School's Time Limits policy (https://policy.wisc.edu/library/UW-1221/).

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom

treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
    a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
    b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

## Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a critical awareness of the relationship of artwork to its social, cultural, historical, theoretical and contemporary contexts.
2. Develop, hone and clearly articulate artistic goals, manifested in a substantial body of artwork and communicated through oral presentations and professional art writing.
3. Engage actively in a wider visual arts culture and community (local, regional, national, or international) and present exhibition/s in a public gallery or other cultural venues.

# ART HISTORY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Art History, Doctoral Minor (p. 137)
- Art History, MA (p. 138)
- Art History, PhD (p. 141)
- Visual Cultures, Doctoral Minor (p. 144)
- Visual Cultures, Graduate/Professional Certificate (p. 145)


# ART HISTORY, DOCTORAL MINOR

The Doctoral Minor in Art History is intended for students outside of the department to gain familiarity with the discipline generally while also honing an area of specialization.

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

Students must complete at least 9 credits. More credits may be needed depending on the student's focus and particular research path.

1. All students pursuing the minor are required to complete ART HIST 701 Practicum in Art History: Bibliography, Historiography, Methods (Note: With approval, a seminar in theory and method can be substituted for ART HIST 701).
2. Selection of the remaining two courses in Art History should be made with a particular emphasis in mind. Examples of an "emphasis" might include specialization in time period, geography, medium, or theory/methodology.
3. Coursework must be graded courses numbered 600 or above (if a student wants to take a course numbered 300- 399 or 400-499, the student must work with the graduate coordinator and professor to set up a grad-level section for the course); no audits or pass/fail.

4. A maximum of 3 credits can be in independent study (e.g., 699, 799, 899, 999); research and thesis cannot be used to satisfy the minor (e.g., 790, 890, 990).
5. After courses are completed, bring the major department's Minor Agreement Form (https://arthistory.wisc.edu/wp-content/uploads/sites/1020/2017/12/Minor-Form_Non-AH-Ph.D.-Students.pdf) to the art history graduate coordinator, department chair, or graduate administrator and have it signed.
6. Return the Minor Agreement Form to the major department to prepare any requisite warrants. A copy will be kept in the art history department.

# ART HISTORY, MA

The Department of Art History offers programs leading to the master of arts and the doctor of philosophy. Students enjoy close interaction with their mentors and benefit from superb resources for interdisciplinary research. Faculty members have international reputations in their specialties, regularly receive prestigious awards, lecture widely, and serve on major professional boards. Graduates of the department teach at the post-secondary level or pursue careers in museum and curatorial professions, private galleries and auction houses, library or archival work, architecture and historical preservation, and conservation. The Department encourages diverse approaches to the study of art, architecture, the built environment, visual and material culture, and curation. Our faculty includes specialists in a wide range of critical areas of research and teaching expertise that can be explored on our website (https://arthistory.wisc.edu/faculty/). The department is housed in the Conrad A. Elvehjem Building with the Chazen Museum of Art (http://www.chazen.wisc.edu/), which has a broad historical collection with several areas of particular strength, an active acquisitions program, and facilities to host major traveling exhibitions and exhibition courses. Graduate students use these collections for research and publishing projects. They may also have the opportunity to work on exhibitions in special classes or as project assistants. Our building is also home to the Kohler Art Library, which contains an excellent collection of published materials and full range of periodicals.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

While applicants may pursue a stand-alone MA, those who wish to pursue a PhD should apply directly to that program. For further information about the application process please visit the department's website (https://arthistory.wisc.edu/graduate-programs/#how-to-apply). Applicants are encouraged to contact prospective faculty advisors for more details.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding information can be found on the program website (https://arthistory.wisc.edu/graduate-programs/#m-a-programs).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 21 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | A first-year portfolio review and an MA thesis are required. |
| Language Requirements | Minimum of reading competence in a second language. The second language requirement may be fulfilled by transfer credit, examination, or course work at a minimum of a semester course for "Graduate Reading Knowledge." With program approval, undergraduate and MA degree holders in the study of a second language and students for whom English is a second language may be exempt. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **ART HIST Courses** | | |
| All students must take ART HIST 701. In addition, they take at least 9 credits that fulfill the temporal/chronological breadth (i.e., 3 credits each in at least three of four temporal areas) and 9 credits that fulfill geographic breadth requirements (i.e., 3 credits each in at least three of five geographic areas). | | 21 |
| ART HIST 701 | Practicum in Art History: Bibliography, Historiography, Methods | |
| *Geographic Breadth (9 credits)* | | |
| Complete at least one course in three of the five following areas: | | |
| Cross-Cultural/Diaspora | | |
| Africa/Middle East | | |
| Asia | | |
| Europe | | |
| The Americas | | |
| *Temporal/Chronological Breadth (9 credits)* | | |
| Complete at least one course in three of the four following periods: | | |
| Ancient to Medieval | | |
| Early Modern (Circa 1400–Circa 1800) | | |
| Modern (Circa 1800–Circa 1945) | | |
| Contemporary (Post 1945) | | |
| *Seminar Requirement* | | |
| A minimum of 9 of the 21 credits above must be seminars (i.e., three courses typically numbered 800 or above but this includes ART HIST 701 and ART HIST/ASIAN 621) | | |
| **Additional Coursework** | | |
| Students typically take at least one elective course (3 credits) and two sections (6 credits) of an independent study (ART HIST 799) to prepare the required MA thesis. | | 9 |
| Elective(s) | | |
| ART HIST 799 | Independent Study | |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may be allowed transfer up to 9 credits of graduate coursework from other institutions toward fulfillment of minimum degree and graduate coursework credit requirements. Such coursework from other institutions will not be applied towards the graduate career GPA. The Graduate School's minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are generally allowed to transfer up to 9 credits of coursework numbered 300 or above taken as a UW-Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are required to update their primary advisor and the Director of Graduate Studies annually on their progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Mastery in visual, spatial, cultural, and/or material analysis.
2. Developed range of knowledge in terms of geographic, cultural, temporal, theoretical, and/or methodological breadth.
3. Advanced ability to articulate and communicate research.
4. Advanced capability of assessing work in one's area and situating and distinguishing one's contribution.
5. Knowledge of and capability in professional practices.

# ART HISTORY, PHD

The Department of Art History offers programs leading to the master of arts and the doctor of philosophy. Students enjoy close interaction with their mentors and benefit from superb resources for interdisciplinary research. Faculty members have international reputations in their specialties, regularly receive prestigious awards, lecture widely, and serve on major professional boards. Graduates of the department teach at the post-secondary level or pursue careers in museum and curatorial professions, private galleries and auction houses, library or archival work, architecture and historical preservation, and conservation. The Department encourages diverse approaches to the study of art, architecture, the built environment, visual and material culture, and curation. Our faculty includes specialists in a wide range of critical areas of research and teaching expertise that can be explored on our website (https://arthistory.wisc.edu/faculty/). The department is housed in the Conrad A. Elvehjem Building with the Chazen Museum of Art (http://www.chazen.wisc.edu/), which has a broad historical collection with several areas of particular strength, an active acquisitions program, and facilities to host major traveling exhibitions and exhibition courses. Graduate students use these collections for research and publishing projects. They may also have the opportunity to work on exhibitions in special classes or as project assistants. Our building is also home to the Kohler Art Library, which contains an excellent collection of published materials and full range of periodicals.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

### APPLICATION CHECKLIST:

In addition to what is listed above, provide the following:

1. Unofficial transcript for each institution attended
2. Supplemental Application materials, which includes a Writing sample.
   a. Writing sample – research paper up to 20 double-spaced pages of text not including images and bibliography (12 pt. font, normal margins). (Submit online with graduate application).
   b. Please visit the department's website (https://arthistory.wisc.edu/graduate-programs/#how-to-apply) for additional information.
3. Statement of reason/purpose
4. CV

Applicants are encouraged to contact prospective faculty advisors for more details.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding information can be found on the program website (https://arthistory.wisc.edu/graduate-programs/#ph-d-programs).

All applicants to the graduate program will be considered for funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | Doctoral students must submit a dissertation prospectus.<br>Doctoral students must pass a written and an oral exam prior to becoming dissertators. |
| Language Requirements | Reading competency in at least two languages (additional language requirements may pertain to some fields). |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Art History (ART HIST) Courses** | | |
| All students must complete the following course and 12 credits in geographic and temporal / chronological breadth requirements. | | 24 |
| ART HIST 701 | Practicum in Art History: Bibliography, Historiography, Methods | |
| *Geographic Breadth Requirement* | | |
| Minimum 6 credits by completing at least one course (3 credits) in at least two of the five following areas: | | |
| Cross-Cultural/Diaspora | | |
| Africa/Middle East | | |
| Asia | | |
| Europe | | |
| The Americas | | |
| *Temporal/Chronological Breadth Requirement* | | |
| Minimum 6 credits by completing at least one course (3 credits) in two of the four following periods: | | |
| Ancient to Medieval | | |
| Early Modern (Circa 1400–Circa 1800) | | |
| Modern (Circa 1800–Circa 1945) | | |
| Contemporary (Post 1945) | | |
| *Seminar Requirement* | | |
| A minimum of 15 of the 24 credits above must be seminars (i.e., five courses typically numbered 800 or above but this includes ART HIST 701 and ART HIST/ASIAN 621) | | |
| **Breadth** | | |
| All students must complete a doctoral minor or graduate/professional certificate. | | 9 |
| **Additional Coursework** | | |
| Typically, students take ART HIST 799 to prepare for preliminary exams and enroll in enough credits to maintain full-time status. To satsify the minimum credit requirement, students are required to take ART HIST 990 to prepare the dissertation. This may consist of 18 credits or 6 semesters of research and thesis credits. | | 18 |
| ART HIST 799 | Independent Study | |
| ART HIST 990 | Research and Thesis | |
| **Total Credits** | | **51** |

POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 19 credits of graduate work from other institutions. Coursework earned ten years or more prior to admission to the doctoral degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Professional-level mastery in visual, spatial, cultural, and/or material analysis.
2. Professional-level ability to identify research problems and conduct research in one's area of specialization.
3. Professional-level ability to situate and distinguish one's research contribution to one's area/s of specialization and/or field.
4. Professional-level ability to articulate and communicate research.
5. Knowledge of and capability in professional practices.

# VISUAL CULTURES, DOCTORAL MINOR

The **Doctoral Minor in Visual Cultures** is intended for PhD students from across the university who desire training in the study of visual cultures. This transdisciplinary field analyzes the social construction of the visual as well as how the visual creates our social world. Visual culture studies differs from other related disciplines in two ways: first, its field of inquiry includes an expansive array of visual cultural artifacts and practices; and, second, its methodologies focus on the constitution of power relations through visual markers of race, gender, disability, and nationality. As the world continues to become increasingly understood through, and reliant on, the visual (the internet, films, television, scientific graphs, data visualization, video games, and advertisements), the need for people trained with the ability to critically interpret, create, and evaluate those mediums is essential.

## ADMISSIONS

# ADMISSIONS

To apply, applicants must complete and submit the following document to cvc@mailplus.wisc.edu:

- Declaration form (https://drive.google.com/file/d/1rxjiEJrf5cDyt9JHc4Gy2ug5V9mY7Ugi/view/)

Applicants may contact the faculty director for questions (refer to contact information box).

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

### GRADE REQUIREMENT

Students must complete 9 graduate-level credits in a combination of required and elective coursework, with a GPA of 3.0 (4.0 basis) and submit the assessment form, (https://drive.google.com/file/d/1QybWgAsqjWPflXQ5ooXh8AEY90nKgaaM/view/) including a portfolio and essay.

### REQUIRED COURSES

The doctoral minor in Visual Cultures is research-driven. Coursework should contribute to a student's professional development.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| ART HIST/ AFROAMER 801 | Historiography, Theory and Methods in Visual Culture | 3 |
| ART HIST/ AFROAMER 802 | Visual Cultures: Topics in Visual Cultures [1] | 3 |

| | | |
|---|---|---|
| **Electives** | | |
| Students must complete at least 3 credits from the following courses. | | 3 |
| ASIAN 763 | Studies in Japanese Literature | |
| ART HIST 355 | History of Photography | |
| ART 470 | Special Topics in 4D Art | |
| GEN&WS 340 | Topics in LGBTQ Sexuality | |
| GEOG 501 | Space and Place: A Geography of Experience | |
| DS 642 | Taste | |
| COM ARTS 451 | Television Criticism | |
| ART HIST/ ASIAN 428 | Visual Cultures of India | |
| ART HIST 506 | Curatorial Studies Exhibition Practice | |
| ART HIST/ ASIAN 621 | Mapping, Making, and Representing Colonial Spaces | |
| ART HIST 810 | Seminar in Islamic Art and Architecture | |
| GEN&WS 343 | Queer Bodies | |
| GEN&WS/ ART HIST 414 | Contemporary Queer Art and Visual Culture | |
| SPANISH 564 | Theory and Practice of Hispanic Theatre | |
| ASIAN 833 | Topics in East Asian Visual Cultures | |
| AFROAMER 675 | Selected Topics in African American Culture | |
| AFROAMER/ AFRICAN 813 | Contemporary African and Caribbean Drama | |
| GEOG 575 | Interactive Cartography & Geovisualization | |
| ENGL 851 | Advanced Studies In Theatre and Performance Studies Research | |
| ENGL 859 | Seminar-Interdisciplinary Theatre Studies | |
| **Total Credits** | | **9** |

[1] Substitutions for this course may be available, contact the CVC director for more information.

# VISUAL CULTURES, GRADUATE/PROFESSIONAL CERTIFICATE

The Graduate/Professional Certificate in Visual Cultures is intended for master's degree students (usually MFA and terminal MA candidates) from across the university who desire training in the study of visual cultures. This transdisciplinary field analyzes the social construction of the visual as well as how the visual creates our social world. Visual culture studies differs from other related disciplines in two ways: first, its field of inquiry includes an expansive array of visual cultural artifacts and practices; and, second, its methodologies focus on the constitution of power relations through visual markers of race, gender, disability, and nationality. As the world continues to become increasingly understood through, and reliant on, the visual (the internet, films, television, scientific graphs, data visualization, video games, and advertisements), the need for people trained with the ability to critically interpret, create, and evaluate those mediums is essential.

## ADMISSIONS

# ADMISSIONS

To apply, applicants must complete and submit the following document to cvc@mailplus.wisc.edu:

- Declaration form (https://drive.google.com/file/d/1pnu5tMeETPPtKiO6GxXaJ1gDBYLvuoTh/view/)

Applicants may contact the faculty director for questions (refer to contact information box).

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

## REQUIREMENTS

# REQUIREMENTS

## GRADE REQUIREMENT

Students must complete 9 graduate-level credits in a combination of required and elective coursework, with a GPA of 3.0 (4.0 basis) and submit the assessment form (https://drive.google.com/file/d/1VMyNHWzMLZj4BX4agXbXe7FJ_hidL04J/view/), including a portfolio and essay.

## REQUIRED COURSES

The graduate/professional certificate in Visual Cultures is research-driven. Coursework should contribute to a student's professional development.

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| Students must complete the following courses. | | |
| ART HIST/ AFROAMER 801 | Historiography, Theory and Methods in Visual Culture | 3 |
| ART HIST/ AFROAMER 802 | Visual Cultures: Topics in Visual Cultures [1] | 3 |
| **Electives** | | |
| Students must complete at least 3 credits. | | 3 |
| ASIAN 763 | Studies in Japanese Literature | |
| ART HIST 355 | History of Photography | |
| ART 470 | Special Topics in 4D Art | |
| GEN&WS 340 | Topics in LGBTQ Sexuality | |
| GEOG 501 | Space and Place: A Geography of Experience | |
| DS 642 | Taste | |
| COM ARTS 451 | Television Criticism | |

| | |
|---|---|
| ART HIST/ ASIAN 428 | Visual Cultures of India |
| ART HIST 506 | Curatorial Studies Exhibition Practice |
| ART HIST/ ASIAN 621 | Mapping, Making, and Representing Colonial Spaces |
| ART HIST 810 | Seminar in Islamic Art and Architecture |
| GEN&WS 343 | Queer Bodies |
| GEN&WS/ ART HIST 414 | Contemporary Queer Art and Visual Culture |
| SPANISH 564 | Theory and Practice of Hispanic Theatre |
| ASIAN 833 | Topics in East Asian Visual Cultures |
| AFROAMER 675 | Selected Topics in African American Culture |
| AFROAMER/ AFRICAN 813 | Contemporary African and Caribbean Drama |
| GEOG 575 | Interactive Cartography & Geovisualization |
| ENGL 851 | Advanced Studies In Theatre and Performance Studies Research |
| ENGL 859 | Seminar-Interdisciplinary Theatre Studies |
| **Total Credits** | **9** |

[1] Substitutions for this course may be available, contact the CVC director for more information.

## LEARNING OUTCOMES

### LEARNING OUTCOMES

1. Show comprehension of the history, theories, and methods of Visual Culture as a field of study as they are practiced in the field of Visual Cultures
2. Demonstrate critical ability to work with and develop Visual Culture theories and methods
3. Develop capacity to conduct original research in Visual Culture
4. Show ability to work with Visual Culture theories and methods in the analysis and presentation of original research which may take oral, written, and visual forms
5. Develop the critical analytic, rhetorical, and technical skills necessary to effectively communicate original research in Visual Culture

# ASIAN LANGUAGES AND CULTURES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE PROFESSIONAL/ CERTIFICATES

### DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Asian Languages and Cultures, Doctoral Minor (p. 146)
- Asian Languages and Cultures, MA (p. 147)
- Asian Languages and Cultures, PhD (p. 152)
- Chinese, Doctoral Minor (p. 158)
- Chinese, MA (p. 158)
- Chinese, PhD (p. 163)
- Japanese, Doctoral Minor (p. 167)
- Japanese, MA (p. 168)
- Japanese, PhD (p. 173)

# ASIAN LANGUAGES AND CULTURES, DOCTORAL MINOR

The Doctoral Minor in Asian Languages and Cultures is intended for students outside of the department to gain familiarity with the discipline in literature or linguistics generally while also honing an area of specialization.

## ADMISSIONS

### ADMISSIONS

- Meet with a faculty member in the Asian Languages & Cultures program to discuss requirements and course options.
- Request a minor agreement form from the Graduate Program Coordinator.
- Submit the PhD Minor in Asian Languages & Cultures form and obtain the approval and signature of major professor.
- All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor.
- After you have completed the preliminary PhD examinations, the ALC program advisor or ALC Director of Graduate Studies will sign the warrant indicating completion of the minor.

## REQUIREMENTS

# REQUIREMENTS

Students in other departments who wish to minor in Asian Languages and Cultures must complete 12 credits in coursework numbered 300 or above with a cumulative GPA of 3.0 in the department. Such students are required to take one course in literature and one course in religion or philosophy. Any other courses to fulfill the minor requirement are selected in prior consultation with the student's faculty advisor, who is designated as such by the Department of Asian Languages and Cultures and is authorized to sign the doctoral minor agreement form.

Courses cross-listed in a student's major department and in Asian Languages and Cultures do not count toward the minor requirement. Elementary and intermediate language courses or "directed study" courses are not accepted toward the fulfillment of the minor requirement in Asian Languages and Cultures.

# ASIAN LANGUAGES AND CULTURES, MA

The Department of Asian Languages and Cultures offers a new interdisciplinary MA and PhD program in Asian Languages and Cultures. Students may take advantage of the many opportunities within the department and on campus to do in-depth research on Asia from multiple disciplinary perspectives and across the traditional area studies divisions of East, South, and Southeast Asia. We welcome applications from students who are interested in working transregionally, transdisciplinarily, or both. This includes students with a traditional background in Asian Studies and related academic fields as well as those whose path to studying Asia has been through professional work.

The Department of Asian Languages and Cultures has developed a lively intellectual community around Transasian Studies and is supporting student-led seminars, reading groups, workshops, and other events. Prospective graduate students are encouraged to reach out to faculty members who share their academic and research interests.

Asian Languages and Cultures is home to nearly twenty faculty whose research and teaching specialties cover a wide range of topics, including traditional medicine in India; the history of yoga; contemporary mindfulness practice with insights from Tibetan Buddhism; human rights in Thailand; Chinese ghost stories, traditional poetics and philology; sociolinguistics and discourse analysis of the Mandarin, Japanese, Korean, Indonesian languages; analysis of classical Japanese tale fiction, early modern comedic narratives, manga, and anime; Japanese counterculture; and Korean food.

Asian Studies at UW–Madison has strong ties across departments, to research centers, area studies programs, extensive library connections, and alumni relations.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 10 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Prior to submitting application and materials, applicants should carefully review the faculty's expertise (https://alc.wisc.edu/about/faculty/) to determine the fit between their interest and the program. To this extent, prospective applicants may contact a specific faculty to discuss their research interest prior to submitting applications.

Applicants should also review the Graduate School's admission process (https://grad.wisc.edu/apply/) and Graduate School's minimum requirements (http://grad.wisc.edu/admissions/requirements/) prior to submitting the online application and fee.

For more information on application materials, refer to the application and admissions information (https://alc.wisc.edu/graduate-programs/application-and-admissions-information/) page.

## DEADLINES

In order to be considered for fellowships, project assistantships, and teaching assistantships (https://alc.wisc.edu/graduate-programs/graduate-studies-costs-and-financial-assistance/), all application materials must be in by the fall deadline.

If you do not need any funding support, you may submit an application by April 15.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## GRADUATE STUDENT COSTS

For tuition and living costs, please view the Cost of Attendance page (https://financialaid.wisc.edu/cost-of-attendance/)**.** International applicants recommended for admission to the Graduate School are required to show sufficient funds to attend the University during the course of studies (tuition, food and housing, incidentals and health insurance) to be officially accepted by the Graduate School.

## DEPARTMENT RESOURCES

The Department of Asian Languages and Cultures offers financial assistance in the forms of fellowships, teaching assistantships (TAships), and project assistantships (PAships). Please make note of the deadline of January 10 for financial assistance consideration. All necessary materials including test scores must be submitted by the deadline.

If you are an international applicant and receive a fellowship, PAship or TAship, please make note that you will likely be required to show additional financial documentation to meet the minimum required for your official acceptance to the Graduate School.

## OTHER AWARDS & FELLOWSHIPS

### GRS (Graduate Research Scholar) Fellowship

Graduate Research Scholar (GRS) Communities are organized by the various schools and colleges within UW–Madison that offer fellowship support. For further information: https://grad.wisc.edu/funding/graduate-research-scholars/.

### Project Assistantships

Availability of PAship varies from one year to another, depending on the types of projects the departmental faculty are engaged in. PAs assist faculty members' research projects and/or respond to some programmatic needs of the department and other campus units.

### Teaching Assistantships

Availability and types of TAship vary from one year to another, depending on the department's curricular needs and student enrollment. TAs will support a number of our language and culture courses, typically team-teaching with faculty members. If you are interested in being a teaching assistant in our language programs, you must submit the TA application and necessary materials (1-2 page written autobiography that refers to your prior teaching experience, letter of recommendation that speaks to your teaching experience, video recording of your teaching, if available) through the Graduate School application system by January 10.

### Institute for Regional and International Studies (IRIS) Awards Office

IRIS manages its own funding opportunities (Scott Kloeck-Jenson Fellowships, IRIS Graduate Fieldwork Awards, Incubator Grants), coordinates the campus component of a number of external programs (Boren Fellowships, Fulbright US Student Program, Fulbright-Hays DDRA, Luce Scholars Program), assists students, faculty, and staff in exploring funding options, and much more. Visit: https://iris.wisc.edu/funding/ for more information on awards. Contact Mark Lilleleht, Assistant Director for Awards, with questions at awards@iris.wisc.edu & 608-265-6070.

### Other Forms of Financial Aid

Loans and some on-campus job openings are handled through the Office of Student Financial Aid (https://financialaid.wisc.edu/). Please contact them to obtain more information.

Students may also obtain information from the Grants Information Center (https://www.library.wisc.edu/memorial/collections/grants-information-collection/) in the Memorial Library, Room 262, 728 State St., Madison, WI 53706. Phone 608-262-3242.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all coursework (300 or above, not including research credits) taken as a graduate student. |

| | |
|---|---|
| Assessments and Examinations | There are three possible exit requirements for the MA. One of the following three options will be chosen in consultation with the advisors.<br>• Students should select two substantially revised and/or expanded research papers completed during their graduate study to submit to their committee (the advisors and one additional faculty member). In addition to the written papers, an oral presentation of these papers to the committee is required.<br>• An approximately 50-page MA thesis. In addition to the written thesis, an oral presentation of the thesis to the committee is required. This option is usually appropriate for a student who wishes to continue in the PhD program.<br>• An option chosen in consultation with the advisors. |
| Language Requirements | Completion of the third year of study of an Asian language or the second year of study of two Asian languages, or the equivalent level of proficiency as established by examination by department faculty and staff. Additional language study may be required by the advisors. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Asia and Related Graduate Coursework** | | |
| In consultation with advisor, students must complete at least 21 credits in Asia-related graduate courses in the department or elsewhere in campus. | | 21 |
| **Additional Coursework** | | |
| In consultation with advisor, students must complete at least 9 credits of additional coursework to meet the 30-credit minimum. | | 9 |
| *Language Coursework* | | |
| Students may complete coursework in language study at the third-year level and beyond. A maximum of 12 credits may fulfill the minimum credit requirement. | | |
| **Total Credits** | | **30** |

Students may take courses and seminars drawn from offerings in other departments, or within Asian Languages and Cultures, as decided in collaboration between student and the co-advisors, such as:

| Code | Title | Credits |
|---|---|---|
| ASIAN/ RELIG ST 306 | Hinduism | 3 |
| ASIAN/ RELIG ST 307 | A Survey of Tibetan Buddhism | 3 |
| ASIAN/HISTORY/ RELIG ST 308 | Introduction to Buddhism | 3-4 |
| ASIAN/HISTORY 319 | The Vietnam Wars | 3-4 |
| ASIAN/ HISTORY 335 | The Koreas: Korean War to the 21st Century | 3-4 |
| ASIAN/ HISTORY 337 | Social and Intellectual History of China, 589 AD-1919 | 3-4 |
| ASIAN/HISTORY 341 | History of Modern China, 1800-1949 | 3-4 |
| ASIAN/ HISTORY 342 | History of the Peoples Republic of China, 1949 to the Present | 3-4 |
| ASIAN 351 | Survey of Classical Chinese Literature | 3 |
| ASIAN 352 | Survey of Modern Chinese Literature | 3 |
| ASIAN 353 | Lovers, Warriors and Monks: Survey of Japanese Literature | 3 |
| ASIAN 354 | Early Modern Japanese Literature | 3 |
| ASIAN 355 | Modern Japanese Literature | 3 |
| ASIAN 358 | Language in Japanese Society | 3 |
| ASIAN 361 | Love and Politics: The Tale of Genji | 3 |
| ASIAN/ HISTORY 363 | China and World War II in Asia | 3-4 |
| ASIAN 367 | Haiku | 3 |
| ASIAN/AFRICAN/ RELIG ST 370 | Islam: Religion and Culture | 3-4 |
| ASIAN 375 | Survey of Chinese Film | 3 |
| ASIAN 376 | Manga | 3 |
| ASIAN 378 | Anime | 3 |
| ASIAN/ ART HIST 379 | Cities of Asia | 3 |
| ASIAN 403 | Southeast Asian Literature | 3 |
| ASIAN/ ART HIST 428 | Visual Cultures of India | 3 |
| ASIAN/ RELIG ST 430 | Indian Traditions in the Modern Age | 3 |
| ASIAN 432 | Introduction to Chinese Linguistics | 3 |
| ASIAN 433 | Topics in East Asian Visual Cultures | 3 |
| ASIAN 434 | Introduction to Japanese Linguistics | 3 |
| ASIAN/ HISTORY 454 | Samurai: History and Image | 3-4 |
| ASIAN/ HISTORY 456 | Pearl Harbor & Hiroshima: Japan, the US & The Crisis in Asia | 3-4 |
| ASIAN/ HISTORY 458 | History of Southeast Asia Since 1800 | 3-4 |
| ASIAN/ RELIG ST 460 | The History of Yoga | 3 |
| ASIAN/ RELIG ST 466 | Buddhist Thought | 3 |
| ASIAN/ RELIG ST 473 | Meditation in Indian Buddhism and Hinduism | 3 |
| ASIAN/ENGL 478 | Indian Writers Abroad: Literature, Diaspora and Globalization | 3 |
| ASIAN/ RELIG ST 505 | The Perfectible Body in Religions, Medicines, and Politics | 3 |
| ASIAN 563 | Readings in Modern Japanese Literature | 3 |
| ASIAN 573 | Readings in Classical Japanese Literature | 3 |
| ASIAN 600 | Capstone Seminar in Asian Humanities | 3 |
| ASIAN/ ART HIST 621 | Mapping, Making, and Representing Colonial Spaces | 3 |
| ASIAN 630 | Proseminar: Studies in Cultures of Asia | 3 |
| ASIAN 631 | History of the Chinese Language | 3 |

| | | |
|---|---|---|
| ASIAN 632 | Studies in Chinese Linguistics | 3 |
| ASIAN 641 | History of Chinese Literature I | 3 |
| ASIAN 642 | History of Chinese Literature II | 3 |
| ASIAN/ RELIG ST 650 | Proseminar in Buddhist Thought | 2-3 |
| ASIAN 672 | Studies in Chinese Fiction | 3 |
| ASIAN 701 | Proseminar in Chinese Literature | 3 |
| ASIAN 712 | Chinese Language Pedagogy | 3 |
| ASIAN 763 | Studies in Japanese Literature | 3 |
| ASIAN 775 | Japanese Applied Linguistics | 3 |
| ASIAN 799 | Reading for Research | 1-3 |
| ASIAN 815 | Seminar: Interdisciplinary Approaches to Asia | 3 |
| ASIAN 833 | Topics in East Asian Visual Cultures | 3 |
| ASIAN 873 | Seminar in Languages and Literatures of Asia | 3 |
| ASIAN 932 | Seminar in Chinese Linguistics | 2-3 |
| ASIAN 951 | Seminar in Chinese Literature | 3 |

## Program Pathways

Initially working with two co-advisors, each student will craft a program of coursework that combines Asia-focused courses with disciplinary study in and beyond the Department of Asian Languages and Cultures. This may include linkages with other departments as well as UW-Madison's rich array of centers and programs, including the Center for Healthy Minds (https://centerhealthyminds.org/), Center for Visual Cultures (https://cvc.wisc.edu/), Human Rights Program (http://law.wisc.edu/gls/human_rights.html), Religious Studies Program (https://religiousstudies.wisc.edu/), and the Center for East Asian Studies (https://eastasia.wisc.edu/), the Center for South Asia (http://southasia.wisc.edu/), and the Center for Southeast Asian Studies (http://seasia.wisc.edu/).

## Third Year/Advanced Language Study Course Options

| Code | Title | Credits |
|---|---|---|
| **Chinese** | | |
| ASIALANG 301 | Fifth Semester Chinese | 4 |
| ASIALANG 302 | Sixth Semester Chinese | 4 |
| ASIALANG 311 | First Semester Classical Chinese | 3 |
| ASIALANG 312 | Second Semester Classical Chinese | 3 |
| ASIALANG 378 | Chinese Conversation | 3 |
| ASIALANG 379 | Business Chinese | 3 |
| ASIALANG 454 | Advanced Chinese through Media | 3 |
| ASIALANG 475 | Advanced Topics in Asian Translation (Chinese only) | 3 |
| **Filipino** | | |
| ASIALANG 323 | Fifth Semester Filipino | 3 |
| ASIALANG 324 | Sixth Semester Filipino | 3 |
| **Hindi** | | |
| ASIALANG 333 | Fifth Semester Hindi | 3-4 |
| ASIALANG 334 | Sixth Semester Hindi | 3-4 |
| ASIALANG 421 | Seventh Semester Asian Language (Hindi only) | 3-4 |
| ASIALANG 422 | Eighth Semester Asian Language (Hindi only) | 3-4 |
| **Hmong** | | |
| ASIALANG 325 | Fifth Semester Hmong | 3 |
| ASIALANG 326 | Sixth Semester Hmong | 3 |
| **Indonesian** | | |
| ASIALANG 348 | Fifth Semester Indonesian | 3-4 |
| ASIALANG 328 | Sixth Semester Indonesian | 3-4 |
| **Japanese** | | |
| ASIALANG 303 | Fifth Semester Japanese | 4 |
| ASIALANG 313 | Classical Japanese | 3 |
| ASIALANG 376 | Japanese Conversation | 3 |
| ASIALANG 377 | Business Japanese Communication | 3 |
| ASIALANG 451 | Advanced Readings in Japanese | 3 |
| ASIALANG 452 | Advanced Japanese through Audio-Visual Media | 3 |
| ASIALANG 475 | Advanced Topics in Asian Translation (Japanese only) | 3 |
| **Korean** | | |
| ASIALANG 305 | Fifth Semester Korean | 3 |
| ASIALANG 306 | Sixth Semester Korean | 3 |
| ASIALANG 405 | Seventh Semester Korean | 3 |
| ASIALANG 406 | Eighth Semester Korean | 3 |
| ASIALANG 475 | Advanced Topics in Asian Translation (Korean only) | 3 |
| **Persian** | | |
| ASIALANG 337 | Fifth Semester Persian | 3-4 |
| ASIALANG 338 | Sixth Semester Persian | 3-4 |
| ASIALANG 421 | Seventh Semester Asian Language (Persian) | 3-4 |
| ASIALANG 422 | Eighth Semester Asian Language (Persian) | 3-4 |
| **Sanskrit** | | |
| ASIALANG 517 | Fifth Semester Summer Asian Language (Sanskrit only) | 4 |
| ASIALANG 527 | Sixth Semester Summer Asian Language (Sanskrit only) | 4 |
| ASIALANG 421 | Seventh Semester Asian Language (Sanskrit only) | 3-4 |
| ASIALANG 422 | Eighth Semester Asian Language (Sanskrit only) | 3-4 |
| ASIALANG 675 | Advanced Readings in Sanskrit | 3 |
| **Thai** | | |
| ASIALANG 329 | Fifth Semester Thai | 3 |
| ASIALANG 330 | Sixth Semester Thai | 3 |
| **Tibetan** | | |
| ASIALANG 335 | Fifth Semester Tibetan | 4 |
| ASIALANG 336 | Sixth Semester Tibetan | 4 |
| ASIALANG 421 | Seventh Semester Asian Language (Tibetan only) | 3-4 |
| ASIALANG 422 | Eighth Semester Asian Language (Tibetan only) | 3-4 |
| **Urdu** | | |
| ASIALANG 339 | Fifth Semester Urdu | 3-4 |
| ASIALANG 340 | Sixth Semester Urdu | 3-4 |
| ASIALANG 421 | Seventh Semester Asian Language (Urdu only) | 3-4 |

| | | |
|---|---|---|
| ASIALANG 422 | Eighth Semester Asian Language (Urdu only) | 3-4 |
| **Vietnamese** | | |
| ASIALANG 331 | Fifth Semester Vietnamese | 3 |
| ASIALANG 332 | Sixth Semester Vietnamese | 3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Starting fall 2018, all students are required to have two co-advisors, identified at the time of admissions. During the course of study, students meet regularly with their advisors to ensure satisfactory progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

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

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
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## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
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## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

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# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Identify the primary field(s) of study in a historical, comparative, and global context.
2. Discuss the major theories, research methods, and approaches to inquiry in the selected area of the student's focus.
3. Integrate theories into practice.
4. Articulate and communicate knowledge in specialized field(s).
5. Recognize and apply principles of professional and ethical conduct.

# ASIAN LANGUAGES AND CULTURES, PHD

The Department of Asian Languages and Cultures offers a new interdisciplinary MA and PhD program in Asian Languages and Cultures. Students may take advantage of the many opportunities within the department and on campus to do in-depth research on Asia from multiple disciplinary perspectives and across the traditional area studies divisions of East, South, and Southeast Asia. We welcome applications from

students who are interested in working transregionally, transdisciplinarily, or both. This includes students with a traditional background in Asian Studies and related academic fields as well as those whose path to studying Asia has been through professional work.

The Department of Asian Languages and Cultures has developed a lively intellectual community around Transasian Studies and is supporting student-led seminars, reading groups, workshops, and other events. Prospective graduate students are encouraged to reach out to faculty members who share their academic and research interests.

Asian Languages and Cultures is home to nearly twenty faculty whose research and teaching specialties cover a wide range of topics, including traditional medicine in India; the history of yoga; contemporary mindfulness practice with insights from Tibetan Buddhism; human rights in Thailand; Chinese ghost stories, traditional poetics and philology; sociolinguistics and discourse analysis of the Mandarin, Japanese, Korean, Indonesian languages; analysis of classical Japanese tale fiction, early modern comedic narratives, manga, and anime; Japanese counterculture; and Korean food.

Asian Studies at UW–Madison has strong ties across departments, to research centers, area studies programs, extensive library connections, and alumni relations.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 10 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Prior to submitting application and materials, applicants should carefully review the faculty's expertise (https://alc.wisc.edu/about/faculty/) to determine the fit between their interest and the program. To this extent, prospective applicants may contact a specific faculty to discuss their research interest prior to submitting applications.

Applicants should also review the Graduate School's admission process (https://grad.wisc.edu/apply/) and Graduate School's minimum requirements (http://grad.wisc.edu/admissions/requirements/).

Applicants must upload an academic writing sample or MA thesis to their application. You may submit a seminar paper, thesis chapter, or journal article. This paper should be in English, and may either be published or unpublished.

For more information on application materials, refer to the application and admissions information (https://alc.wisc.edu/graduate-programs/application-and-admissions-information/) page.

## DEADLINES

In order to be considered for fellowships, project assistantships, and teaching assistantships (https://alc.wisc.edu/graduate-programs/graduate-studies-costs-and-financial-assistance/), all application materials must be in **by the fall deadline**.

If you do not need any funding support, you may submit applications by **April 15**.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## GRADUATE STUDENT COSTS

For tuition and living costs, please view the Cost of Attendance page (https://financialaid.wisc.edu/cost-of-attendance/)**.** International applicants recommended for admission to the Graduate School are required to show sufficient funds to attend the University during the course of studies (tuition, food and housing, incidentals and health insurance) to be officially accepted by the Graduate School.

## DEPARTMENT RESOURCES

The Department of Asian Languages and Cultures offers financial assistance in the forms of fellowships, teaching assistantships (TAships), and project assistantships (PAships). Please make note of the deadline of January 10 for financial assistance consideration. All necessary materials including test scores must be submitted by the deadline.

If you are an international applicant and receive a fellowship, PAship or TAship, please make note that you will likely be required to show additional financial documentation to meet the minimum required for your official acceptance to the Graduate School.

## OTHER AWARDS & FELLOWSHIPS

### GRS (Graduate Research Scholar) Fellowship

Graduate Research Scholar (GRS) Communities are organized by the various schools and colleges within UW–Madison that offer fellowship

support. For further information: https://grad.wisc.edu/funding/graduate-research-scholars/.

### Project Assistantships
Availability of PAship varies from one year to another, depending on the types of projects the departmental faculty are engaged in. PAs assist faculty members' research projects and/or respond to some programmatic needs of the department and other campus units.

### Teaching Assistantships
Availability and types of TAship vary from one year to another, depending on the department's curricular needs and student enrollment. TAs will support a number of our language and culture courses, typically team-teaching with faculty members. If you are interested in being a teaching assistant in our language programs, you must submit the TA application and necessary materials (1-2 page written autobiography that refers to your prior teaching experience, letter of recommendation that speaks to your teaching experience, video recording of your teaching, if available) through the Graduate School application system by January 10.

### Institute for Regional and International Studies (IRIS) Awards Office
IRIS manages its own funding opportunities (Scott Kloeck-Jenson Fellowships, IRIS Graduate Fieldwork Awards, Incubator Grants), coordinates the campus component of a number of external programs (Boren Fellowships, Fulbright US Student Program, Fulbright-Hays DDRA, Luce Scholars Program), assists students, faculty, and staff in exploring funding options, and much more. Visit: https://iris.wisc.edu/funding/ for more information on awards. Contact Mark Lilleleht, Assistant Director for Awards, with questions at awards@iris.wisc.edu & 608-265-6070.

### Other Forms of Financial Aid
Loans and some on-campus job openings are handled through the Office of Student Financial Aid (https://financialaid.wisc.edu/). Please contact them to obtain more information.

Students may also obtain information from the Grants Information Center (https://www.library.wisc.edu/memorial/collections/grants-information-collection/) in the Memorial Library, Room 262, 728 State St., Madison, WI 53706. Phone 608-262-3242.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions
**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all coursework (numbered 300 or above, not including research credits) taken as a graduate student. |
| Assessments and Examinations | The preliminary exam must be taken within 1 semester after completing doctoral coursework. Comprehensive written preliminary exams will be based on reading lists developed with the committee. These exams have four parts: general competence in major field; secondary field; theory and method; and specialized area of dissertation focus. The preliminary examination will be evaluated by a committee of at least three members (the co-advisors and an additional faculty member).<br><br>Successful completion of the exam process will also require research language competence as demonstrated through examinations in one or more languages as determined by the advisors.<br><br>A dissertation proposal must be approved within 1 year after completing prelim exams. An oral defense of the proposal will be evaluated by the committee. |
| Language Requirements | Additional language coursework beyond the MA requirements is not required in general, but students must gain sufficient competence to pass the research language exams required by the advisors. |

| | |
|---|---|
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not a requirement, but a student, in consultation with their advisors, may choose to complete either. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Asia and Related Graduate Coursework** | | |
| In consultation with advisor, students must complete at least 36 credits in Asia-related graduate courses in the department or elsewhere in campus. | | 36 |
| **Additional Coursework** | | |
| In consultation with advisor, students must complete at least 15 credits of additional coursework to meet the 51-credit minimum requirement. | | 15 |
| *Language Coursework* | | |
| Students may complete coursework in language study at the third-year level and beyond. A maximum of 6 credits may fulfill the minimum credit requirement. Language coursework is not required, but students must gain sufficient competence to pass the research language exams required by advisors. | | |
| **Total Credits** | | **51** |

Students may take courses and seminars drawn from offerings in other departments or within Asian Languages and Cultures, as decided in collaboration between student and the co-advisors, such as:

| Code | Title | Credits |
|---|---|---|
| ASIAN 300 | Topics in Asian Studies | 3 |
| ASIAN 301 | Social Science Topics in Asian Studies | 3 |
| ASIAN/ RELIG ST 306 | Hinduism | 3 |
| ASIAN/ RELIG ST 307 | A Survey of Tibetan Buddhism | 3 |
| ASIAN/HISTORY/ RELIG ST 308 | Introduction to Buddhism | 3-4 |
| ASIAN/HISTORY 319 | The Vietnam Wars | 3-4 |
| ASIAN/ HISTORY 335 | The Koreas: Korean War to the 21st Century | 3-4 |
| ASIAN/ HISTORY 337 | Social and Intellectual History of China, 589 AD-1919 | 3-4 |
| ASIAN/HISTORY 341 | History of Modern China, 1800-1949 | 3-4 |
| ASIAN/ HISTORY 342 | History of the Peoples Republic of China, 1949 to the Present | 3-4 |
| ASIAN 351 | Survey of Classical Chinese Literature | 3 |
| ASIAN 352 | Survey of Modern Chinese Literature | 3 |
| ASIAN 353 | Lovers, Warriors and Monks: Survey of Japanese Literature | 3 |
| ASIAN 354 | Early Modern Japanese Literature | 3 |
| ASIAN 355 | Modern Japanese Literature | 3 |
| ASIAN 358 | Language in Japanese Society | 3 |
| ASIAN 361 | Love and Politics: The Tale of Genji | 3 |
| ASIAN/ HISTORY 363 | China and World War II in Asia | 3-4 |
| ASIAN 367 | Haiku | 3 |
| ASIAN/AFRICAN/ RELIG ST 370 | Islam: Religion and Culture | 3-4 |
| ASIAN 371 | Topics in Chinese Literature | 3 |
| ASIAN 375 | Survey of Chinese Film | 3 |
| ASIAN 376 | Manga | 3 |
| ASIAN 378 | Anime | 3 |
| ASIAN/ ART HIST 379 | Cities of Asia | 3 |
| ASIAN 403 | Southeast Asian Literature | 3 |
| ASIAN/ ART HIST 428 | Visual Cultures of India | 3 |
| ASIAN/ RELIG ST 430 | Indian Traditions in the Modern Age | 3 |
| ASIAN 432 | Introduction to Chinese Linguistics | 3 |
| ASIAN 433 | Topics in East Asian Visual Cultures | 3 |
| ASIAN 434 | Introduction to Japanese Linguistics | 3 |
| ASIAN/ HISTORY 454 | Samurai: History and Image | 3-4 |
| ASIAN/ HISTORY 456 | Pearl Harbor & Hiroshima: Japan, the US & The Crisis in Asia | 3-4 |
| ASIAN/ HISTORY 458 | History of Southeast Asia Since 1800 | 3-4 |
| ASIAN/ RELIG ST 460 | The History of Yoga | 3 |
| ASIAN/ RELIG ST 466 | Buddhist Thought | 3 |
| ASIAN/ RELIG ST 473 | Meditation in Indian Buddhism and Hinduism | 3 |
| ASIAN/ENGL 478 | Indian Writers Abroad: Literature, Diaspora and Globalization | 3 |
| ASIAN/ RELIG ST 505 | The Perfectible Body in Religions, Medicines, and Politics | 3 |
| ASIAN 533 | Readings in Early Modern Japanese Literature | 3 |
| ASIAN 563 | Readings in Modern Japanese Literature | 3 |
| ASIAN 573 | Readings in Classical Japanese Literature | 3 |
| ASIAN 600 | Capstone Seminar in Asian Humanities | 3 |
| ASIAN/ ART HIST 621 | Mapping, Making, and Representing Colonial Spaces | 3 |
| ASIAN 642 | History of Chinese Literature II | 3 |
| ASIAN 655 | Ethnography in Asia | 3 |
| ASIAN 630 | Proseminar: Studies in Cultures of Asia | 3 |
| ASIAN 631 | History of the Chinese Language | 3 |
| ASIAN 632 | Studies in Chinese Linguistics | 3 |
| ASIAN 641 | History of Chinese Literature I | 3 |
| ASIAN/ RELIG ST 650 | Proseminar in Buddhist Thought | 2-3 |
| ASIAN 672 | Studies in Chinese Fiction | 3 |

| | | |
|---|---|---|
| ASIAN 698 | Directed Study | 2-3 |
| ASIAN 699 | Directed Study | 2-3 |
| ASIAN 701 | Proseminar in Chinese Literature | 3 |
| ASIAN 712 | Chinese Language Pedagogy | 3 |
| ASIAN 763 | Studies in Japanese Literature | 3 |
| ASIAN 775 | Japanese Applied Linguistics | 3 |
| ASIAN 799 | Reading for Research | 1-3 |
| ASIAN 815 | Seminar: Interdisciplinary Approaches to Asia | 3 |
| ASIAN 833 | Topics in East Asian Visual Cultures | 3 |
| ASIAN 873 | Seminar in Languages and Literatures of Asia | 3 |
| ASIAN 932 | Seminar in Chinese Linguistics | 2-3 |
| ASIAN 951 | Seminar in Chinese Literature | 3 |
| ASIAN 990 | Thesis Research | 3 |
| ASIAN 999 | Independent Research | 1-3 |

### Program Pathway

Initially working with two co-advisors, each student will craft a program of coursework that combines Asia-focused courses with disciplinary study in and beyond the Department of Asian Languages and Cultures. This may include linkages with other departments as well as UW-Madison's rich array of centers and programs, including the Center for Healthy Minds (https://centerhealthyminds.org/), Center for Visual Cultures and Performance Studies (https://cvc.wisc.edu/), Human Rights Program (http://law.wisc.edu/gls/human_rights.html), Religious Studies Program (https://religiousstudies.wisc.edu/), and the Center for East Asian Studies (https://eastasia.wisc.edu/), the Center for South Asia (http://southasia.wisc.edu/), and the Center for Southeast Asian Studies (http://seasia.wisc.edu/).

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework taken as a UW–Madison Special student. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Starting fall 2018, all students are required to be supervised by co-advisors. One of the co-advisors must be a member of the Asian Languages and Cultures program, but the other co-advisor can be identified from related fields outside of the department at UW-Madison.

At the point of beginning work on the dissertation, a single dissertation advisor (most likely one of the co-advisors) may be chosen, or the co-advising arrangement may continue for the dissertation as well.

Dissertation committees must have at least four members representing more than one graduate program, three of whom must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement. At least one of the four members must be from outside of the student's major program or major field (often from the minor field).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
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Issues such as the following cannot be appealed using this process:

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   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
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## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

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## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate a thorough and in-depth understanding of research problems, potentials, and limits with respect to theory, knowledge, or practice in the selected area of the student's focus.
2. Formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the specialized field(s).
3. Create scholarship and advance knowledge that makes a substantive contribution to the field(s).
4. Articulate and communicate complex ideas in a clear and understandable manner to both specialized and general audiences.
5. Recognize, apply, and foster ethical and professional conduct.

# CHINESE, DOCTORAL MINOR

The Doctoral Minor in Chinese is intended for students outside of the department to gain familiarity with the discipline in literature or linguistics generally while also honing an area of specialization.

## ADMISSIONS

## ADMISSIONS

- Meet with a faculty member in the Chinese studies program to discuss requirements and course options.
- Request a minor agreement form from the Graduate Program Coordinator.
- Submit the PhD Minor in Chinese form and obtain the approval and signature of major professor.
- All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor."
- After you have completed the preliminary PhD examinations, the Chinese studies advisor or ALC Director of Graduate Studies will sign the warrant indicating completion of the minor.

## REQUIREMENTS

## REQUIREMENTS

Students from other graduate programs intending to take a doctoral minor in Chinese should consult the director of graduate study. For the minor, at least 12 credits in graduate courses are required (number 400 or above with the graduate designation; certain 300-level courses are accepted with the prior consent of the program).

# CHINESE, MA

UW–Madison offers an MA and PhD degree in Chinese, specializing either in linguistics (https://alc.wisc.edu/graduate-program-in-chinese-linguistics/) or in literature and culture (https://alc.wisc.edu/graduate-program-in-chinese-literature-and-culture/). The program provides broad foundations and focused training in these two specialties, assuring that our graduates are amply prepared to teach and conduct research.

The linguistics specialty excels in areas of discourse analysis, pragmatics, sociolinguistics, second language acquisition, and pedagogy.

The literature and culture specialty covers periods from the pre-Qin through the modern and contemporary, including study of fictional and historiographical narrative, poetry, drama, film, and new media.

The graduate program in Chinese is housed in the Department of Asian Languages and Cultures (https://alc.wisc.edu/), along with the Japanese and the Asian Languages and Cultures Program. As such, students will have opportunities to interact with all faculty, staff, and graduate students affiliated with the department to examine their area of specialty in broader regional and disciplinary contexts.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 10 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Prior to submitting application and materials, applicants should carefully review the faculty's expertise (https://alc.wisc.edu/people/faculty/) to determine the fit between their interest and the program. To this extent, prospective applicants may contact a specific faculty to discuss their research interest prior to submitting applications.

Applicants should also review the Graduate School's admission process (https://grad.wisc.edu/apply/) and Graduate School's minimum requirements (https://grad.wisc.edu/apply/requirements/).

Applicants to the Chinese Literature pathway are required to submit a writing sample (it is optional for Chinese Linguistics). You may submit a seminar paper, thesis chapter, or journal article. This paper should be in English, and may either be published or unpublished.

For more information on application materials, refer to the application and admissions information (https://alc.wisc.edu/graduate-programs/application-and-admissions-information/) page.

## DEADLINES

In order to be considered for fellowships, project assistantships, and teaching assistantships (https://alc.wisc.edu/graduate-programs/graduate-studies-costs-and-financial-assistance/), all application materials must be in **by the fall deadline**.

If you do not need any funding support, you may submit applications **by April 15**.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## GRADUATE STUDENT COSTS

For tuition and living costs, please view the Cost of Attendance page (https://financialaid.wisc.edu/cost-of-attendance/)**.** International applicants recommended for admission to the Graduate School are required to show sufficient funds to attend the University during the course of studies (tuition, food and housing, incidentals and health insurance) to be officially accepted by the Graduate School.

## DEPARTMENT RESOURCES

The Department of Asian Languages and Cultures offers financial assistance in the forms of fellowships, teaching assistantships (TAships), and project assistantships (PAships). Please make note of the deadline of January 10 for financial assistance consideration. All necessary materials including test scores must be submitted by the deadline.

If you are an international applicant and receive a fellowship, PAship or TAship, please make note that you will likely be required to show additional financial documentation to meet the minimum required for your official acceptance to the Graduate School.

## OTHER AWARDS & FELLOWSHIPS

### GRS (Graduate Research Scholar) Fellowship

Graduate Research Scholar (GRS) Communities are organized by the various schools and colleges within UW–Madison that offer fellowship support. For further information: https://grad.wisc.edu/funding/graduate-research-scholars/.

### Project Assistantships

Availability of PAship varies from one year to another, depending on the types of projects the departmental faculty are engaged in. PAs assist faculty members' research projects and/or respond to some programmatic needs of the department and other campus units.

### Teaching Assistantships

Availability and types of TAship vary from one year to another, depending on the department's curricular needs and student enrollment. TAs will support a number of our language and culture courses, typically team-teaching with faculty members. If you are interested in being a teaching assistant in our language programs, you must submit the TA application and necessary materials (1-2 page written autobiography that refers to your prior teaching experience, letter of recommendation that speaks to your teaching experience, video recording of your teaching, if available) through the Graduate School application system by January 10.

### Institute for Regional and International Studies (IRIS) Awards Office

IRIS manages its own funding opportunities (Scott Kloeck-Jenson Fellowships, IRIS Graduate Fieldwork Awards, Incubator Grants), coordinates the campus component of a number of external programs (Boren Fellowships, Fulbright US Student Program, Fulbright-Hays DDRA, Luce Scholars Program), assists students, faculty, and staff in exploring funding options, and much more. Visit: https://iris.wisc.edu/funding/ for more information on awards. Contact Mark Lilleleht, Assistant Director for Awards, with questions at awards@iris.wisc.edu & 608-265-6070.

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Loans and some on-campus job openings are handled through the Office of Student Financial Aid (https://financialaid.wisc.edu/). Please contact them to obtain more information.

Students may also obtain information from the Grants Information Center (https://www.library.wisc.edu/memorial/collections/grants-information-collection/) in the Memorial Library, Room 262, 728 State St., Madison, WI 53706. Phone 608-262-3242.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all coursework (numbered 300 or above, not including research credits) taken as a graduate student. |
| Assessments and Examinations | A final written examination is required.<br><br>Candidates are required to submit two substantial research papers written in seminars, or, with the consent of the co-advisors, in a course numbered 600 or above. |
| Language Requirements | Advanced proficiency in modern Chinese is required. Reading proficiency in Classical Chinese is required for all students. |

## REQUIRED COURSES

### Linguistics Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| ASIAN 432 | Introduction to Chinese Linguistics | 3 |
| ASIAN 632 | Studies in Chinese Linguistics | 3 |
| ASIAN 633 | Chinese Applied Linguistics | 3 |
| ASIAN 712 | Chinese Language Pedagogy | 3 |
| **Graduate level courses taken within the Department and approved by the advisor** | | |
| The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor. | | 12 |
| ASIAN 631 | History of the Chinese Language | |
| ASIAN 641 | History of Chinese Literature I | |
| ASIAN 642 | History of Chinese Literature II | |
| ASIAN 699 | Directed Study | |
| ASIAN 701 | Proseminar in Chinese Literature | |
| ASIAN 775 | Japanese Applied Linguistics | |
| ASIAN 932 | Seminar in Chinese Linguistics | |
| ASIAN 951 | Seminar in Chinese Literature | |
| **Additional credits outside of Department** | | |
| The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor. | | 6 |
| ENGL 415 | Introduction to TESOL Methods | |
| ENGL 420 | Topics in English Language and Linguistics | |
| ENGL 711 | Research Methods in Applied Linguistics | |
| FRENCH/ ITALIAN 821 | Issues in Methods of Teaching French and Italian | |
| GERMAN 727 | Topics in Applied Linguistics | |
| LINGUIS 800 | Research Methods and Materials | |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Literature Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| ASIAN 641 | History of Chinese Literature I | 3 |
| ASIAN 642 | History of Chinese Literature II | 3 |
| **Seminars** | | |
| Students must complete two seminars, including the following course. The second seminar course is chosen in consultation with advisor. | | 6 |
| ASIAN 951 | Seminar in Chinese Literature | |
| **Chinese Studies Electives** | | |
| Students must complete 9 credits of Chinese Studies electives. | | 9 |
| **Graduate level courses taken either within or outside of the Department and approved by advisor** | | |
| Students must complete at least 6 credits of graduate level courses taken either within or outside of the Department and approved by the advisor. | | 6 |
| **Teaching** | | |
| Students must complete the following course. Note the teaching course is required for Teaching Assistants, but recommended for everyone. | | 3 |
| ASIAN 712 | Chinese Language Pedagogy | |

| | |
|---|---|
| Course numbered 600 or above in Chinese Literature or Linguistics | |
| **Total Credits** | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

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

## PROBATION

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

## ADVISOR / COMMITTEE

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

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

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

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

The program offers limited financial assistance in the form of fellowships and teaching assistantships to candidates who are highly qualified. Materials for consideration are submitted via the admission application. Applicants should consult the program website for selection criteria and application materials for assistantships (https://alc.wisc.edu/graduate-programs/graduate-studies-costs-and-financial-assistance/).

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

Throughout the academic year, professional development trainings, workshops, and graduate student-organized activities take place. The Director of Graduate Studies is eager to hear from students about what interests they have for such events.

## GRADUATE SCHOOL OFFICE OF PROFESSIONAL DEVELOPMENT

The Graduate School Office of Professional Development (OPD) coordinates, develops, and promotes learning opportunities to foster the academic, professional, and life skills of graduate students and postdoctoral researchers and scholars.

Professional development topics include Individual Development Plans (https://grad.wisc.edu/pd/idp/), communication, mentoring, grant writing, dissertation writing, career exploration, job search strategies, and more. OPD collaborates with the Writing Center, Libraries, DoIT Software Training for Students, Delta, career centers, and others to provide a wealth of resources and events tailored to the needs of UW–Madison graduate students.

The office developed and maintains DiscoverPD (https://my.grad.wisc.edu/DiscoverPD/), an innovative tool for UW–Madison graduate students to advance their academic and professional goals. DiscoverPD introduces nine areas (or "facets") of professional development, includes a self-assessment, and provides a customized report of areas of strength and weakness. The report comes with recommendations to help graduate students strengthen their ability within each area.

More information on campus resources for student professional development is available at Graduate Student Professional Development (http://grad.wisc.edu/pd/). Students may keep up-to-date by reading GradConnections (https://grad.wisc.edu/new-students/), the weekly newsletter for graduate students, and bookmarking the Events Calendar (https://grad.wisc.edu/events/) to keep tabs on upcoming workshops of interest.

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate understanding of the primary field(s) of study in a historical, comparative, and global context.
2. Demonstrate understanding of the major theories, research methods, and approaches to inquiry in one of the following areas of study: Chinese literature and culture, Chinese linguistics, and Transasian studies.
3. Demonstrate ability to integrate theories into practice.

4. Demonstrate ability to articulate and communicate knowledge in specialized field(s).
5. Recognize and apply principles of ethical and professional conduct.

# CHINESE, PHD

UW–Madison offers an MA and PhD degree in Chinese, specializing either in linguistics (https://alc.wisc.edu/graduate-program-in-chinese-linguistics/) or in literature and culture (https://alc.wisc.edu/graduate-program-in-chinese-literature-and-culture/). The program provides broad foundations and focused training in these two specialties, assuring that our graduates are amply prepared to teach and conduct research.

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Applicants must upload an academic writing sample or MA thesis to their application. You may submit a seminar paper, thesis chapter, or journal article. This paper should be in English, and may either be published or unpublished. A thesis in Chinese of exceptional quality may be accepted with the approval of the department.

For more information on application materials, refer to the application and admissions information (https://alc.wisc.edu/graduate-programs/application-and-admissions-information/) page.

## DEADLINES

In order to be considered for fellowships, project assistantships, and teaching assistantships (https://alc.wisc.edu/graduate-programs/graduate-studies-costs-and-financial-assistance/), all application materials must be in **by the fall deadline**.

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# REQUIREMENTS

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# MAJOR REQUIREMENTS

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| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

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**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | All 51 credits must be completed in graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.5 GPA required. |
| Other Grade Requirements | PhD candidates should maintain a 3.5 GPA in all coursework and may not have any more than two Incompletes on their record at any one time. |
| Assessments and Examinations | All students must take a comprehensive written preliminary examination, covering fields defined in consultation with the co-advisors and other committee members.<br><br>A dissertation proposal must be presented to the members of the PhD committee and accepted within one semester of passing the preliminary examination. |
| Language Requirements | Advanced proficiency in modern Chinese is required. Students must demonstrate reading proficiency in classical Chinese.<br><br>No additional research language proficiency is required other than competence in English and modern and classical Chinese. |

| | |
|---|---|
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

### Linguistics Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| ASIAN 432 | Introduction to Chinese Linguistics | 3 |
| ASIAN 632 | Studies in Chinese Linguistics | 3 |
| ASIAN 633 | Chinese Applied Linguistics | 3 |
| ASIAN 712 | Chinese Language Pedagogy | 3 |
| **Graduate level courses taken within the Department and approved by the advisor** | | |
| The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor. | | 12 |
| ASIAN 631 | History of the Chinese Language | |
| ASIAN 641 | History of Chinese Literature I | |
| ASIAN 642 | History of Chinese Literature II | |
| ASIAN 699 | Directed Study | |
| ASIAN 701 | Proseminar in Chinese Literature | |
| ASIAN 775 | Japanese Applied Linguistics | |
| ASIAN 932 | Seminar in Chinese Linguistics | |
| ASIAN 951 | Seminar in Chinese Literature | |
| **Additional credits outside of Department** | | |
| The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor. | | 6 |
| ENGL 415 | Introduction to TESOL Methods | |
| ENGL 420 | Topics in English Language and Linguistics | |
| ENGL 711 | Research Methods in Applied Linguistics | |
| FRENCH/ ITALIAN 821 | Issues in Methods of Teaching French and Italian | |
| GERMAN 727 | Topics in Applied Linguistics | |
| LINGUIS 800 | Research Methods and Materials | |
| **Electives** | | |
| Students must complete 12 credits of China-related courses numbered 600 and above. | | 12 |
| **Breadth** | | **9** |
| **Total Credits** | | **51** |

### Literature Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| ASIAN 641 | History of Chinese Literature I | 3 |
| ASIAN 642 | History of Chinese Literature II | 3 |
| ASIAN 701 | Proseminar in Chinese Literature | 3 |
| **Seminars** | | |
| Students must complete 6 credits of seminars, including the following course: | | |
| ASIAN 951 | Seminar in Chinese Literature | 3 |
| One more seminar course chosen in consultation with advisor. | | 3 |
| **Chinese Studies Electives** | | |
| Students must complete 6 credits of Chinese Studies electives. | | 6 |
| **Graduate level courses taken either within or outside of the Department and approved by the advisor** | | |
| Students must complete at least 6 credits of graduate level courses within or outside of the Department and approved by advisor. | | 6 |
| **Teaching** | | |
| Students must complete the following course. Note the teaching course is required for Teaching Assistants, but recommended for everyone. | | 3 |
| ASIAN 712 | Chinese Language Pedagogy | |
| Course numbered 600 or above in Chinese Literature or Linguistics | | |
| **Electives** | | **12** |
| Students must complete 12 credits of China-related courses numbered 600 and above. A recommended course includes: | | |
| ASIAN 951 | Seminar in Chinese Literature (offered approximately every year and may be repeated) | |
| **Breadth** | | **9** |
| **Total Credits** | | **51** |

### Footnotes

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

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

## PROBATION

A semester GPA below 3.5 will result in the student being placed on academic probation. If a semester GPA of 3.5 is not attained during the subsequent semester of full-time enrollment, the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School. A student on probation may not take the preliminary examination.

## ADVISOR / COMMITTEE

All students are required to be supervised by co-advisors. One of the co-advisors must be a member of the Chinese Program, but the other co-advisor can be identified from related fields outside of the Chinese Program.

At the point of beginning work on the dissertation, a single dissertation advisor (most likely one of the co-advisors) may be chosen, or the co-advising arrangement may continue for the dissertation as well.

Dissertation committees must have at least 4 members representing more than one graduate program, 3 of whom must be UW-Madison graduate faculty or former UW-Madison graduate faculty up to one year after resignation or retirement. At least one of the 4 members must be from outside of the student's major program or major field (often from the minor field).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

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

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

### OTHER

The program offers limited financial assistance in the form of fellowships and teaching assistantships to candidates who are highly qualified. Materials for consideration are submitted via the admission application. Applicants should consult the program website for selection criteria and application materials for assistantships (https://alc.wisc.edu/graduate-programs/graduate-studies-costs-and-financial-assistance/).

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Throughout the academic year, professional development trainings, workshops, and graduate student-organized activities take place. The Director of Graduate Studies is eager to hear from students about what interests they have for such events.

### GRADUATE SCHOOL OFFICE OF PROFESSIONAL DEVELOPMENT

The Graduate School Office of Professional Development (OPD) coordinates, develops, and promotes learning opportunities to foster the academic, professional, and life skills of graduate students and postdoctoral researchers and scholars.

Professional development topics include Individual Development Plans (https://grad.wisc.edu/pd/idp/), communication, mentoring, grant writing, dissertation writing, career exploration, job search strategies, and more. OPD collaborates with the Writing Center, Libraries, DoIT Software Training for Students, Delta, career centers, and others to provide a wealth of resources and events tailored to the needs of UW–Madison graduate students.

The office developed and maintains DiscoverPD (https://my.grad.wisc.edu/DiscoverPD/), an innovative tool for UW–Madison graduate students to advance their academic and professional goals. DiscoverPD introduces nine areas (or "facets") of professional development, includes a self-assessment, and provides a customized report of areas of strength and weakness. The report comes with recommendations to help graduate students strengthen their ability within each area.

More information on campus resources for student professional development is available at Graduate Student Professional Development (http://grad.wisc.edu/pd/). Students may keep up-to-date by reading GradConnections (https://grad.wisc.edu/new-students/), the weekly newsletter for graduate students, and bookmarking the Events Calendar (https://grad.wisc.edu/events/) to keep tabs on upcoming workshops of interest.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a thorough and in-depth understanding of research problems, potentials, and limits with respect to theory, knowledge, or practice in at least one of the following areas of study: Chinese literature and culture, Chinese linguistics, and Transasian studies.
2. Formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the specialized field(s).
3. Create scholarship and advance knowledge that makes a substantive contribution to the field(s).
4. Articulate and communicate complex ideas in a clear and understandable manner to both specialized and general audience.
5. Recognize, apply, and foster ethical and professional conduct.

# JAPANESE, DOCTORAL MINOR

The Doctoral Minor in Japanese is intended for students outside of the department to gain familiarity with the discipline in literature or linguistics generally while also honing an area of specialization.

## ADMISSIONS

# ADMISSIONS

- Meet with a faculty member in the Japanese studies program to discuss requirements and course options.
- Request a minor agreement form from the Graduate Program Coordinator.

- Submit the PhD Minor in Japanese form and obtain the approval and signature of major professor.
- All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor.
- After you have completed the preliminary PhD examinations, the Japanese studies advisor or ALC Director of Graduate Studies will sign the warrant indicating completion of the minor.

## REQUIREMENTS

### REQUIREMENTS

Students from other graduate programs intending to take a doctoral minor in Japanese should consult the director of graduate studies. For the minor, at least 12 credits in graduate courses are required (numbered 400 or above with the graduate designation; certain courses numbered 300-399 are accepted with the prior consent of the program).

# JAPANESE, MA

UW–Madison offers MA and PhD degrees in Japanese, specializing either in linguistics or in literature and culture. The program provides broad foundations and focused training in these two specialties, assuring that our graduates are amply prepared to teach and conduct research.

The linguistics specialty excels in areas such as functional linguistics, pragmatics, discourse/conversation analysis, sociolinguistics, applied linguistics, and language pedagogy.

The literature and culture specialty covers the classical Heian through contemporary Reiwa periods, offering a wide range of courses on fiction, poetry, drama, popular culture, visual culture, cinema, acoustic culture, and cutting-edge cross-media and avant-garde topics, particularly manga and anime.

The Japanese Program is housed in the Department of Asian Languages and Cultures (http://alc.wisc.edu/) (ALC), along with the Chinese Program and the Asian Languages and Cultures Program. As such, students will have opportunities to interact with all faculty, staff, and graduate students affiliated with the department to examine their area of specialty in broader regional and disciplinary contexts.

## ADMISSIONS

### ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 10 |
| Spring Deadline | This program does not admit for the spring. |
| Summer Deadline | This program does not admit for the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Prior to submitting application and materials, applicants should carefully review the faculty's expertise (https://alc.wisc.edu/about/faculty/) to determine the fit between their interest and the program. To this extent, prospective applicants may contact a specific faculty to discuss their research interest prior to submitting applications.

Applicants should also review the Graduate School's admission process (https://grad.wisc.edu/apply/) and Graduate School's minimum requirements (http://grad.wisc.edu/admissions/requirements/).

Applicants to the Japanese Literature track are required to submit a writing sample (it is optional for Japanese Linguistics). You may submit a seminar paper, thesis chapter, or journal article. This paper should be in English, and may either be published or unpublished.

Applicants without an equivalent UW-Madison Japanese undergraduate degree (http://guide.wisc.edu/undergraduate/letters-science/asian-languages-cultures/japanese-ba/#requirementstext) prior to enrollment will need to address deficiencies. Admissions with deficiencies is possible. Students will be expected to complete these courses while in the program.

For more information on application materials, refer to the application and admissions information (https://alc.wisc.edu/graduate-programs/application-and-admissions-information/) page.

### DEADLINES

In order to be considered for fellowships, project assistantships, and teaching assistantships (https://alc.wisc.edu/graduate-programs/graduate-studies-costs-and-financial-assistance/), all application materials must be in **by the fall deadline**.

If you do not need any funding support, you may submit applications by **April 15**.

## FUNDING

### FUNDING

#### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## GRADUATE STUDENT COSTS

For tuition and living costs, please view the Cost of Attendance page (https://financialaid.wisc.edu/cost-of-attendance/)**.** International applicants recommended for admission to the Graduate School are required to show sufficient funds to attend the University during the course of studies (tuition, food and housing, incidentals and health insurance) to be officially accepted by the Graduate School.

## DEPARTMENT RESOURCES

The Department of Asian Languages and Cultures offers financial assistance in the forms of fellowships, teaching assistantships (TAships), and project assistantships (PAships). Please make note of the deadline of January 10 for financial assistance consideration. All necessary materials including test scores must be submitted by the deadline.

If you are an international applicant and receive a fellowship, PAship or TAship, please make note that you will likely be required to show additional financial documentation to meet the minimum required for your official acceptance to the Graduate School.

## OTHER AWARDS & FELLOWSHIPS

### GRS (Graduate Research Scholar) Fellowship

Graduate Research Scholar (GRS) Communities are organized by the various schools and colleges within UW–Madison that offer fellowship support. For further information: https://grad.wisc.edu/funding/graduate-research-scholars/.

### Project Assistantships

Availability of PAship varies from one year to another, depending on the types of projects the departmental faculty are engaged in. PAs assist faculty members' research projects and/or respond to some programmatic needs of the department and other campus units.

### Teaching Assistantships

Availability and types of TAship vary from one year to another, depending on the department's curricular needs and student enrollment. TAs will support a number of our language and culture courses, typically team-teaching with faculty members. If you are interested in being a teaching assistant in our language programs, you must submit the TA application and necessary materials (1-2 page written autobiography that refers to your prior teaching experience, letter of recommendation that speaks to your teaching experience, video recording of your teaching, if available) through the Graduate School application system by January 10.

### Institute for Regional and International Studies (IRIS) Awards Office

IRIS manages its own funding opportunities (Scott Kloeck-Jenson Fellowships, IRIS Graduate Fieldwork Awards, Incubator Grants), coordinates the campus component of a number of external programs (Boren Fellowships, Fulbright US Student Program, Fulbright-Hays DDRA, Luce Scholars Program), assists students, faculty, and staff in exploring funding options, and much more. Visit: https://iris.wisc.edu/funding/ for more information on awards. Contact Mark Lilleleht, Assistant Director for Awards, with questions at awards@iris.wisc.edu & 608-265-6070.

### Other Forms of Financial Aid

Loans and some on-campus job openings are handled through the Office of Student Financial Aid (https://financialaid.wisc.edu/). Please contact them to obtain more information.

Students may also obtain information from the Grants Information Center (https://www.library.wisc.edu/memorial/collections/grants-information-collection/) in the Memorial Library, Room 262, 728 State St., Madison, WI 53706. Phone 608-262-3242.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all coursework taken as a graduate student. |

| | |
|---|---|
| Assessments and Examinations | Japanese linguistics students are required to pass an oral exam on Japanese Pedagogy and Japanese Linguistics; and to successfully deliver an MA project presentation based on a research project or a pedagogy-oriented project.<br><br>For Japanese literature/culture students, a final examination is required. |
| Language Requirements | Advanced proficiency in modern Japanese is required. |

# REQUIRED COURSES

## Linguistics Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| ASIAN 358 | Language in Japanese Society | 3 |
| ASIAN 434 | Introduction to Japanese Linguistics | 3 |
| ASIAN 435 | Teaching of Japanese | 3 |
| ASIAN 775 | Japanese Applied Linguistics | 3 |
| **Additional Credits (Within Asian Languages and Cultures)** | | |
| The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor. | | 6-18 |
| ASIAN 300 | Topics in Asian Studies | |
| ASIAN 353 | Lovers, Warriors and Monks: Survey of Japanese Literature | |
| ASIAN 354 | Early Modern Japanese Literature | |
| ASIAN 355 | Modern Japanese Literature | |
| ASIAN 357 | Japanese Ghost Stories | |
| ASIAN 361 | Love and Politics: The Tale of Genji | |
| ASIAN 367 | Haiku | |
| ASIAN 376 | Manga | |
| ASIAN 378 | Anime | |
| ASIAN 533 | Readings in Early Modern Japanese Literature | |
| ASIAN 563 | Readings in Modern Japanese Literature | |
| ASIAN 573 | Readings in Classical Japanese Literature | |
| ASIAN 775 | Japanese Applied Linguistics | |
| ASIAN 699 | Directed Study | |
| **Additional Credits (Outside of Asian Languages and Cultures)** | | |
| The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor. | | 0-12 |
| LINGUIS/ ANTHRO 301 | Introduction to Linguistics: Descriptive and Theoretical [2] | |
| ENGL 318 | Second Language Acquisition | |
| ENGL 319 | Language, Race, and Identity | |
| ENGL 415 | Introduction to TESOL Methods | |
| ENGL 420 | Topics in English Language and Linguistics | |
| ENGL 711 | Research Methods in Applied Linguistics | |
| FRENCH/ ITALIAN 821 | Issues in Methods of Teaching French and Italian | |
| GERMAN 727 | Topics in Applied Linguistics | |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] If you do not have sufficient linguistics background, you are encouraged to take LINGUIS/ANTHRO 301 Introduction to Linguistics: Descriptive and Theoretical during your first semester.

## Literature Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| ASIAN 533 | Readings in Early Modern Japanese Literature | 3 |
| ASIAN 563 | Readings in Modern Japanese Literature | 3 |
| ASIAN 573 | Readings in Classical Japanese Literature | 3 |
| ASIAN 763 | Studies in Japanese Literature (Seminar in Japanese Literature) | 3 |
| **Additional Credits (Within Asian Languages and Cultures)** | | |
| The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor. | | 12-18 |
| ASIAN 300 | Topics in Asian Studies | |
| ASIAN 353 | Lovers, Warriors and Monks: Survey of Japanese Literature | |
| ASIAN 354 | Early Modern Japanese Literature | |
| ASIAN 355 | Modern Japanese Literature | |
| ASIAN 357 | Japanese Ghost Stories | |
| ASIAN 358 | Language in Japanese Society | |
| ASIAN 361 | Love and Politics: The Tale of Genji | |
| ASIAN 367 | Haiku | |
| ASIAN 376 | Manga | |
| ASIAN 378 | Anime | |
| ASIAN 434 | Introduction to Japanese Linguistics | |
| ASIAN 435 | Teaching of Japanese | |
| ASIAN 533 | Readings in Early Modern Japanese Literature | |
| ASIAN 563 | Readings in Modern Japanese Literature | |
| ASIAN 573 | Readings in Classical Japanese Literature | |
| ASIAN 699 | Directed Study | |
| ASIAN 763 | Studies in Japanese Literature | |
| ASIAN 775 | Japanese Applied Linguistics | |
| ASIAN 833 | Topics in East Asian Visual Cultures | |
| **Additional Credits (Outside of Asian Languages and Cultures)** | | |
| The following is a list of recommended courses. Other courses may be chosen in consultation with your advisor. | | 0-6 |

| | | |
|---|---|---|
| | ART HIST 411 | Topics in Asian Art |
| | ART HIST/ AFROAMER 801 | Historiography, Theory and Methods in Visual Culture |
| | HISTORY/ INTL ST 332 | East Asia & The U.S. Since 1899 |
| | HISTORY/ ASIAN 454 | Samurai: History and Image |
| | HISTORY/ ASIAN 456 | Pearl Harbor & Hiroshima: Japan, the US & The Crisis in Asia |
| | HISTORY 855 | Seminar in Japanese History |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

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

## PROBATION

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

## ADVISOR / COMMITTEE

Starting in fall 2018, all students are required to have two co-advisors, identified at the time of admissions. During the course of study, students meet regularly with their advisors to ensure satisfactory progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Most students take four semesters to complete the coursework necessary for the MA degree, and officially earn the degree in the following summer (an exception to this schedule may be considered on a case-by-case basis).

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

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

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

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

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### PROGRAM RESOURCES

Throughout the academic year, professional development trainings, workshops, and graduate student-organized activities take place. The Director of Graduate Studies is eager to hear from students about what interests they have for such events.

### GRADUATE SCHOOL OFFICE OF PROFESSIONAL DEVELOPMENT

The Graduate School Office of Professional Development (OPD) coordinates, develops, and promotes learning opportunities to foster the academic, professional, and life skills of graduate students and postdoctoral researchers and scholars.

Professional development topics include Individual Development Plans (https://grad.wisc.edu/pd/idp/), communication, mentoring, grant writing, dissertation writing, career exploration, job search strategies, and more. OPD collaborates with the Writing Center, Libraries, DoIT Software Training for Students, Delta, career centers, and others to provide a wealth of resources and events tailored to the needs of UW–Madison graduate students.

The office developed and maintains DiscoverPD (https://my.grad.wisc.edu/DiscoverPD/), an innovative tool for UW–Madison graduate students to advance their academic and professional goals. DiscoverPD introduces nine areas (or "facets") of professional development, includes a self-assessment, and provides a customized report of areas of strength and weakness. The report comes with recommendations to help graduate students strengthen their ability within each area.

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## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate understanding of the primary field(s) of study in a historical, comparative, and global context.
2. Formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the specialized field(s).
3. Create scholarship and advance knowledge that makes a substantive contribution to the field(s).
4. Articulate and communicate complex ideas in a clear and understandable manner to both specialized and general audience.
5. Recognize, apply, and foster ethical and professional conduct.

# JAPANESE, PHD

UW–Madison offers MA and PhD degrees in Japanese, specializing either in linguistics or in literature and culture. The program provides broad foundations and focused training in these two specialties, assuring that our graduates are amply prepared to teach and conduct research.

The linguistics specialty excels in areas such as functional linguistics, pragmatics, discourse/conversation analysis, sociolinguistics, applied linguistics, and language pedagogy.

The literature and culture specialty covers the classical Heian through contemporary Reiwa periods, offering a wide range of courses on fiction, poetry, drama, popular culture, visual culture, cinema, acoustic culture, and cutting-edge cross-media and avant-garde topics, particularly manga and anime.

The Japanese Program is housed in the Department of Asian Languages and Cultures (http://alc.wisc.edu/) (ALC), along with the Chinese Program and the Asian Languages and Cultures Program. As such, students will have opportunities to interact with all faculty, staff, and graduate students affiliated with the department to examine their area of specialty in broader regional and disciplinary contexts.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 10 |
| Spring Deadline | This program does not admit for the spring. |
| Summer Deadline | This program does not admit for the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Prior to submitting application and materials, applicants should carefully review the information regarding the program of interest and the faculty's expertise (https://alc.wisc.edu/about/faculty/) to determine the fit between their interest and the program. To this extent, prospective applicants may contact a specific faculty to discuss their research interest prior to submitting applications.

Applicants should also review the Graduate School's admission process (https://grad.wisc.edu/apply/) and Graduate School's minimum requirements (http://grad.wisc.edu/admissions/requirements/).

Applicants must upload an academic writing sample or MA thesis to their application. You may submit a seminar paper, thesis chapter, or journal article. This paper should be in English, and may either be published or unpublished.

For more information on application materials, refer to the application and admissions information (https://alc.wisc.edu/graduate-programs/application-and-admissions-information/) page.

### DEADLINES

In order to be considered for fellowships, project assistantships, and teaching assistantships (https://alc.wisc.edu/graduate-programs/graduate-studies-costs-and-financial-assistance/), all application materials must be in **by the fall deadline**.

If you do not need any funding support, you may submit applications by **April 15**.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### GRADUATE STUDENT COSTS

For tuition and living costs, please view the Cost of Attendance page (https://financialaid.wisc.edu/cost-of-attendance/)**.** International applicants recommended for admission to the Graduate School are required to show sufficient funds to attend the University during the

course of studies (tuition, food and housing, incidentals and health insurance) to be officially accepted by the Graduate School.

## DEPARTMENT RESOURCES

The Department of Asian Languages and Cultures offers financial assistance in the forms of fellowships, teaching assistantships (TAships), and project assistantships (PAships). Please make note of the deadline of January 10 for financial assistance consideration. All necessary materials including test scores must be submitted by the deadline.

If you are an international applicant and receive a fellowship, PAship or TAship, please make note that you will likely be required to show additional financial documentation to meet the minimum required for your official acceptance to the Graduate School.

## OTHER AWARDS & FELLOWSHIPS

### GRS (Graduate Research Scholar) Fellowship

Graduate Research Scholar (GRS) Communities are organized by the various schools and colleges within UW–Madison that offer fellowship support. For further information: https://grad.wisc.edu/funding/graduate-research-scholars/.

### Project Assistantships

Availability of PAship varies from one year to another, depending on the types of projects the departmental faculty are engaged in. PAs assist faculty members' research projects and/or respond to some programmatic needs of the department and other campus units.

### Teaching Assistantships

Availability and types of TAship vary from one year to another, depending on the department's curricular needs and student enrollment. TAs will support a number of our language and culture courses, typically team-teaching with faculty members. If you are interested in being a teaching assistant in our language programs, you must submit the TA application and necessary materials (1-2 page written autobiography that refers to your prior teaching experience, letter of recommendation that speaks to your teaching experience, video recording of your teaching, if available) through the Graduate School application system by January 10.

### Institute for Regional and International Studies (IRIS) Awards Office

IRIS manages its own funding opportunities (Scott Kloeck-Jenson Fellowships, IRIS Graduate Fieldwork Awards, Incubator Grants), coordinates the campus component of a number of external programs (Boren Fellowships, Fulbright US Student Program, Fulbright-Hays DDRA, Luce Scholars Program), assists students, faculty, and staff in exploring funding options, and much more. Visit: https://iris.wisc.edu/funding/ for more information on awards. Contact Mark Lilleleht, Assistant Director for Awards, with questions at awards@iris.wisc.edu & 608-265-6070.

### Other Forms of Financial Aid

Loans and some on-campus job openings are handled through the Office of Student Financial Aid (https://financialaid.wisc.edu/). Please contact them to obtain more information.

Students may also obtain information from the Grants Information Center (https://www.library.wisc.edu/memorial/collections/grants-information-collection/) in the Memorial Library, Room 262, 728 State St., Madison, WI 53706. Phone 608-262-3242.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | All 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.50 GPA required. |
| Other Grade Requirements | PhD candidates should maintain a 3.5 GPA in all coursework and may not have any more than two incompletes on their record at any one time. |

| | |
|---|---|
| Assessments and Examinations | Japanese linguistics students need to complete two take-home preliminary examinations that cover the following three areas:<br>• Japanese applied linguistics / Japanese language education;<br>• research methods and data analysis;<br>• analysis of an issue that reflects the student's specific research interests.<br><br>Japanese literature/culture students are required to take a comprehensive preliminary examination.<br><br>All students must present a dissertation proposal to the members of their Dissertation Committee and have it accepted within one semester of passing the preliminary examination. |
| Language Requirements | Japanese linguistics students are required to demonstrate basic knowledge of the structure of one Asian language other than Japanese, equivalent to two semesters' language instruction on campus. The language requirements must be completed by time when students finish taking the preliminary exams.<br><br>Japanese literature students must demonstrate reading proficiency in both classical Japanese and Japanese. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

### Linguistics Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| ASIAN 358 | Language in Japanese Society | 3 |
| ASIAN 434 | Introduction to Japanese Linguistics | 3 |
| ASIAN 435 | Teaching of Japanese | 3 |
| ASIAN 775 | Japanese Applied Linguistics (Repeatable) | 3 |
| **Additional Coursework [2]** | | |
| Must be graduate-level courses from departments such as ASIAN, ENGL, FRENCH, ITALIAN, GERMAN, LINGUIS, SPANISH, PORTUG, CURRIC, ANTHRO, SOC, PSYCH that cover relevant topics to be determined in consultation with the co-advisor. | | 15 |
| **Breadth** | | **9-12** |
| **Dissertator Credits** | | |
| Students must enroll in enough dissertator credits to reach the 51-credit minimum. | | 12+ |
| ASIAN 990 | Thesis Research | |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] It is recommended that students take a research methods course.

### Literature Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| ASIAN 533 | Readings in Early Modern Japanese Literature | 3 |
| ASIAN 563 | Readings in Modern Japanese Literature | 3 |
| ASIAN 573 | Readings in Classical Japanese Literature | 3 |
| ASIAN 763 | Studies in Japanese Literature | 3 |
| **Additional Coursework** | | |
| Must be graduate level courses from departments such as ART HIST, ASIAN, ENGL, FRENCH, ITALIAN, HISTORY that cover relevant topics to be determined in consultation with the co-advisors. Students must also take three additional courses in Japanese literature / culture numbered 700 or higher. | | 15-18 |
| **Breadth** | | **9-12** |
| **Dissertator Credits** | | |
| Students must enroll in enough dissertator credits to reach the 51-credit minimum. | | 12+ |
| ASIAN 990 | Thesis Research | |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

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

## PROBATION

A semester GPA below 3.5 will result in the student being placed on academic probation. If a semester GPA of 3.5 is not attained during the subsequent semester of full-time enrollment, the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Departmental Graduate Studies Committee. A student on probation may not take the preliminary examination.

## ADVISOR / COMMITTEE

Starting fall 2018, all students are required to be supervised by co-advisors. One of the co-advisors must be a member of the Japanese Program, but the other co-advisor can be identified from related fields outside of the Japanese Program.

At the point of beginning work on the dissertation, a single dissertation advisor (most likely one of the co-advisors) may be chosen, or the co-advising arrangement may continue for the dissertation as well.

Dissertation committees must have at least four members representing more than one graduate program, three of whom must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement. At least one of the four members must be from outside of the student's major program or major field (often from the minor field).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

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- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
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- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
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chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

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## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a thorough and in-depth understanding of research problems, potentials, and limits with respect to theory, knowledge, or practice in at least one of the following areas of study: Japanese literature and culture, Japanese linguistics, and Transasian studies.
2. Formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the specialized field(s).
3. Create scholarship and advance knowledge that makes a substantive contribution to the field(s).
4. Articulate and communicate complex ideas in a clear and understandable manner to both specialized and general audience.
5. Recognize, apply, and foster ethical and professional conduct.

# ASTRONOMY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Astronomy, Doctoral Minor (p. 177)
- Astronomy, MS (p. 178)
- Astronomy, PhD (p. 181)


# ASTRONOMY, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on

Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

### REQUIREMENTS

Graduate students from other programs who wish to minor in astronomy should ask the department to assign them a minor professor. The minimum requirement for a minor is 9 credits numbered greater than 300 in ASTRON courses.

# ASTRONOMY, MS

The Department of Astronomy offers the doctor of philosophy in astronomy. Although a master's degree is offered, students are not admitted for a terminal master's degree.

The department has a long-standing reputation as one of the finest graduate astronomy and astrophysics programs in the United States. The program provides each student with a broad knowledge of modern observational and theoretical astrophysics, while emphasizing the development of independent research skills. Beginning with the first year in the program, graduate students play an active role in the department's research programs and have access to all research facilities. As teaching assistants, they also acquire experience as astronomy educators.

The faculty are engaged in a broad range of observational and theoretical research. Topics of study include dynamical phenomena of massive stars; binary star evolution; dynamics of star clusters and star forming regions; compact objects; the interstellar and intergalactic medium; star formation; plasma astrophysics; computational fluid mechanics; magnetic fields; turbulence; the structure, kinematics, and stellar populations of nearby galaxies; active galactic nuclei; galactic winds and chemical evolution; galaxy clusters; galaxy formation and evolution; the star formation and black hole accretion history of the universe; and the development of innovative astronomical instrumentation. More information is available on the department website.

## RESEARCH FACILITIES

Astronomical observations at UW–Madison trace their origin to the 15-inch refractor of Washburn Observatory, founded on the campus in 1878, and still open for public viewing. Wisconsin subsequently pioneered a multi-wavelength approach to astronomical observation. Faculty, research staff, and students are frequent observers on X-ray, ultraviolet, optical, infrared, radio, and submillimeter telescopes around the globe and in space. The department currently participates in the operation of a number of research-class observing facilities and is actively engaged in the development of cutting-edge instrumentation.

The university is a major partner in the WIYN telescope, an advanced technology 3.5m telescope at Kitt Peak, Arizona, optimized for wide-field imaging and spectroscopy, and in the 11m Southern African Large Telescope (SALT), the largest single aperture optical telescope in the Southern Hemisphere. The university is also a partner in the Sloan Digital Sky Survey IV, a massive spectroscopic survey of the distant Universe, nearby galaxies, and stars in the Milky Way. The department is actively involved in ASKAP and MEERKAT, precursor experiments for an array of radio telescopes one square kilometer in size.

The department has a long history of developing astronomical instrumentation for both ground and space-based facilities. Current efforts center on the development of a near-infrared arm for the Robert Stobie Spectrograph on SALT, and the design and testing of fiber bundle arrays for the Sloan Digital Sky Survey. UW scientists are also continuing to develop and operate an innovative and highly successful Star Tracker for sounding rocket and balloon-borne experiments. Technical support is provided by in-house electronics and machine shops.

The theory group maintains a variety of facilities to support numerical simulations. The main workhorse is a 72-node, 576-core cluster optimized for tightly coupled problems, such as hydrodynamics and magneto-hydrodynamics. A number of smaller clusters are used for development, analysis and three-dimensional visualization.

## ADMISSIONS

### ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (p. 181).

## FUNDING

### FUNDING

#### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

### MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

### MAJOR REQUIREMENTS

#### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

**Mode of Instruction Definitions**

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A grade of S must be received in ASTRON 990 Research and Thesis before the preliminary examination may be taken. |
| Assessments and Examinations | See PhD for policy information. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| ASTRON 500 | Techniques of Modern Observational Astrophysics | 3 |
| ASTRON 700 | Basic Astrophysics I | 3 |
| ASTRON 702 | Basic Astrophysics II | 3 |
| ASTRON 715 | Stellar Interiors and Evolution | 3 |
| ASTRON 720 | The Interstellar Medium I: Basic Processes | 3 |
| ASTRON 730 | Galaxies | 3 |
| ASTRON 735 | Observational Cosmology | 3 |
| ASTRON/ PHYSICS 910 | Seminar in Astrophysics [1] | 0-1 |
| ASTRON 990 | Research and Thesis [2] | 1-12 |
| **Total Credits** | | **30** |

[1] Barring course conflicts, students are expected to take this course every semester during their first two years for 1 credit each semester. Once students reach dissertator status, they no longer register for this course.

[2] Beyond the other required courses listed, students typically take ASTRON 990 Research and Thesis credits to reach the total minimum credit requirement.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to count no more than 15 credits of coursework numbered 400 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's is not allowed to satisfy requirements.

## PROBATION

A grade of C or lower in a core course will result in the student being placed on academic probation. This is removed after the next grade of B or better in a core course. Grades of C or lower in two or more core courses will result in dismissal.

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

## ADVISOR / COMMITTEE

All students will be assigned a mentoring committee consisting of the student's advisor and two other faculty members. Students are strongly encouraged (but not required) to meet with their mentoring committees twice a year.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate a broad understanding of core astrophysical topics including gravitational dynamics; radiative processes; the interstellar medium; the formation, structure, and evolution of stars and galaxies; cosmology; and observational and numerical techniques.
2. Identify sources and assemble evidence pertaining to questions or challenges in their area of concentration.
3. Synthesize knowledge from disparate sources and evaluate evidence for and against hypotheses.
4. Demonstrate academic mastery in their area of concentration, including an understanding of appropriate research methodologies, current theories, recent findings, and their broader implications.
5. Recognize and apply principles of ethical and professional conduct.

# ASTRONOMY, PHD

The goal of the graduate program is to prepare capable and creative astronomers for careers in research and education. The granting of the PhD degree indicates that the recipient has a mastery of the knowledge and techniques of modern astrophysics. A PhD candidate is expected to be both knowledgeable of problems at the frontiers of astrophysical research and able to carry out independent forefront research in a specialized area. Candidates are required to gain experience as teaching assistants and are encouraged to work with a variety of faculty and research staff members during the first two years of study.

The Department of Astronomy offers the doctor of philosophy in astronomy. Although a master's degree is offered, students generally are not admitted for a terminal master's degree.

The department has a long-standing reputation as one of the finest graduate astronomy and astrophysics programs in the United States. The program provides each student with a broad knowledge of modern observational and theoretical astrophysics, while emphasizing the development of independent research skills. Beginning with the first year in the program, graduate students play an active role in the department's research programs and have access to all research facilities. As teaching assistants, they also acquire experience as astronomy educators.

The faculty are engaged in a broad range of observational and theoretical research. Topics of study include dynamical phenomena of massive stars; binary star evolution; dynamics of star clusters and star forming regions; compact objects; extrasolar planets; the interstellar and intergalactic medium; star formation; plasma astrophysics; computational fluid mechanics; magnetic fields; turbulence; the structure, kinematics, and stellar populations of nearby galaxies; active galactic nuclei; galactic winds and chemical evolution; galaxy clusters; galaxy formation and evolution; the star formation and black hole accretion history of the universe; and the development of innovative astronomical instrumentation. More information is available on the department website.

## RESEARCH FACILITIES

Astronomical observations at UW–Madison trace their origin to the 15-inch refractor of Washburn Observatory, founded on the campus in 1878, and still open for public viewing. Wisconsin subsequently pioneered a multi-wavelength approach to astronomical observation. Faculty, research staff, and students are frequent observers on X-ray, ultraviolet, optical, infrared, radio, and submillimeter telescopes around the globe and in space. The department currently participates in the operation of a number of research-class observing facilities and is actively engaged in the development of cutting-edge instrumentation.

The university is a major partner in the WIYN telescope, an advanced technology 3.5m telescope at Kitt Peak, Arizona, optimized for wide-field imaging and spectroscopy, and in the 11m Southern African Large Telescope (SALT), the largest single aperture optical telescope in the Southern Hemisphere. The university is also a partner in the Sloan Digital Sky Survey IV, a massive spectroscopic survey of the distant Universe, nearby galaxies, and stars in the Milky Way. NOEMA, our newest telescope partner, is the most powerful millimeter radio telescope of the Northern Hemisphere and one of the most advanced facilities existing today for radio astronomy. The department is also actively involved in ASKAP and MEERKAT, precursor experiments for an array of radio telescopes one square kilometer in size.

The department has a long history of developing astronomical instrumentation for both ground and space-based facilities. Current efforts center on the development of a near-infrared spectrograph on SALT. UW–Madison scientists are also continuing to develop and operate an innovative and highly successful Star Tracker for sounding rocket and balloon-borne experiments. Technical support is provided by in-house electronics and machine shops.

The theory group uses a variety of facilities to support numerical modeling. The main workhorse comprises 24 dedicated nodes of the campus High Performance Computing (HPC) cluster, each containing 20 CPU cores and 128 GB of RAM, optimized for tightly coupled problems such as magnetohydrodynamical and N-body simulations. A number of smaller clusters within the Astronomy Department are used for development, analysis and three-dimensional visualization.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 3 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |

| | |
|---|---|
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

To enter as a graduate student, an applicant must have undergraduate preparation that includes at least three years of college physics and mathematics through differential equations. Applicants are judged on the basis of previous academic record, letters of recommendation, personal statement, and research experience. Admission is competitive and is for the fall only.

Applicants for admission must submit the following via the Graduate School online application:

- Unofficial transcripts of all undergraduate work
- Statement on reasons for graduate study in astronomy
- Three letters of recommendation from people well acquainted with past academic work
- International students must prove English proficiency. Refer to the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/) page for more information.

Financial support is provided through university fellowships (incoming graduate students only) or department assistantships. To compete for fellowships awarded by the university, applicants must submit all application materials via the online Graduate School Application by the fall application deadline.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### Financial support for PhD students in Astronomy

University fellowships or departmental assistantships are offered, contingent on satisfactory progress. The length of guaranteed student support is four continuous years for those with no prior graduate work. Three continuous years of funding are guaranteed for those with one year or more of prior graduate work. It is almost always the case that students remain fully funded through their thesis defense.

Teaching Assistants (TA) assist faculty members in the introductory Astronomy courses, generally by teaching discussion and laboratory sections. A graduate student is required to TA at least one semester. Research Assistants (RA) work with a major professor on a mutually agreed research program.

Tuition is remitted for TA and RA appointments. However, all students must still pay university segregated fees and any additional university fees.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A GPA of at least 3.0 is required in the core (required) courses and a student may have no more than 3 credits of a C or below. A grade of S must be received in ASTRON 990 Research and Thesis before the preliminary examination can be taken. |

| | |
|---|---|
| Assessments and Examinations | Students take one oral preliminary examination and one written preliminary examination after completing their second academic year. Students who pass are eligible to continue toward their PhD. If students do not wish to retake a failed exam, they may complete the requirements for a terminal master's.<br><br>Doctoral candidates must submit a written dissertation proposal and make an oral presentation to the faculty by the end of their third academic year.<br><br>A written dissertation must be submitted and successfully defended before a faculty committee. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>They may either meet the minor requirement set by an external department (typically physics), or they may choose a distributed minor. In the latter case, 9 credits must be taken from two or more relevant departments outside of astronomy. The coursework will normally be courses numbered 400 and above although special exceptions may be made in the case where courses numbered 300 are needed to satisfy prerequisites. At least two courses must be completed in courses with the Graduate Coursework (Grad 50%) designation, and one should be completed in physics. Courses for the distributed minor or for minors outside of physics should be approved by the student's mentoring committee (or the graduate advisor if the mentoring committee has not yet been formed). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| ASTRON 500 | Techniques of Modern Observational Astrophysics | 3 |
| ASTRON 700 | Basic Astrophysics I | 3 |
| ASTRON 702 | Basic Astrophysics II | 3 |
| ASTRON 715 | Stellar Interiors and Evolution | 3 |
| ASTRON 720 | The Interstellar Medium I: Basic Processes | 3 |
| ASTRON 730 | Galaxies | 3 |
| ASTRON 735 | Observational Cosmology | 3 |
| ASTRON/ PHYSICS 910 | Seminar in Astrophysics [1] | 0-1 |
| ASTRON 990 | Research and Thesis [2] | 1-12 |
| **Breadth** | | **9** |
| See PhD policy above on Breadth Requirement for details. | | |
| **Electives** | | **0-9** |
| ASTRON 540 | Exoplanets | |
| ASTRON 590 | Astrodynamics | |
| ASTRON 620 | Seminar in Astrophysical Topics | |
| **Total Credits** | | **51** |

1. Barring course conflicts, students are expected to take this course every semester during their first two years for 1 credit each semester. Once students reach dissertator status, they no longer register for this course.
2. Beyond the other required courses listed, students typically take ASTRON 990 Research and Thesis credits to reach the total minimum credit requirement.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 15 credits of coursework numbered 400 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

A grade of C or lower in a core course will result in the student being placed on academic probation. This is removed after the next grade of B or better in a core course. Grades of C or lower in two or more core courses will result in dismissal.

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

## ADVISOR / COMMITTEE

All students will be assigned a mentoring committee consisting of the student's advisor and two other faculty members. Students are strongly encouraged (but not required) to meet with their mentoring committees twice a year in the first two years and annually thereafter.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The goal of the graduate program is to prepare capable and creative astronomers for careers in research and education. Each student will have both a graduate student mentor and a set of three faculty mentors, called a "Committee of Three" (or Co3 for short). The Co3's are expected to evolve into a Thesis Committee as the student progress towards their degree. The Committee of Three fosters more departmental collaborations and provides students with a broader advising perspective and regular feedback on their progress.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate mastery of basic observational techniques and the core astrophysical processes that govern the structures and evolution of major cosmic systems
2. Formulate scientific hypotheses and design original research that pushes beyond current boundaries of knowledge
3. Create research and scholarship that substantively advances a specific field of study within astronomy
4. Communicate complex ideas in a clear and understandable manner to students, research professionals, and lay audiences
5. Foster ethical and professional conduct
6. Demonstrate breadth within their learning experiences and awareness of the status of contemporary research beyond the student's area of specialization

# ATMOSPHERIC AND OCEANIC SCIENCES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Atmospheric and Oceanic Sciences, Doctoral Minor (p. 185)
- Atmospheric and Oceanic Sciences, MS (p. 185)
- Atmospheric and Oceanic Sciences, PhD (p. 195)

# ATMOSPHERIC AND OCEANIC SCIENCES, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

ATM OCN courses assume a prerequisite background in college physics (two semesters), calculus (three semesters), and chemistry (one semester).

## REQUIREMENTS

# REQUIREMENTS

The graduate chair or any other professor in the Department of Atmospheric and Oceanic Sciences may serve as a minor professor on a PhD committee. The graduate chair will certify that the minor course requirements have been met.

### REQUIRED COURSES

The minor requirement is 9 or more credits of any ATM OCN (https://guide.wisc.edu/courses/atm_ocn/) courses numbered 400 or above. Overall GPA for the minor must be at least 3.0.

# ATMOSPHERIC AND OCEANIC SCIENCES, MS

The department offers two named options for an MS degree. The Research MS named option (p. 191) can be earned as part of the path toward a PhD degree or earned as a terminal degree. The Professional MS named option (p. 187) is for students who are focused on developing the practical skills to succeed in meteorological consulting, risk management, and operational forecasting. Both degrees offer significant opportunities within the public and private sectors.

The department currently has 20 faculty members and many staff members involved in large and energetic research programs. Particular strengths include climate/earth system science, geophysical fluid dynamics, remote sensing, planetary boundary layer, atmospheric chemistry, weather systems and prediction, and oceanography. Course concentrations within the existing degree program are offered in the areas of weather prediction, earth system science, remote sensing, and oceanography.

The department has close ties with the Center for Climatic Research, the Nelson Institute for Environmental Studies, Center for Sustainability and the Global Environment, Space Science and Engineering Center,

Cooperative Institute for Meteorological Satellite Studies, National Weather Service, and the State Climatologist Office.

Job opportunities have been strong within the United States for people with graduate degrees in atmospheric and oceanic sciences. The government hires a large number of meteorologists with advanced degrees, as do many private forecasting companies and air quality consulting firms. In addition, there are openings for experts at various government and university research labs.

## ADMISSIONS

# ADMISSIONS

Students apply to the MS in Atmospheric and Oceanic Sciences through one of the named options:

- Research Program (p. 191)
- Professional Program (p. 187)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Financial assistance is available to qualified students. The typical sources of funding are research and teaching assistantships. All applicants are considered for any available assistantships. Financial aid is handled separately from admission in the department. Students generally hear about their admission status well before any decision about financial aid is made.

Prospective students should see the ATM OCN website (https://www.aos.wisc.edu/academics/graduate/stipends-fees/) for additional funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | See Named Options for requirements information. |
| Assessments and Examinations | See Named Options for requirements information. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 186) for required courses.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Atmospheric and Oceanic Sciences must select one of the named options:

View as listView as grid

- **ATMOSPHERIC AND OCEANIC SCIENCES: PROFESSIONAL PROGRAM, MS (P. 187)**
- **ATMOSPHERIC AND OCEANIC SCIENCES: RESEARCH PROGRAM, MS (P. 191)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Research Program (p. 191)
- Professional Program (p. 187)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Please go to the AOS handbook (http://aoswebsite.aos.wisc.edu/academics/graduate/handbook/career/) to see the professional development resources available to our graduate students.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Research Program or Professional Program): Acquisition of a broad foundation of knowledge contained in our graduate-level core courses
2. (Research Program) Have learned the historical origin and significance of certain issues central to the field by conducting original research
3. (Research Program or Professional Program): Have developed a good problem-solving skill that prepares them to become efficient supporting scientists for research institutions or effective career atmospheric professionals in operational units of government or commercial institutions.
4. (Research Program): Articulate, critique, or elaborate the theories, research methods, and approaches to inquiry or schools of practice in the field of study.
5. (Research Program or Professional Program): Recognize and apply principles of ethical and professional conduct.
6. (Professional Program): Gain practical hands-on experience in professional atmospheric science careers

# ATMOSPHERIC AND OCEANIC SCIENCES: PROFESSIONAL PROGRAM, MS

This is a named option within the Atmospheric and Oceanic Sciences MS (p. 185).

The MS-AOS: Professional Program in Atmospheric and Oceanic Sciences focuses on developing the in-demand skills needed to succeed and become leaders in the rapidly expanding and changing industry of meteorological consulting, risk management, and operational forecasting. The program provides training in fundamental atmospheric sciences as well as skill development in forecasting, modeling, data analysis, scientific communication, and evaluation of research for professional careers in both government and commercial institutions.

We offer four specialization internal pathways:

# FORECASTING AND MODELING

Weather and climate computer models are increasingly complex, specialized, and are used in everyday decision making by a large number of industries and people. Skilled modelers who understand the theory, can run the models, and interpret the output are in high demand in industry and agencies like NOAA and NASA. Gain insight into how models work and experience in running state-of-the-art models in our field.

# AIR QUALITY SCIENCE AND REGULATION

Air pollution affects public health globally, and understanding how emissions, atmospheric transport, and human impacts are linked requires a deep understanding of chemistry, dynamics, epidemiology, and policy. Our air quality pathway prepares students to tackle key pollution problems.

# CLIMATE SCIENCE, RISK MANAGEMENT, AND COMMUNICATION

Climate change is a leading environmental problem of our generation. Skilled leaders who can evaluate climate variability from seasonal to century timescales, connect these to impacts and risks to society, and present these to diverse audiences in government and the private sector are in high demand.

# SATELLITE METEOROLOGY

UW–Madison is the birthplace of satellite meteorology and home of the UW Space Sciences and Engineering Center (SSEC) (https://www.ssec.wisc.edu/) and the NOAA Cooperative Institute for Meteorological Satellite Studies (https://cimss.ssec.wisc.edu/), both located in the same building as our department. You have access to these expert scientists. This track prepares students in real-world analysis of weather satellite, radar, and allied remote sensing technologies.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission to the Professional Program requires the same academic strength and expectations of the Research Program, except that you do not need to elect a research topic.

Our criteria for admissions is holistic and we generally favor high quality applicants who have:

- Evidence of interest in meteorological, climate, ocean, and/or remote sensing careers
- Sufficient background in prerequisite courses to be successful in AOS courses and careers, regardless of academic major
- Evidence of solid written and oral English communication skills
- GPA, GRE, and English proficiency test scores reflective of academic strength
- Ability to enhance the academic, geographic, gender, ethnic, economic, or cultural diversity of our department, especially for underrepresented groups

All applicants are assessed and ranked by an admissions committee chaired by the Graduate Program Chair. Admission priority is given to the highest ranked applicants who best meet our application criteria. No assistantship funding is available in the Professional program.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Students enrolled in this program are allowed to accept teaching assistantships, project assistantships, and research assistantships, but will not receive tuition remission.

Students in this program may not switch to the research program and then back to the professional program. A one-way switch is allowed.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | Yes | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a C or above in all coursework.<br><br>Students may not have any more than two incompletes on their record at any one time. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Fundamentals of ATM OCN** | | |
| Students pick three of the following. | | 9 |
| ATM OCN 610 | Geophysical Fluid Dynamics I | |
| ATM OCN 611 | Geophysical Fluid Dynamics II | |
| ATM OCN 630 | Introduction to Atmospheric and Oceanic Physics | |
| ATM OCN 640 | Radiation in the Atmosphere and Ocean | |
| ATM OCN 660 | Introduction to Physical Oceanography | |
| **Technical Scientific Data Analysis, Measurements and/or Programming** | | |
| At least three credits must be in ATM OCN. | | 6-7 |
| ATM OCN 404 | Meteorological Measurements | |

| | | |
|---|---|---|
| ATM OCN 573 | Research Computing in Atmospheric and Oceanic Sciences | |
| ATM OCN 575 | Climatological Analysis | |
| R M I 650 | Sustainability, Environmental and Social Risk Management | |
| R M I 665 | Catastrophe Risk and Reinsurance | |
| R M I 700 | Principles of Risk Management | |
| **Applied Aspects of ATM OCN** | | |
| Students must pick a specialty option and PICK AT LEAST TWO courses of those lists for the specialty based on availability and interest, and AT LEAST ONE course either from the same specialty or another specialty. At least 6 of these credits must be ATM OCN. | | 8-9 |
| *Climate* | | |
| ATM OCN/ ENVIR ST/ GEOG 332 | Global Warming: Science and Impacts | |
| ATM OCN 425 | Global Climate Processes | |
| ATM OCN/ ENVIR ST 520 | Bioclimatology | |
| ATM OCN 522 | Tropical Meteorology | |
| ATM OCN 712 | General Circulation of the Atmosphere | |
| ATM OCN 722 | Advanced Tropical Meteorology | |
| ATM OCN 760 | Large-Scale Ocean-Atmosphere Coupling | |
| ATM OCN/ GEOSCI 762 | Ice and Climate Dynamics | |
| *Satellite Meteorology* | | |
| ATM OCN 441 | Radar and Satellite Meteorology | |
| ATM OCN 637 | Cloud Physics | |
| ATM OCN/ ENVIR ST 745 | Meteorological Satellite Applications | |
| ENVIR ST/ CIV ENGR/ LAND ARC 556 | Remote Sensing Digital Image Processing | |
| *Air Quality* | | |
| ATM OCN/ ENVIR ST 355 | Introduction to Air Quality | |
| CIV ENGR/ G L E 511 | Mixing and Transport in the Environment | |
| ATM OCN/ CIV ENGR 701 | The Chemistry of Air Pollution | |
| ATM OCN 773 | Boundary Layer Meteorology | |
| ENVIR ST/ POP HLTH 502 | Air Pollution and Human Health | |
| *Forecasting and Modeling* | | |
| ATM OCN 401 | Topics in Meteorology | |
| ATM OCN 610 | Geophysical Fluid Dynamics I [1] | |
| ATM OCN 751 | The Frontal Cyclone | |
| ATM OCN 753 | Mesoscale Meteorology | |
| ATM OCN 801 | Topics in Theoretical Meteorology | |
| **Professional Development** | | |
| Complete 6 credits. ATM OCN 810, 811, and 999 are required during the summer (4 credits total). Students may choose between ATM OCN 901, 902, or 999 during the academic year (choose one course each semester). | | 6 |
| ATM OCN 810 | Practical Training in Atmospheric and Oceanic Sciences I | |
| ATM OCN 811 | Practical Training in Atmospheric and Oceanic Sciences II | |
| ATM OCN 901 | Foundations of Atmospheric and Oceanic Sciences Research | |
| ATM OCN 902 | Scientific Communications in the Atmospheric and Oceanic Sciences | |
| ATM OCN 999 | Advanced Independent Study | |
| **Total Credits** | | **30** |

[1] ATM OCN 610 Geophysical Fluid Dynamics I can count only if not used to count for fundamentals requirement.

### Internship Requirement

At the end of the spring semester, all students are expected to have secured a paid or unpaid internship with a minimum of 10 hours per week of expected work for a minimum of 8 weeks. The internship, occurring in conjunction with online classes ATM OCN 810, ATM OCN 811, and ATM OCN 999, can include placement in a private company, public sector agency or lab, university setting, on or off campus, based on student interest, availability, and advisor approval. It is the responsibility of both the student and the program coordinator to assist in this match. In case the student is unable to secure an internship or seeks a more entrepreneurial approach, the student can propose an alternate in lieu of internship. The alternative must still meet minimum hour and length requirements, but may include independent business start-up planning, direct consulting with faculty, or other creative approaches. The alternative must have a direct mentor or supervisor identified and requires approval of the program director.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students will not be permitted to transfer credits from previously earned graduate coursework.

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

With advisor approval, up to 7 credits numbered 300 or above may transfer toward the degree specialization areas (not the core degree requirements). These credits may transfer toward the minimum graduate coursework (50%) requirement if they are in courses numbered 700 or above. No credits may transfer toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. No undergraduate credits from external institutions are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer up to 7 credits of coursework numbered 300 or above taken as a UW–Madison University Special student toward the minimum graduate degree credit requirement. These credits may transfer toward the minimum graduate coursework (50%) requirement if they are in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

## PROBATION

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

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time enrollment (or 12 credits of enrollment if enrolled part-time), this will be deemed unsatisfactory progress and the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

Professional MS students will all be advised by the faculty director, with support from the program coordinator. Delegation of advising to other faculty may occur depending on program size and specific interests.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The Professional degree should take 12 months to complete at full-time enrollment, starting in fall semester. Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
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Academic decisions that may be appealed include:

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

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

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- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
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2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

Students in the Professional program may not switch to the Research program and then back to Professional program. A one-way switch is allowed.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# ATMOSPHERIC AND OCEANIC SCIENCES: RESEARCH PROGRAM, MS

This is a named option within the Atmospheric and Oceanic Sciences MS. (p. 185)

For the MS Research named option, students will work with faculty, students, and staff engaged in research across the entire spectrum of topics in the Atmospheric and Oceanic Sciences.

## SYNOPTIC METEOROLOGY (HTTPS://WWW.AOS.WISC.EDU/RESEARCH/SYNOPTIC/)

Understanding the synoptic and mesoscale behavior of tropical and extra-tropical cyclones requires a wide range of techniques. We are investigating tropical cyclone initiation and developing an idealized model of the cyclone life cycle. Other projects include work in forecast sensitivity, targeted observations, 4-D assimilation of satellite winds into numerical forecast models, and the nature of the mid-latitude occlusion process and cyclone decay.

## CLIMATE AND CLIMATE CHANGE (HTTPS://WWW.AOS.WISC.EDU/RESEARCH/CLIMATE/)

Climate research involves defining the physical, chemical, and biological behavior of many components of the climate, modeling these components in an interactive system, and obtaining appropriate observational information to define the climate and its changes. We have ongoing studies on paleoclimate and recent climate observations and use these in conjunction with comprehensive climate system models to try to understand the characteristics and physics of climate variations on many time scales.

## LARGE SCALE DYNAMICS (HTTPS://WWW.AOS.WISC.EDU/RESEARCH/DYNAMICS/)

Substantive forcing and nonlinear processes are important for large-scale dynamics of both the atmosphere and ocean circulations. The challenge remains to define and study the interactions of circulations with many time and spatial scales to understand the observed lifecycles of atmospheric and oceanic systems and the dominant variability of time and spatial

scales. Our studies include atmospheric intraseasonal and interannual variability and oceanic decadal variability.

## RADIATION AND REMOTE SENSING (HTTPS://WWW.AOS.WISC.EDU/RESEARCH/RADIATION/)

Radiation emitted and absorbed by the Earth's system drives the large-scale circulations of the atmosphere and ocean. We are working to understand the flow of radiant energy through clear and cloudy skies and to use measurements of radiation to remotely sense properties of the atmosphere and surface.

## CLOUD AND ATMOSPHERIC PHYSICS (HTTPS://WWW.AOS.WISC.EDU/RESEARCH/PHYSICS/)

Clouds are the most visible part of weather phenomena and influence the larger-scale environment through the release of latent heat. We study the physical and chemical processes related to the formation and growth of cloud and precipitation particles (cloud and raindrops, graupel, hail, and snow crystals) and the interaction between clouds and their dynamic environments. Other projects center on processes such as atmospheric electricity, aerosol physics, and air pollution problems.

## OCEANOGRAPHY (HTTPS://WWW.AOS.WISC.EDU/RESEARCH/OCEANOGRAPHY/)

The ocean acts as the flywheel of the climate system because of its huge thermal inertia and ability to regulate the atmospheric carbon content. The ocean plays a critical role in short-term climate variability (including phenomena like El Nino) and long-term climate change. Research at the University of Wisconsin focuses on the fundamental physical and geochemical processes that drive ocean circulations, and on the climatic impacts that result.

# ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | October 12 |
| Summer Deadline | January 1 |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Supplemental form indicating research areas and advisor preferences required.

Overall, our criteria for admissions is holistic and we generally favor high quality applicants who have:

- Evidence of interest in meteorological, climate, ocean, and/or remote sensing research
- Sufficient background in prerequisite courses to be successful in ATM OCN courses and research, regardless of academic major
- Interests that match interests of current faculty seeking students
- Prior experience in research through thesis work, practicum courses, internships, summer research experiences, presentation/publication, etc...
- Received nationally competitive or University-wide awards or fellowships (e.g., NSF GFRP)
- Evidence of solid written and oral English and scientific communication skills
- GPA, GRE, and English proficiency test scores reflective of academic strength
- Ability to enhance the academic, geographic, gender, ethnic, economic, or cultural diversity of our department, especially for underrepresented groups

Applications submitted by the above deadline are given highest consideration for fall semester admission. Spring semester admission is also possible, but less common. All applicants are assessed and ranked by an admissions committee chaired by the Graduate Program Chair. Admission priority is given to the highest ranked applicants who best meet our application criteria (usually ~25-30% for domestic applicants). International applications are not admitted without a source of funding (assistantship, fellowship, or personal) and advisor directly identified.

An offer of admission for fall, typically made in February or early March, does not guarantee funding. Assistantship and internal fellowship decisions are made jointly by the admissions committee and the faculty or group providing the funding in a separate process, with decisions made typically by March-April. You will be notified if funding for you becomes available. Typically, we are able to fund approximately 8-10 students a year, primarily by research assistantship. We do not typically provide teaching assistantships to incoming students. The department discourages self-funding of PhD degrees, but will allow it for MS. For fall admission, you will have until April 15 to accept or reject any offers of admission or funding.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A grade of B or greater is required for the 12 credits of lecture courses in the department numbered 400 or above. |
| Assessments and Examinations | A master's thesis is required, and must be approved by the major professor and two additional faculty members. A public oral presentation of the thesis research is required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

There is a set of five core courses which are highly recommended as a good foundation for graduate degrees in the Department of Atmospheric and Oceanic Sciences. A GPA of 3.0 must be maintained for both options.

### Core Courses

The following is a listing of the core courses:

| Code | Title | Credits |
|---|---|---|
| ATM OCN 610 | Geophysical Fluid Dynamics I | 3 |
| ATM OCN 611 | Geophysical Fluid Dynamics II | 3 |
| ATM OCN 630 | Introduction to Atmospheric and Oceanic Physics | 3 |
| ATM OCN 640 | Radiation in the Atmosphere and Ocean | 3 |
| ATM OCN 660 | Introduction to Physical Oceanography | 3 |

### Seminar Courses

To help with the transition into Graduate School and support professional skill development, the following seminar courses are required:

| Code | Title | Credits |
|---|---|---|
| ATM OCN 901 | Foundations of Atmospheric and Oceanic Sciences Research | 1 |
| ATM OCN 902 | Scientific Communications in the Atmospheric and Oceanic Sciences | 1 |

In consultation with their advisor, every student seeking a MS degree, will design a curriculum that must be approved by their advisor.

- 12 of the credits must be taken in the department as lecture courses numbered 400 or above. Seminars, research, independent study or directed reading courses do not satisfy this requirement. A grade of B or greater is required for these 12 credits.
- An additional 12 (at least) credits may be taken in or out of the department. Two of these credits must be ATM OCN 901 & ATM OCN 902, while the remaining 10 credits can include additional seminars, core courses, and other courses taken as a graduate student. Research credits do not count toward this requirement.

- Up to 6 research credits in the department can be counted (but are not required) toward the 30 credit requirement.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

With program approval, students are allowed to transfer no more than 7 credits of graduate coursework taken as an undergraduate at UW-Madison, as long as those credits were not applied toward an undergraduate degree. Credits from other institutions are not accepted. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are required to conduct a yearly progress report meeting with their advisor, scheduled by December 31 and completed by April 30. Failure to do so may result in a hold being placed on the student's registration.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The MS degree should be completed within three years.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

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# ATMOSPHERIC AND OCEANIC SCIENCES, PHD

A Doctor of Philosophy degree is offered with a major in atmospheric and oceanic sciences. Candidates may enter with a Master's degree or for more qualified students, directly after earning a bachelor's degree.

In atmospheric and oceanic sciences, classical physics is applied to describe the behavior of the fluids that compose the atmosphere/ocean/earth system. Influences of solar and terrestrial radiation, clouds and storms, natural and anthropogenic pollution, dynamical forces and turbulence can affect both the weather and longer climatic variations. The department uses computer simulations, passive and active remote sensing, in situ weather instruments, and laboratory experiments to study atmospheric phenomena.

The department has 20 faculty members and many staff involved in large and energetic research programs. Particular strengths include climate/earth system science, geophysical fluid dynamics, remote sensing, planetary boundary layer, atmospheric chemistry, weather systems and prediction, and oceanography. Course concentrations within the existing degree program are offered in the areas of weather prediction, earth system science, remote sensing, and oceanography.

Course and research emphasis of the department's oceanographic component is in physical oceanography, ocean–atmosphere climate dynamics, and marine geochemical cycles. A concentration of courses in oceanography can be used to satisfy the atmospheric and oceanic sciences doctoral minor.

The department has close ties with the Center for Climatic Research, the Nelson Institute for Environmental Studies, Center for Sustainability and the Global Environment, Space Science and Engineering Center, Cooperative Institute for Meteorological Satellite Studies, National Weather Service, and the State Climatologist Office.

Financial assistance is available to qualified students. The typical sources of funding are research and teaching assistantships. All applicants are considered for any available assistantships. Financial aid is handled separately from admission in the department. Students generally hear about their admission status well before any decision about financial aid is made.

Job opportunities have been strong within the United States for people with graduate degrees in atmospheric and oceanic sciences. The government hires a large number of meteorologists with advanced degrees, as do many private forecasting companies and air quality consulting firms. In addition, there are openings for experts at various government and university research labs.

# ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | October 12 |

| | |
|---|---|
| Summer Deadline | January 1 |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADMISSION REQUIREMENTS

### Prerequisites

- Math: three semesters college calculus sequence for science/engineering majors plus differential equations
- Physics: two semesters calculus-based general college physics
- Chemistry: one semester general chemistry
- A minimum undergraduate GPA of 3.0 is required for admission.

Prior work in atmospheric or oceanic sciences is not required, but it is beneficial. Knowledge of computer programming is recommended.

### Application

Applications are also judged on academic record, letters of recommendation, prior research experience, and the statement of purpose. Applicants for the PhD must have an advisor identified before they can be recommended for admission.

For additional information on applying for admission, please go to the AOS website. (https://www.aos.wisc.edu/)

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial assistance is available to qualified students. The typical sources of funding are research and teaching assistantships. All applicants are considered for any available assistantships. Financial aid is handled separately from admission in the department. Students generally hear about their admission status well before any decision about financial aid is made.

Prospective students should see the ATM OCN website (https://www.aos.wisc.edu/academics/graduate/stipends-fees/) for additional funding information.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | All grades must be C or better to count towards the degree. |

| | |
|---|---|
| Assessments and Examinations | Students wishing to pursue a PhD should complete the advancement process prior to forming a PhD committee. For more information about the Advancement Process, see: Advancement Process (https://www.aos.wisc.edu/academics/graduate/advancement-process (https://www.aos.wisc.edu/academics/graduate/advancement-process/)/).<br><br>PhD students are required to complete a preliminary examination by the PhD committee prior to becoming a PhD candidate. Prior to the preliminary examination the student works with the major professor to define an appropriate research topic. This topic is written into a several page research proposal that is given to the PhD committee members a few weeks prior to the preliminary examination. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| At least 15 credits must be from lecture courses numbered 600 or above in the department. Seminars, research credits, and audited courses are not included. | | 15 |
| **Seminar** | | |
| Complete the following three courses: | | |
| ATM OCN 901 | Foundations of Atmospheric and Oceanic Sciences Research | 1 |
| ATM OCN 902 | Scientific Communications in the Atmospheric and Oceanic Sciences | 1 |
| ATM OCN 903 | Research Advances in the Atmospheric and Oceanic Sciences | 1 |
| **Breadth** | | |
| These credits may be from the department, but cannot be used to satisfy the Core Courses requirement. | | 9 |
| **Additional Credits** | | |
| To satisfy the minimum credit requirement, students choose additional courses in consultation with their advisor. Most additional credits are made up of 990 research credits. | | 24 |
| **Total Credits** | | **51** |

### Supplemental Requirement

The supplemental requirement is specified by the PhD committee during the first PhD committee meeting. Examples include (but are not limited to): an augmented minor, substantial foreign language skill, significant professional or field experience, or interdisciplinary coursework.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 19 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

With program approval, students are allowed to transfer no more than 7 credits of graduate coursework taken as an undergraduate at UW–Madison, as long as those credits were not applied toward an undergraduate degree. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements. Credits earned at other institutions do not transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

A PhD committee is required in order to become a PhD student. The student, under the guidance of the major professor, must form a committee of five professors consisting of the major professor, three other professors from our department, and one professor from outside the department (often from the minor department). Additional members may be added, if appropriate. Adjunct faculty can be included among the five committee members. If the committee dissolves for any reason, the candidate cannot continue in the PhD program unless a new committee is formed.

The first meeting of the PhD committee should normally occur after the student completes the qualifying examination, but within the same semester as the qualifying examination. Potential committee members, in deciding whether to form a PhD committee, use results from the qualifying

examination as well as additional information about a student's suitability for pursuing a PhD.

All students are required to conduct a yearly progress report meeting with their thesis committee after passing the preliminary examination.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The PhD degree should be completed within five years after establishing a PhD committee. Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Have an in-depth knowledge of the fields that are relevant to their research areas by taking appropriate courses not only in atmospheric and oceanic sciences, but also in related disciplines including mathematics, statistics, physics, and engineering.
2. Ask the right scientific questions: What are the important scientific problems in this field? Can a problem be solved by the available resources in a reasonable time? How to design a scientific approach to tackle the problem?
3. Read original papers of their research field to understand how previous investigators approach the problem and how they can improve on previous results.
4. Articulate research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of study.
5. Formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of study.
6. Fosters ethical and professional conduct.

# BACTERIOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Bacteriology, MS (p. 199)
- Microbiology, Doctoral Minor (p. 204)
- Microbiology, MS (p. 204)
- Microbiology, PhD (p. 208)

# BACTERIOLOGY, MS

The primary goal of the master of science (MS) degree program is to give students a solid understanding of the scientific process and to provide the opportunity to obtain advanced training in microbiology. The master's degree is the terminal degree in this program, and completion of this degree does not allow automatic admission to a PhD program.

This program provides the opportunity to tailor a curriculum of advanced coursework and research to fit the needs of each student, with two different pathways (coursework or research pathways, see below). Students may acquire a general overview of microbiology or may focus on a specialized subject area in microbiology such as bacterial physiology, molecular microbiology, food microbiology, environmental microbiology, biotechnology or medical microbiology. The self-tailored program must meet the requirements of the Department of Bacteriology and the Graduate School for the MS degree. Full-time students can expect to complete the MS degree in about two years. The MS program also can accommodate part-time students with consequent increased time to degree.

The coursework pathway serves students who want to acquire knowledge about current topics in microbiology primarily in a classwork setting. Examples of students who benefit from this pathway are those currently employed in research, clinical, or biotechnology labs seeking an advanced degree; lawyers and law students who wish to specialize in biotechnology or environmental law; and students preparing for health professions.

The research pathway serves students who seek to improve scientific research skills. This pathway is chosen by laboratory technicians who want advanced technical training; students seeking laboratory skills for employment; and students who desire laboratory experience and advanced coursework before applying to PhD programs.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 1 |
| Spring Deadline | September 20 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION DEADLINES

Early review of fall applications begins January 10.

### Minimum Coursework for Admissions

Applicants applying to the program should have taken some or all of these courses prior to admission to the program for either coursework or research tracks. Applicants may correct deficiencies (up to 6 credits) after admission, but these credits do not apply toward the credits of coursework required for the degree, and all deficiencies must be absolved before completion of the master's degree.

| Code | Title | Credits |
|---|---|---|
| **Biology** | | |
| Two semesters, such as the following UW-Madison courses: | | |
| BIOLOGY/BOTANY/ ZOOLOGY 151 & BIOLOGY/ BOTANY/ ZOOLOGY 152 | Introductory Biology and Introductory Biology | 10 |
| *or* | | |
| BIOLOGY/ ZOOLOGY 101 & BIOLOGY/ ZOOLOGY 102 | Animal Biology and Animal Biology Laboratory | 5 |
| **Chemistry** | | |
| Four semesters, including two semesters of organic chemistry, such as the following UW-Madison courses: | | |
| CHEM 103 & CHEM 104 & CHEM 343 & CHEM 345 | General Chemistry I and General Chemistry II and Organic Chemistry I and Organic Chemistry II | 15 |
| **Math** | | |
| One course in math beyond algebra/trigonometry such as calculus, statistics, or computer science, such as the following UW-Madison courses: | | |
| MATH 221 | Calculus and Analytic Geometry 1 | 5 |
| or STAT 301 | Introduction to Statistical Methods | |
| or STAT 371 | Introductory Applied Statistics for the Life Sciences | |
| **Physics** | | |
| One semester, such as the following UW-Madison courses: | | |
| PHYSICS 103 | General Physics | 4-5 |
| or PHYSICS 201 | General Physics | |
| or PHYSICS 207 | General Physics | |

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The MS in Bacteriology program has limited financial support for students. Because the program is flexible, some students are able to work part-time at jobs on or off campus while enrolled. There are a limited number of Teaching Assistantships in Bacteriology and other programs that coursework track students can apply for. Students in the research track must find a faculty member that is able to support them with a Research Assistantship prior to starting the program.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 21 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | • Research path: thesis is required<br>• Coursework path: communications milestone is required |
| Language Requirements | n/a |

## REQUIRED COURSES

Students select one of the following pathways to complete the MS degree.

1. Coursework Pathway (https://masters.bact.wisc.edu/coursework-track/): This requires primarily formal coursework. There is no research requirement.
2. Research Pathway (https://masters.bact.wisc.edu/research-track/): This requires significant laboratory research with a formal written component describing and analyzing the work performed.

These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Coursework Pathway

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| MICROBIO 303 | Biology of Microorganisms | 3 |
| MICROBIO 526 | Physiology of Microorganisms | 3 |
| MICROBIO 470 | Microbial Genetics & Molecular Machines | 3 |
| BIOCHEM 501 | Introduction to Biochemistry | 3 |
| **Masters Seminar** | | |
| MICROBIO 812 | Bacteriology Career Seminar | 1 |
| **Elective Coursework** | | |
| Students must complete at least 15 credits of electives from the "Elective Coursework" table below. | | 15 |
| **Research** | | |
| Students may complete up to nine credits of Research (990), Special Problems (699), or Independent Study (899) courses. These courses do not fulfill the 15-credit electives requirement. | | |
| **Additional Coursework** | | |
| Students must complete additional coursework chosen in consultation with the program advisor to reach the 30-credit minimum requirement. Seminar credits and one-credit courses must be approved by the program advisor. | | 2 |
| **Total Credits** | | **30** |

### Research Pathway

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. Students may use up to six credits from the core requirements towards the required ten credits of elective coursework if taken while enrolled in the MS program. | | |
| MICROBIO 303 | Biology of Microorganisms | 3 |
| MICROBIO 526 | Physiology of Microorganisms | 3 |
| MICROBIO 470 | Microbial Genetics & Molecular Machines | 3 |
| BIOCHEM 501 | Introduction to Biochemistry | 3 |
| **Masters Seminar** | | |
| MICROBIO 812 | Bacteriology Career Seminar | 1 |
| **Elective Coursework** | | |
| Students must complete at least 10 credits of elective coursework. This requirement may be fulfilled with electives chosen from the list below or coursework approved by the program advisor or research advisor. Students may use up to six credits from the core requirements towards the required ten credits of elective coursework if taken while enrolled in the MS program. | | 4-10 |
| **Research** | | |
| Students must complete at least 12 credits of Research (990), Special Problems (699), or Independent Study (899) courses chosen in consultation with the research advisor. Students are strongly encouraged to enroll in additional credits. | | 12+ |
| **Total Credits** | | **30** |

### Elective Coursework

| Code | Title | Credits |
|---|---|---|
| MICROBIO 520 | Planetary Microbiology: What Life Here Tells Us About Life Out There | 3 |
| MICROBIO/ SOIL SCI 523 | Soil Microbiology and Biochemistry | 3 |
| MICROBIO 525 | Field Studies of Planetary Microbiology and Life in the Universe | 3 |
| MICROBIO/ ONCOLOGY 545 | Topics in Biotechnology | 1 |
| MICROBIO/ BIOCHEM/ GENETICS 612 | Prokaryotic Molecular Biology | 3 |
| MICROBIO 626 | Microbial and Cellular Metabolomics | 3 |
| MICROBIO 657 | Bioinformatics for Microbiologists | 3 |
| MICROBIO/ BMOLCHEM 668 | Microbiology at Atomic Resolution | 3 |
| MICROBIO 710 | Microbial Symbiosis | 3 |
| M M & I/PATH-BIO 528 | Immunology | 3 |
| M M & I 554 | Emerging Infectious Diseases and Bioterrorism | 2 |
| M M & I/ BIOCHEM 575 | Biology of Viruses | 2 |
| M M & I 704 | Infectious Diseases of Human Beings | 3 |

| | | |
|---|---|---|
| M M & I 740 | Mechanisms of Microbial Pathogenesis | 3 |
| M M & I/PATH-BIO 750 | Host-Parasite Relationships in Vertebrate Viral Disease | 3 |
| M M & I 760 | Quantitative Systems Biology and Disease | 3 |
| GENETICS 525 | Epigenetics | 3 |
| GENETICS/ MD GENET 565 | Human Genetics | 3 |
| GENETICS/ENTOM/ ZOOLOGY 624 | Molecular Ecology | 3 |
| GENETICS/ CHEM 626 | Genomic Science | 2 |
| GENETICS 633 | Population Genetics | 3 |
| GENETICS/ MD GENET/ POP HLTH 636 | Public Health Genomics | 1 |
| GENETICS/ BOTANY/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | 3 |
| GENETICS/ BOTANY/ENTOM/ ZOOLOGY 820 | Foundations of Evolution | 2 |
| GENETICS/AN SCI/ POP HLTH 849 | Genomic Epidemiology | 2 |
| GENETICS 885 | Advanced Genomic and Proteomic Analysis | 3 |
| GENETICS/B M E/ B M I/BIOCHEM/ CBE/COMP SCI 915 | Computation and Informatics in Biology and Medicine | 1 |
| BIOCHEM/ NUTR SCI 510 | Nutritional Biochemistry and Metabolism | 3 |
| BIOCHEM/ NUTR SCI 560 | Principles of Human Disease and Biotechnology | 2 |
| BIOCHEM 601 | Protein and Enzyme Structure and Function | 2 |
| BIOCHEM/B M I/ BMOLCHEM/ MATH 609 | Mathematical Methods for Systems Biology | 3 |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | 3 |
| BIOCHEM/ BOTANY 621 | Plant Biochemistry | 3 |
| BIOCHEM 924 | Membrane Protein Structure and Function | 1 |
| CHEM 665 | Biophysical Chemistry | 3 |
| PUBLHLTH 710 | Introduction to Global Health: History, Current Issues, and Health Statistics | 2 |
| PUBLHLTH 711 | Global Public Health and Healthcare Systems: Organizations, Governance, Financing, and Workforce | 2 |
| PUBLHLTH 712 | Global Health: Infectious Diseases, One Health, and Prevention Strategies | 2 |
| BOTANY 330 | Algae | 3 |
| BOTANY/ PL PATH 332 | Fungi | 4 |
| BOTANY/ PL PATH 333 | Biology of the Fungi | 2 |
| BOTANY/ANTHRO/ ZOOLOGY 410 | Evolutionary Biology | 3 |
| BOTANY/ENTOM/ PL PATH 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects | 3 |
| PL PATH 300 | Introduction to Plant Pathology | 4 |
| PL PATH 315 | Plant Microbiomes | 4 |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses | 3 |
| ONCOLOGY 675 | Advanced or Special Topics in Cancer Research | 1-3 |
| ENTOM/ ZOOLOGY 371 | Medical Entomology: Biology of Vector and Vector-borne Diseases | 3-4 |
| AN SCI/DY SCI 320 | Animal Health and Disease | 3 |
| AN SCI 420 | Microbiomes of Animal Systems | 3 |
| LSC 560 | Scientific Writing | 3 |
| LSC 561 | Writing Science for the Public | 3 |
| SOIL SCI 585 | Using R for Soil and Environmental Sciences | 3 |
| STAT/B M I 541 | Introduction to Biostatistics | 3 |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | 4 |
| MED HIST/ C&E SOC/ PHILOS 565 | The Ethics of Modern Biotechnology | 3 |
| POP HLTH 801 | Epidemiology of Infectious Diseases | 2 |

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With permission of the program advisor, no more than 1/3 of elective and additional coursework from another institution may be applied toward degree requirements.

The course must focus on central processes of microorganisms and be outside the core requirements of the Bacteriology MS Program. The student must have earned a B or better in the course. Decisions are made by the MS program advisor. Credits earned ten or more years prior to admission to a master's degree are not allowed to satisfy requirements.

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

With permission of the program advisor, no more than 1/3 of elective and additional coursework from UW-Madison or another institution may be applied toward degree requirements.

The course must focus on central processes of microorganisms and be outside the core requirements of the Bacteriology MS Program. The student must have earned a B or better in the course. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW-Madison. Decisions are made by the MS program advisor. Credits earned ten or more years prior to admission to a master's degree are not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With permission of the program advisor, up to 9 credits of courses numbered 300 or above may be applied toward degree requirements.

The course must focus on central processes of microorganisms, and the student must have earned a B or better in the course. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation from UW-Madison. Decisions are made by the MS program advisor. Credits earned ten or more years prior to admission to a master's degree are not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credits (recommended: only 8–10 credits per semester, or 4–5 credits per summer term)

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
  - Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
  - Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
  - Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
  - Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
  - Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
  - Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
  - Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
  - Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by

the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.

b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.

c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.

d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Apply the central theoretical principles and skill-based competencies necessary for a professional career in microbiology.
2. Describe and critique research approaches and findings in the microbiology literature.
3. Generate and assemble appropriate data or evidence pertaining to questions in microbiology.
4. Communicate effectively about concepts in microbiology to various audiences.
5. Demonstrate personal and professional ethical conduct.

# MICROBIOLOGY, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

Students must complete 10 credits of courses numbered 300 or above offered by the departments of Medical Microbiology and Immunology (M M & I courses (https://guide.wisc.edu/courses/m_m_i/)) or Microbiology (MICROBIO courses (https://guide.wisc.edu/courses/microbio/)). At least half of the credits must be from the Microbiology Doctoral Training Program (MDTP) course list (p. 210). At least one member of the student's thesis committee must be faculty in either the bacteriology or medical microbiology and immunology departments, and will serve as the student's minor advisor.

# MICROBIOLOGY, MS

This award is a non-admitting degree for PhD students in Microbiology (p. 208) who have completed appropriate coursework but leave the program prior to completion of the doctorate degree requirements.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (p. 208).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further

funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | n/a |
| Language Requirements | n/a |

## REQUIRED COURSES

Students can only earn the MS in Microbiology on the path to the PhD.

| Code | Title | Credits |
|---|---|---|
| **Topics** | | |
| Students must complete the following courses. | | |
| MICROBIO 810 | Current Issues in Microbiology | 1 |
| MICROBIO 811 | Advanced Problems in Microbiology | 1 |
| **Electives** | | |
| Students must complete at least 9 credits or three courses from the following list. | | 9 |
| GENETICS/ BIOCHEM/ MD GENET 620 | Eukaryotic Molecular Biology | |
| GENETICS 885 | Advanced Genomic and Proteomic Analysis | |
| MICROBIO 526 | Physiology of Microorganisms | |
| GENETICS/ BIOCHEM/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| MICROBIO 626 | Microbial and Cellular Metabolomics | |
| MICROBIO 657 | Bioinformatics for Microbiologists | |
| MICROBIO/ BMOLCHEM 668 | Microbiology at Atomic Resolution | |
| MICROBIO 710 | Microbial Symbiosis | |
| M M & I/PATH-BIO 528 | Immunology | |
| M M & I 740 | Mechanisms of Microbial Pathogenesis | |
| M M & I/PATH-BIO 750 | Host-Parasite Relationships in Vertebrate Viral Disease | |
| M M & I 760 | Quantitative Systems Biology and Disease | |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses | |
| PL PATH/ BOTANY/ GENETICS/ M M & I 655 | Biology and Genetics of Fungi | |
| **Seminar** | | |
| Students must enroll for the program's seminar during their first three years. Students are expected to present during their third year when enrolled in the seminar as well as in their fourth year of the program, although they may not be enrolled. | | 4 |
| MICROBIO 731 | Seminar | |
| or M M & I 901 | Seminar | |
| **Breadth** | | |
| Students take at least 10 credits in either an external or distributed doctoral minor or a graduate/professional certificate. | | 10 |
| **Research** | | |

| | | |
|---|---|---|
| Students must complete enough credits of 990 to meet the total minimum credit requirement. Credits of 990 in subjects outside of MICROBIO and M M & I are acceptable with advisor approval. | | 5 |
| M M & I 990 | Research and Thesis | |
| or MICROBIO 99 | Research | |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

For well-prepared advanced students, the program may accept prior graduate coursework from other institutions toward the minimum graduate degree credit and minimum graduate coursework (50%) requirement. The minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison. Coursework earned more than ten years prior to admission to the master's degree may not be used to satisfy requirements.

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

For well-prepared advanced students, the program may decide to accept up to 6 credits numbered 300 or above completed at UW–Madison toward fulfillment of minimum degree and minor credit requirements. This work would not be allowed to count toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above. Coursework earned more than ten years prior to admission to the master's degree may not be used to satisfy requirements. Undergraduate credits earned at institutions other than UW-Madison may not count toward program degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

The program may decide to accept up to 15 University Special student credits as fulfillment graduate degree, or minor credit requirements on occasion as an exception (on a case-by-case basis). UW–Madison coursework taken as a University Special student would not be allowed to count toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned more than ten years prior to admission to the master's degree may not be used to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies. A student's committee is required to have five faculty members, two of which must hold appointments in either Bacteriology or Medical Microbiology and Immunology.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)

- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

The MDTP will follow the College of Agricultural and Life Sciences Grievance Policy. For clarity, the MDTP program director, vice-director and/or the program coordinator shall serve as grievance advisors. The grievance advisor will refer complaints to the MDTP Steering Committee.

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

We offer funding to all students in the program through fellowships, trainees and research assistantships.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a scientific understanding of the field of microbiology and/or immunology.
2. Identify and utilize scientific methodologies and practices appropriate to the field of study.
3. Articulate scientific theories, methodologies and research approaches in microbiology and/or immunology.
4. Identify sources and assemble evidence pertaining to questions or challenges in the field of microbiology and/or immunology.
5. Evaluate and synthesize information pertaining to questions or challenges in the field of microbiology and/or immunology.
6. Communicate clearly in ways appropriate to the field of scientific study.
7. Recognize, understand and apply principles of ethical and professional conduct appropriate to the field of study.
8. Understand and apply principles of laboratory safety in the field of study.

# MICROBIOLOGY, PHD

The Department of Bacteriology in the College of Agricultural and Life Sciences and the Department of Medical Microbiology and Immunology in the School of Medicine and Public Health (see separate course listings) administer the interdepartmental microbiology doctoral training program (MDTP). Incoming students have the opportunity to do laboratory rotations with any of the primary faculty, affiliate faculty, and trainers from multiple departments. This group includes more than 90 faculty members in numerous departments and programs involved in microbiology research and graduate training. In addition to this breadth of opportunities in microbiology research training, the program also encompasses graduate courses offered by both departments. Please refer to the separate Microbiology listing in this catalog for more detailed information, or visit the program website.

The PhD program prepares graduates for research and teaching positions in universities and colleges, for industry or government, and for clinical microbiology. Research emphasis includes, but is not limited to, prokaryotic (bacteria and archaea), viral and lower eukaryotic systems (fungi, oomycetes, and parasites); antibiotics and antibiotic resistance, biofilm formation; bioinformatics and computational biology; biotechnology and industrial microbiology, including biofuels; cell–cell signaling; cell motility and chemotaxis; DNA, including nucleic acid synthesis, DNA replication and recombination; food microbiology; fungal development, pathogenesis, and metabolism; gene expression and its regulation; immunology; microbial physiology and metabolism; macrophage activation and other cell immune systems; mechanisms of microbial persistence; mechanisms of pathogenesis; microbial cell division; microbial ecology; microbial microbiota and metagenomics; nitrogen fixation; quorum sensing; RNA, including molecular structure–function relationships of transfer RNA, small RNAs, RNA polymerase, and other components of transcription and translation; secondary metabolism; structural microbiology; symbioses, including host–microbe symbioses, plant–microbial interactions, animal–microbial interactions, microbe–microbe interactions; and virology, including host–virus interactions. Dissertation research emphasizes creative and innovative problem-solving using basic knowledge acquired through scientific interactions and collaborations in addition to a thorough understanding of the scientific literature.

In order to better train MDTP students for microbiology-related professions, students need a chance to gain knowledge and experience not just in academic research, but also in other fields where their microbiology education may be put to good use.

The professional development options encompass many professional development opportunities for MDTP students beyond academic research and teaching. Opportunities for professional development can consist of course work, an internship, a summer workshop, outreach experiences, or a second teaching-practicum experience.

# DOUBLE DEGREE

Students may complete a double PhD degree in MDTP and another program on campus under the following conditions. The student must apply for admission to MDTP by the program's yearly deadline and be admitted using the same criteria applied to other applicants. The student must complete all requirements of the MDTP in addition to the requirements for the other program sponsoring the double degree. The student must pass a different preliminary examination in each program. The student's dissertation committee and preliminary examination must adhere to MDTP guidelines. The PhD advisor must be a trainer in the MDTP. A significant portion of the student's dissertation research must be completed in the laboratory of the PhD advisor. The student's program, including any deviations, must be approved by the steering committee.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## PROGRAM APPLICATION MATERIALS

Note that all application materials are submitted through the UW Graduate School Admissions Office. (https://grad.wisc.edu/apply/) See the Microbiology program website (https://microbiology.wisc.edu/how-to-apply/) for more information and guidance for the application components.

- Personal statement, also known as "Statement of Purpose".
- An applicant background statement describing how the applicant's background and life experiences have motivated their decision to pursue a graduate degree at the University of Wisconsin.
- An unofficial copy of transcripts from each college or university attended.
- Three or more letters of reference from individuals (faculty, staff, supervisor, mentor) who can comment on the applicant's qualifications. This should include scholarly and academic qualifications, and can also include experiences in teaching, outreach, and community service. Directions for submission will be provided once you have initiated your application.
- A brief resume/CV listing academic awards, scholarships, location and length of research experiences, co-authorship on any publications or presentations at scientific conferences.

This program is a research-intensive program. Therefore, strong letters of recommendation, a well-crafted personal statement, and extensive research experience often aid applicants with below-average grades.

## COURSE PREREQUISITES

We have recommended courses based on material that previous students have found valuable for success in the program, both in the lab and in required graduate level coursework. However, we recognize that the backgrounds of many students — and future student career goals — are varied and diverse, and that this diversity is a strength of our program. In the online application process, you will be asked if you have completed the following prerequisites:

| Code | Title | Credits |
|---|---|---|
| **Biology** | | |
| Students are recommended to have two semesters of biology, such as the following UW-Madison course equivalents. | | |
| BIOLOGY/BOTANY/ ZOOLOGY 151 & BIOLOGY/ BOTANY/ ZOOLOGY 152 | Introductory Biology and Introductory Biology | 10 |
| BIOLOGY/ ZOOLOGY 101 & BIOLOGY/ ZOOLOGY 102 & BIOLOGY/ BOTANY 130 | Animal Biology and Animal Biology Laboratory and General Botany | 10 |
| **Genetics** | | |
| Students are recommended to have one semester of genetics, such as the following UW-Madison course equivalents. | | |
| MICROBIO 470 | Microbial Genetics & Molecular Machines | 3 |
| GENETICS 466 | Principles of Genetics | 3 |
| GENETICS 467 & GENETICS 468 | General Genetics 1 and General Genetics 2 | 6 |
| **Chemistry** | | |
| Students are recommended to have four semesters of chemistry, including two semesters of organic chemistry with one semester organic chemistry lab componenet, such as the following UW-Madison course equivalents. | | |
| CHEM 103 & CHEM 104 | General Chemistry I and General Chemistry II | 9 |
| CHEM 109 | Advanced General Chemistry | 5 |
| CHEM 115 & CHEM 116 | Chemical Principles I and Chemical Principles II | 10 |
| CHEM 343 & CHEM 344 & CHEM 345 | Organic Chemistry I and Introductory Organic Chemistry Laboratory and Organic Chemistry II | 8 |
| **Biochemistry** | | |
| Students are recommended to have one semester of biochemistry, such as the following UW-Madison course equivalents. | | |
| BIOCHEM 501 | Introduction to Biochemistry | 3 |
| BIOCHEM 507 & BIOCHEM 508 | General Biochemistry I and General Biochemistry II | 6-7 |
| **Physics** | | |
| Students are recommended to have one semester of physics, such as the following UW-Madison course equivalents. | | |
| PHYSICS 104 | General Physics | 4 |
| PHYSICS 202 | General Physics | 5 |
| PHYSICS 208 | General Physics | 5 |
| **Mathematics** | | |
| Students are recommended to have two semesters of caluclus or one semester each of calculus and statistics, such as the following UW-Madison course equivalents. | | |
| MATH 171 | | 5 |
| MATH 217 | | 5 |
| MATH 221 | Calculus and Analytic Geometry 1 | 5 |
| STAT 301 | Introduction to Statistical Methods | 3 |
| STAT 371 | Introductory Applied Statistics for the Life Sciences | 3 |
| **Physics (second semester) or Other Quantitative Reasoning** | | |
| Students are recommended to have a second semester of physics or other quantitative reasoning course such as physical chemistry, differential equations, or upper-level course in computer programming, bioinformatics or statistics, such as the following UW-Madison course equivalents. | | |
| PHYSICS 104 | General Physics | 4 |
| PHYSICS 202 | General Physics | 5 |
| PHYSICS 208 | General Physics | 5 |
| CHEM 561 | Physical Chemistry I | 3 |
| CHEM 563 & CHEM 665 | Physical Chemistry Laboratory I and Biophysical Chemistry | 4 |
| MICROBIO 657 | Bioinformatics for Microbiologists | 3 |
| COMP SCI 319 | Data Science Programming I for Research | 3 |
| COMP SCI/ B M I 576 | Introduction to Bioinformatics | 3 |
| STAT 303 | R for Statistics I | 1 |
| MATH 319 | Techniques in Ordinary Differential Equations | 3 |
| MATH 320 | Linear Algebra and Differential Equations | 3 |

For each prerequisite, please be prepared to enter the course name and number. If you do not have all the recommended coursework, please use the text box in the application system to explain any deficiencies.

We ask that you fill in the course list as appropriate, but more broadly that you include a dedicated section within your personal statement to note how your academic preparation has prepared you for PhD training in microbiology.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Research assistantships are available for most students from department and college-level funding sources or from competitive fellowship and traineeship awards, with continued support contingent upon adequate progress in classes and research. Applicants with outstanding records will be nominated for special fellowships or for traineeships on one of several NIH training grants awarded to UW–Madison.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | n/a |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Topics** | | |
| Students must complete the following courses. | | |
| MICROBIO 810 | Current Issues in Microbiology | 1 |
| MICROBIO 811 | Advanced Problems in Microbiology | 1 |
| **Electives** | | |
| Students must complete at least 9 credits or three courses from the following list. | | 9 |
| GENETICS/ BIOCHEM/ MD GENET 620 | Eukaryotic Molecular Biology | |
| GENETICS 885 | Advanced Genomic and Proteomic Analysis | |
| MICROBIO 526 | Physiology of Microorganisms | |
| MICROBIO/ BIOCHEM/ GENETICS 612 | Prokaryotic Molecular Biology | |
| MICROBIO 626 | Microbial and Cellular Metabolomics | |
| MICROBIO 657 | Bioinformatics for Microbiologists | |
| MICROBIO/ BMOLCHEM 668 | Microbiology at Atomic Resolution | |
| MICROBIO 710 | Microbial Symbiosis | |
| M M & I/PATH-BIO 528 | Immunology | |

| | |
|---|---|
| M M & I 740 | Mechanisms of Microbial Pathogenesis |
| M M & I/PATH-BIO 750 | Host-Parasite Relationships in Vertebrate Viral Disease |
| M M & I 760 | Quantitative Systems Biology and Disease |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses |
| PL PATH/ BOTANY/ GENETICS/ M M & I 655 | Biology and Genetics of Fungi |

**Seminar**

| | | |
|---|---|---|
| Students must complete 6 credits of seminar from one of the following courses. Students enroll for the program's seminar course during their first three years and must present during the third and fourth year of program. | | 6 |
| MICROBIO 731 | Seminar | |
| or M M & I 901 | Seminar | |

**Breadth**

| | | |
|---|---|---|
| Students take at least 10 credits in either an external or distributed doctoral minor or a graduate/professional certificate. | | 10 |

**Additional Coursework**

| | | |
|---|---|---|
| Students complete enough credits of additional coursework as well as 990 research credits to meet the 51-credit degree requirement. | | 24-26 |
| *Research Credits* | | |
| Credits of 990 in subjects outside of MICROBIO and M M I are acceptable with advisor approval. | | |
| M M & I 990 | Research and Thesis | |
| or MICROBIO 99 | Research | |
| *Coursework Credits* | | |
| Courses are chosen in consultation with the thesis committee. | | |
| **Total Credits** | | **51** |

## Rotation Requirement

Incoming students are required to rotate in a minimum of three research labs. Students who are directly admitted into a lab are exempt from this rotation requirement.

## Teaching Practicum Requirement

All students in the program are required to complete a teaching practicum. This is usually completed during the second year. Students choose from a list of courses and work with faculty delivering instruction in a lecture or lab setting.

## Professional Development Requirement

Professional development is a required part of the program's curriculum. Students must receive approval from their thesis committee on the activity chosen to satisfy this requirement. Thesis committees will also determine if each student has met the requirement. Students should complete the professional development requirement by the end of the fourth year.

This requirement is fulfilled by:

- completing a second semester of teaching practicum,
- carrying out an internship for as long as one semester,
- taking at least 2 credits of coursework from the list of approved classes or through the Delta Program, or
- performing other professional development activities equivalent to 2 semester hours of coursework as judged by the thesis committee.

## Professional Development Activities

### Courses

The Graduate School has agreed to allow dissertator students to enroll in courses from a limited list of classes appropriate for professional development of the program's students. Students would take one or two courses in an area of interest after they become dissertators. Additional courses may be added to this list if they are appropriate for the program's students and are approved for this purpose by the Graduate School.

### Teaching Practicum

A second semester of teaching practicum may be the most appropriate training for students that seek a career in academic research and teaching. If students do not arrange for other professional development activities, the default professional development training would be a second semester of teaching in a teaching practicum.

### The Delta Program

Students interested in teaching as a career can complete the Higher Education Teaching and Learning (p. 1001) graduate/professional certificate through the Delta Program. Completing this certificate prepares students to become a leaders in teaching and learning, promoting inclusive and effective educational experiences at the college level. Through this program, students gain the skills and confidence needed to thrive as an instructor and mentor, be competitive for faculty positions and other academic roles, and contribute to the advancement of teaching and learning practices in their discipline.

### Summer Courses or Workshops

For students most interested in continuing in academic research, one or more summer courses or workshops may be the most appropriate training. Examples of such courses are those that cover research areas or methods or scientific writing or grant preparation.

### Internship

As an alternative to class work or a second semester of teaching practicum, students could participate in an internship with a business or other organization. Students doing internships would have to arrange to be paid through the organization, and they would not be paid by their advisors while away from their research.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, up to 9 credits of coursework may be accepted from other graduate institutions. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

For well-prepared advanced students, the program may decide to accept up to 6 credits numbered 300 or above completed at UW–Madison toward fulfillment of minimum graduate degree credit requirements. This work would not be allowed to count toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. Undergraduate credits earned at institutions other than UW-Madison may not count toward program degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW-Madison

The program may decide to accept up to 9 University Special student credits toward fulfillment of the minimum graduate degree credit requirement. UW–Madison coursework taken as a University Special student would not be allowed to count toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies. Exceptions follow:

To ensure that students are making satisfactory progress toward a degree, students are required to meet with their advisor annually.

The committee is required to have five faculty members, two of which must hold appointments in either Bacteriology or Medical Microbiology and Immunology.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

The program will follow the College of Agricultural and Life Sciences Grievance Policy. For clarity, the program director, vice-director and/or the program coordinator shall serve as grievance advisors. The grievance advisor will refer complaints to the program's Steering Committee.

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.

2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

We offer funding to all students in the program through fellowships, trainees and research assistantships.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

In order to better train MDTP students for microbiology-related professions, students need a chance to gain knowledge and experience not just in academic research, but also in other fields where their microbiology education may be put to good use. Opportunities for professional development can consist of coursework, an internship, a summer workshop, outreach experiences, or a second teaching practicum experience. Professional Development plans must be approved by a student's thesis committee. Please see requirements (p. ) for more information.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Gain a broad understanding of the microbiology principles that underlie all biological processes.
2. Articulate, discuss and define limits to the theory and knowledge in microbiology.
3. Think critically to address research challenges using a broad range of the theories, research methods, and approaches to scientific inquiry.
4. Communicates complex ideas in a clear and understandable matter.
5. Collaborate with investigators within the program, university, and beyond to advance the science of microbiology.
6. Foster professional and ethical conduct in the sciences.
7. Ethical design of experimental protocols.
8. Reproducibility of experimental results.
9. Professional behavior in industrial, government and academic settings.
10. Develop communication skills that enable the articulation of research to fellow scientists and non-scientists.
11. Develop teaching and mentoring skills in both lecture and laboratory settings.
12. Explore career development opportunities in industry, government, academia and private industry to realize professional goals.

# BIOCHEMISTRY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Biochemistry, Doctoral Minor (p. 214)
- Biochemistry, MS (p. 214)
- Biochemistry, PhD (p. 218)


# BIOCHEMISTRY, DOCTORAL MINOR

Biochemistry is the study of biological molecules, their roles in the cell, and the chemistry of their reactions in living systems. The Integrated Program in Biochemistry (IPiB) is the merged graduate program between the Department of Biochemistry (in the College of Agricultural and Life Sciences) and the Department of Biomolecular Chemistry (in the School of Medicine and Public Health). The program trains the next generation of biochemists and prepares them for 21st century challenges in science.

## ADMISSIONS

## ADMISSIONS

A student must identify a member of the Integrated Program in Biochemistry (IPiB) faculty to serve as the minor advisor. The minor advisor will advise the student on his or her minor program, and serve as a member of the student's thesis committee.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

### REQUIRED COURSES

For a doctoral minor in biochemistry, a doctoral candidate must complete a required course series and earn a total of 9 credits in biochemistry courses.

| Code | Title | Credits |
|---|---|---|
| **Foundation in Biochemistry** | | |
| BIOCHEM 507 | General Biochemistry I | 3 |
| BIOCHEM 508 | General Biochemistry II | 3 |
| **Additional Biochemistry Courses** | | |
| Biochemistry coursework as approved by the Education and Career Development Committee (ECDC). | | 3 |
| **Total Credits** | | **9** |

### Prior Coursework

Students with a background in biochemistry may substitute 6 credits of other Biochemistry coursework with prior approval from the program's Education and Career Development Committee (ECDC) for BIOCHEM 507 and BIOCHEM 508. Transcripts demonstrating prior undergraduate or graduate coursework must be provided.

# BIOCHEMISTRY, MS

Biochemistry is the study of biological molecules, their roles in the cell, and the chemistry of their reactions in living systems. The Integrated Program in Biochemistry (IPiB) is the merged graduate program between the Department of Biochemistry (in the College of Agricultural and Life Sciences) and the Department of Biomolecular Chemistry (in the School of Medicine and Public Health). The program trains the next generation of biochemists and prepares them for 21st-century challenges in science. IPiB offers a PhD degree with a major in biochemistry. Although an MS degree is officially offered, students are not admitted for a terminal master's degree.

From atoms and cells to plants and animals, biochemistry research in IPiB is at the forefront of modern science. We are home to around 100 graduate students and 50 world-class faculty pursuing cutting-edge research in all areas of biochemistry, including: cell and developmental biology, chemical biology, endocrinology, enzymology, immunology, metabolism, molecular genetics, molecular medicine, physical biochemistry and biophysics, quantitative biology, structural biology, systems and synthetic biology, and virology. The program teaches critical thinking skills, applicable to a wide range of professional fields that students pursue after graduation.

The size and breadth of IPiB provide unique opportunities for graduate students who want to pursue a degree in one of the top biochemistry graduate programs in the nation. Our modern facilities are filled with labs carrying out groundbreaking research in a collaborative, friendly, and inspirational atmosphere. Welcome to IPiB and we hope that you can share our enthusiasm for the biochemical sciences!

## DUAL DEGREES

The program participates with the School of Medicine and Public Health in offering a dual degree program for students wishing to complete both the MD and PhD degrees. For the prerequisites and degree requirements for the MD degree, as well as the online application form, see Medical Scientist Training Program (http://mstp.med.wisc.edu/).

## ADMISSIONS

## ADMISSIONS

Prospective students may not apply directly to this program. The Biochemistry MS is offered for work leading to the PhD.

This is a non-admitting MS program. Interested students should see the admissions information for the Biochemistry PhD (p. 218).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

IPiB students receive a full stipend (https://ipib.wisc.edu/education/financial-support/) as well as tuition remission and comprehensive health insurance. The stipend rates can be found here (https://ipib.wisc.edu/financial-support/) and can take the form of traineeships, research assistantships, or fellowships, and are guaranteed for all IPiB PhD candidates in good academic standing and making satisfactory research progress. IPiB also assists its graduate students with outstanding academic records in competing for university or national awards.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 48 credits |
| Minimum Residence Credit Requirement | 42 credits |
| Minimum Graduate Coursework Requirement | 48 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Upon completion of the Graduate School and program minimum requirements for a master's degree, the student's thesis committee will determine whether or not to confer the degree. |
| Language Requirements | n/a |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Program Course Requirements** | | |
| BIOCHEM 719 | From Atoms to Molecules | 3 |
| BIOCHEM/ BMOLCHEM 701 | Responsible Conduct in Bioscience Research | 2 |
| BMOLCHEM 720 | Experimental Design and Paradigms in Cellular Biochemistry and Molecular Biology | 3 |
| BIOCHEM 721 | Biochemical Communication | 2 |
| **Research Requirements** | | **30** |
| BIOCHEM 990 | Research | |
| BMOLCHEM 990 | Advanced Biomolecular Chemistry and Research | |
| **Breadth Requirement** | | |
| Students must complete a minimum of two additional graduate-level (Grad 50%) courses from the following list of didactic or laboratory courses in order to fulfill their breadth requirements, and a minimum of 6 total credits is required. In consultation with their committee, students must complete courses from at least 2 of the following categories: physical sciences, biological sciences, or quantitative sciences. One-credit seminars do not count toward the breadth requirements. | | 6 |
| NUTR SCI/ BIOCHEM 510 | Nutritional Biochemistry and Metabolism | |
| BIOCHEM/ M M & I 575 | Biology of Viruses | |
| BIOCHEM 601 | Protein and Enzyme Structure and Function | |

| | |
|---|---|
| BIOCHEM/B M I/ BMOLCHEM/ MATH 609 | Mathematical Methods for Systems Biology |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology |
| BIOCHEM/ NUTR SCI 619 | Advanced Nutrition: Intermediary Metabolism of Macronutrients |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology |
| BIOCHEM/ BOTANY 621 | Plant Biochemistry |
| BIOCHEM 625 | Mechanisms of Action of Vitamins and Minerals |
| BIOCHEM/ NUTR SCI 645 | Molecular Control of Metabolism and Metabolic Disease |
| CHEM 665 | Biophysical Chemistry |
| MICROBIO/ BMOLCHEM 668 | Microbiology at Atomic Resolution |
| BMOLCHEM 675 | Advanced or Special Topics in Biomolecular Chemistry |
| BIOCHEM/ CHEM 704 | Chemical Biology |
| BIOCHEM 729 | Advanced Topics (IPiB Seminar, Practicum in Undergraduate Teaching, or Responsible Conduct of Research) |
| F&W ECOL/ STAT 571 | Statistical Methods for Bioscience I |
| NEURODPT/ NTP 610 | Cellular and Molecular Neuroscience |
| MED PHYS/ B M E/PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life |
| GENETICS/ CHEM 626 | Genomic Science |
| CRB 630 | Proteomics Approaches for Biologists |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses |
| MICROBIO 657 | Bioinformatics for Microbiologists |
| CHEM 668 | Biophysical Spectroscopy |
| ONCOLOGY 673 | Purification and Characterization of Protein and Protein Complexes |
| NEURODPT 675 | Selected Topics in Physiology (Ion Channels Seminar) |
| ONCOLOGY 703 | Carcinogenesis and Tumor Cell Biology |
| PATH 750 | Cellular and Molecular Biology/ Pathology |
| PATH 751 | Biology of Aging |
| B M I/ COMP SCI 776 | Advanced Bioinformatics |
| ONCOLOGY 778 | Bioinformatics for Biologists |
| B M E 780 | Methods in Quantitative Biology |
| PHMCOL-M 781 | Molecular and Cellular Principles in Pharmacology |
| B M E/CBE 783 | Design of Biological Molecules |
| B M I 826 | Special Topics in Biostatistics and Biomedical Informatics |
| BOTANY 860 | Plant Cell Biology |
| GENETICS 885 | Advanced Genomic and Proteomic Analysis |
| BIOCHEM/ CHEM 872 | Selected Topics in Macromolecular and Biophysical Chemistry |
| LSC 875 | Special Topics |
| **Seminars** | |
| MS candidates must successfully complete at least one advanced 1-credit seminar per year of graduate study. Students select 1-credit seminars in consulation with their committee. | 2 |
| Any numbered 900 BIOCHEM or BMOLCHEM Seminar | |
| **Total Credits** | **48** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

For well-prepared advanced students, the program may accept up to 6 credits of prior graduate coursework from an uncompleted degree from other institutions towards the minimum graduate degree credit and minimum graduate coursework (Grad 50%) requirement. The minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison.

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

No undergraduate credits earned at other institutions or at UW–Madison are allowed to transfer toward the graduate degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

No credits taken as a University Special student are allowed to transfer toward the graduate degree.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student must have a faculty thesis advisor in the program. The thesis advisor advises the student about coursework, supervises the student's research, and acts as a mentor to the student through the student's graduate career. The thesis advisor must approve the student's coursework before registration for a given semester and must also approve any subsequent changes to it.

A PhD thesis committee is composed of at least four graduate university faculty members, including the thesis advisor. The thesis committee is empowered by the program to advise the student about certification, administer the preliminary examination, oversee annual progress reports, approve thesis composition, and conduct the final PhD examination.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation

and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

Students may matriculate only in the fall semester, and a master's degree is not offered as a terminal degree.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Gain a broad understanding of the biochemical principles that underlie all biological processes.
2. Become aware of the current limitations of the state of understanding of this discipline and the strategies that are required to advance the field.
3. Formulate and design new approaches that extend and apply biochemical principles beyond their current boundaries.
4. Explore career development opportunities in industry, government and academia to realize professional goals and paths.
5. Develop teaching and mentoring skills in both lecture and laboratory settings.
6. Foster professional and ethical conduct in the sciences, including but not limited to: exposition of the scientific method; ethical design of experimental protocols; reproducibility in science; professional behavior in industrial, government, and academic settings; documentation of scientific results; communication to other scientists and the public; peer review; and confidentiality.

# BIOCHEMISTRY, PHD

Biochemistry is the study of biological molecules, their roles in the cell, and the chemistry of their reactions in living systems. The Integrated Program in Biochemistry (IPiB) is the merged graduate program between the Department of Biochemistry (in the College of Agricultural and Life Sciences) and the Department of Biomolecular Chemistry (in the School of Medicine and Public Health). The program trains the next generation of biochemists and prepares them for 21st-century challenges in science. IPiB offers a PhD degree with a major in biochemistry. Although an MS degree is officially offered, students are not admitted for a terminal master's degree.

From atoms and cells to plants and animals, biochemistry research in IPiB is at the forefront of modern science. We are home to around 100 graduate students and 50 world-class faculty pursuing cutting-edge research in all areas of biochemistry, including cell and developmental biology, chemical biology, endocrinology, enzymology, immunology, metabolism, molecular genetics, molecular medicine, physical biochemistry and biophysics, quantitative biology, structural biology, systems and synthetic biology, and virology. The program teaches critical thinking skills, applicable to a wide range of professional fields that students pursue after graduation.

The size and breadth of IPiB provide unique opportunities for graduate students who want to pursue a degree in one of the top biochemistry graduate programs in the nation. Our modern facilities are filled with labs carrying out groundbreaking research in a collaborative, friendly, and inspirational atmosphere. Welcome to IPiB, and we hope that you can share our enthusiasm for the biochemical sciences!

# DUAL DEGREES

The program participates with the School of Medicine and Public Health in offering a dual degree program for students wishing to complete both the MD and PhD degrees. For the prerequisites and degree requirements for the MD degree, as well as the online application form, see Medical Scientist Training Program (http://mstp.med.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

To qualify for admission to the program, an applicant must complete a bachelor's degree at a regionally accredited college or university. The basic background for graduate study in biochemistry ordinarily would be provided by an undergraduate degree in biochemistry, chemistry, physics, or in one of the biological or medical sciences. The Admission Committee assesses a candidate's potential for success in the program by taking all aspects of their application into consideration. Most successful applicants have completed a rigorous undergraduate curriculum that includes courses in biology, chemistry, physics, and math. Most have also had a substantive laboratory experience that demonstrates commitment and talent for research. The applicant's undergraduate grade point average must be at least 3.0 (4.0 scale). For more information, please visit the Prospective Students (https://ipib.wisc.edu/admissions/) tab on the program's website.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

IPiB students receive a full stipend (https://ipib.wisc.edu/education/financial-support/) as well as tuition remission and comprehensive health insurance. The stipend rates can take the form of traineeships, research assistantships, or fellowships, and are guaranteed for all IPiB PhD candidates in good academic standing and making satisfactory research progress. IPiB also assists its graduate students with outstanding academic records in competing for university or national awards.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 54 credits |
| Minimum Residence Credit Requirement | 42 credits |
| Minimum Graduate Coursework Requirement | 48 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | n/a |

| | |
|---|---|
| Graduate School Breadth Requirement | Doctoral students must complete the program's required coursework plus a minimum of 6 credits of approved breadth coursework in the physical, biological, and/or quantitative sciences (3 credits each from two of these categories). Students who opt for the Option A or B doctoral minor or a graduate/professional certificate must complete the program's required coursework, the requirements of the minor or certificate program, and a minimum of 6 credits of approved breadth coursework in the physical, biological, and/or quantitative sciences. The latter might be waived with approval from the Education and Career Development Committee. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Program Course Requirements** | | |
| BIOCHEM/ BMOLCHEM 701 | Responsible Conduct in Bioscience Research (taken fall of first year) | 2 |
| BIOCHEM 719 | From Atoms to Molecules (taken fall of first year) | 3 |
| BMOLCHEM 720 | Experimental Design and Paradigms in Cellular Biochemistry and Molecular Biology (taken spring of first year) | 3 |
| BIOCHEM 721 | Biochemical Communication (taken fall of second year) | 2 |
| **Research Requirements** | | |
| Complete the following for 33 credits: | | 33 |
| BIOCHEM 990 | Research | |
| BMOLCHEM 990 | Advanced Biomolecular Chemistry and Research | |
| **Breadth Requirements** | | |
| Students must complete a minimum of two additional graduate-level (Grad 50%) courses from the following list of didactic or laboratory courses in order to fulfill their breadth requirements, and a minimum of 6 total credits is required. In consultation with their committee, students must complete courses from at least 2 of the following categories: physical sciences, biological sciences, or quantitative sciences. One-credit seminars do not satisfy the breadth requirements. | | 6 |
| BIOCHEM/ NUTR SCI 510 | Nutritional Biochemistry and Metabolism | |
| BIOCHEM/ M M & I 575 | Biology of Viruses | |
| BIOCHEM 601 | Protein and Enzyme Structure and Function | |
| BIOCHEM/B M I/ BMOLCHEM/ MATH 609 | Mathematical Methods for Systems Biology | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| BIOCHEM/ NUTR SCI 619 | Advanced Nutrition: Intermediary Metabolism of Macronutrients | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| BIOCHEM/ BOTANY 621 | Plant Biochemistry | |
| BIOCHEM 625 | Mechanisms of Action of Vitamins and Minerals | |
| BIOCHEM/ NUTR SCI 645 | Molecular Control of Metabolism and Metabolic Disease | |
| BMOLCHEM/ MICROBIO 668 | Microbiology at Atomic Resolution | |
| BMOLCHEM 675 | Advanced or Special Topics in Biomolecular Chemistry (Topic: Biochemical Methods for Genome Maintenance) | |
| BIOCHEM/ CHEM 704 | Chemical Biology | |
| BIOCHEM 719 | From Atoms to Molecules | |
| BMOLCHEM 720 | Experimental Design and Paradigms in Cellular Biochemistry and Molecular Biology | |
| BIOCHEM 721 | Biochemical Communication | |
| BIOCHEM 729 | Advanced Topics (Topics: Membrane Protein Structure and Function (Advanced); Foundations of Biotechnology; Biochemical Applications of Nuclear Magnetic Resonance) | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | |
| B M E/ MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life | |
| CHEM/ GENETICS 626 | Genomic Science | |
| CHEM 665 | Biophysical Chemistry | |
| CRB 630 | Proteomics Approaches for Biologists | |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology | |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses | |
| MICROBIO 657 | Bioinformatics for Microbiologists | |
| CHEM 668 | Biophysical Spectroscopy | |
| ONCOLOGY 673 | Purification and Characterization of Protein and Protein Complexes | |
| NEURODPT 675 | Selected Topics in Physiology | |
| ONCOLOGY 703 | Carcinogenesis and Tumor Cell Biology | |
| PATH 750 | Cellular and Molecular Biology/ Pathology | |
| PATH 751 | Biology of Aging | |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | |
| ONCOLOGY 778 | Bioinformatics for Biologists | |

| | |
|---|---|
| B M E 780 | Methods in Quantitative Biology |
| PHMCOL-M 781 | Molecular and Cellular Principles in Pharmacology |
| CBE/B M E 783 | Design of Biological Molecules |
| B M I 826 | Special Topics in Biostatistics and Biomedical Informatics (Topic: Computational Network Biology) |
| BOTANY 860 | Plant Cell Biology |
| LSC 875 | Special Topics |
| GENETICS 885 | Advanced Genomic and Proteomic Analysis |

**Seminar Requirement**

| | |
|---|---|
| PhD students must take at least five semesters of seminars and present in three of those. Students select 1-credit seminars in consultation with their committee. | 5 |
| **Total Credits** | **54** |

### Teaching/Professional Development Requirement

IPiB students are required to teach one semester and to complete a professional development requirement of at least 60 total hours duration. The Professional Development (PD) experience (https://ipib.wisc.edu/program-requirements/professional-development/) allows students to acquire specialized training that aligns with their career aspirations.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

For well-prepared advanced students, the program may accept up to 12 credits of prior graduate coursework from an uncompleted degree from other institutions towards the minimum graduate degree credit and minimum graduate coursework (50%) requirement. The minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison.

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

No undergraduate credits earned at other institutions or at UW–Madison are allowed to transfer toward the graduate degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No credits taken as a University Special student are allowed to transfer toward the graduate degree.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student must have a faculty thesis advisor in the program. The thesis advisor advises the student about coursework, supervises the student's research, and acts as a mentor to the student through the student's graduate career. The thesis advisor must approve the student's coursework before registration for a given semester and must also approve any subsequent changes to it.

A PhD thesis committee is composed of at least four graduate University faculty members, including the thesis advisor. The thesis committee is empowered by the program to advise the student about certification, administer the preliminary examination, oversee annual progress reports, approve thesis composition, and conduct the final PhD examination.

## CREDITS PER TERM ALLOWED

A maximum of 12 credits in fall and spring semesters and 2 credits in summer semesters is permitted for non-dissertators; 3 credits in fall, spring, and summer semesters for dissertators.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Program Grievance Policy

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. When possible, students' concerns about unfair treatment are best handled by speaking directly with the person responsible for the objectionable action. If the student is uncomfortable speaking with the individual(s) involved, or if such discussions do not resolve the issue, the student should contact the direct supervisor of the person responsible for the objectionable action. For example, if it is a lab member, the aggrieved student should contact the PI of the lab. If the PI is the source of the grievance, the student should contact the PI's department chair. The student may also contact the IPiB program director and/or the Office of Student Assistance and Support (OSAS; https://osas.wisc.edu/).

In addition, hostile or intimidating behavior (HIB) may be reported directly to campus via this web site: https://hr.wisc.edu/hib/

If the action taken by the supervisor in response to the grievance is deemed inadequate by the student, the student may submit a written report of the grievance to the relevant department chair within sixty calendar days of the event that created the grievance. Within ten working days of receipt of the written report, the department chair will refer the matter to a committee comprised of a subset of the IPiB Steering Committee. This subcommittee will request a written response to the complaint from the person to whom the complaint is directed within twenty working days at which time the response will be shared with the student who lodged the complaint. The department chair will provide a written decision to the student and the respondent on the action recommended by the subcommittee within ten working days of receiving the recommendation.

If either party involved in the dispute is not satisfied with the decision of the subcommittee, they have five working days from the receipt of the decision to contact the office of the Dean of the Graduate School (gsacserv@grad.wisc.edu) in writing to register an intention to appeal the decision.

## OTHER

All students, both US and international, receive an annual stipend and tuition remission for the duration of their studies, provided satisfactory progress is made toward their degree. Comprehensive medical coverage is also offered. In addition, some students are supported on fellowships or training grants. Students are chosen based on criteria specified by the different training grants.

Students may matriculate only in the fall semester.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Gain a broad understanding of the biochemical principles that underlie all biological processes.
2. Become aware of the current limitations of the state of understanding of this discipline and the strategies that are required to advance the field.
3. Formulate and design new approaches that extend and apply biochemical principles beyond their current boundaries.
4. Conduct independent research using a diverse breadth of biochemical processes.
5. Think critically to address research challenges using a broad range of the theories, research methods, and approaches to scientific inquiry.
6. Collaborate with investigators within the program, university, and beyond since current and future advances in the biomolecular sciences demand interdisciplinary skills.
7. Foster professional and ethical conduct in the sciences, including but not limited to: exposition of the scientific method; ethical design of experimental protocols; reproducibility in science; professional behavior in industrial, government, and academic settings; documentation of scientific results; communication to other scientists and the public; peer review; and confidentiality.
8. Develop communications skills that enable the articulation of research to fellow scientists and non-scientists.
9. Explore career development opportunities in industry, government and academia to realize professional goals and paths.
10. Develop teaching and mentoring skills in both lecture and laboratory settings.

# BIOLOGICAL SYSTEMS ENGINEERING

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Biological Systems Engineering, MS (p. 223)
- Biological Systems Engineering, PhD (p. 227)


# BIOLOGICAL SYSTEMS ENGINEERING, MS

Graduate work in the Department of Biological Systems Engineering (BSE) leads to the master of science and doctor of philosophy degrees. Graduates of the program help fill the need for highly educated engineers in industry, consulting firms, government agencies, and educational institutions.

Students who undertake graduate studies in BSE normally have as their goal a better understanding of the current theories, principles, issues, and problems in biological systems. They desire to learn how knowledge is generated, how it is critically evaluated, and how solutions to problems are generated and applied. Graduate studies improve the ability of students to think critically and creatively, and to synthesize, analyze, and integrate ideas for decision making and problem solving.

The department offers students an opportunity to undertake research and advanced study in different specializations such as biological systems, environmental quality and natural resource engineering, waste management, food and bioprocess engineering, nanotechnology and biosensing, machinery systems, bio-resources and bio-refining, and agricultural safety and health.

Graduate research assistantships, project assistantships, and fellowships are available on a highly competitive basis.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 1 |
| Spring Deadline | September 1 |
| Summer Deadline | November 1 |
| GRE (Graduate Record Examinations) | Not required but may be considered if available |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

All STEM-background applicants are invited to apply. The Biological Systems Engineering (BSE) Department stipulates that applicants should have a BS degree or MS degree in engineering. Applicants who have a BS or MS degree in a field other than engineering may be eligible for admission if they have completed the following basic engineering coursework. Individuals who do not hold these qualifications at the time of admission will be required to complete any remaining coursework from the following list during their graduate program of study as supplemental coursework. This supplemental coursework is not eligible to fulfill program requirements.

- **Twelve credits** of college-level mathematics (e.g., calculus, linear algebra, analytical geometry, differential equations, and numerical methods)
- **Nine credits** of physical sciences, biological sciences, computational, data, and information sciences (e.g., biochemistry, analytical, organic, and physical chemistry, microbiology, physics, statics, dynamics, fluid dynamics, heat and mass transfer, fluid mechanics, material sciences, thermodynamics, computer programming, data sciences, geographic information systems, remote sensing).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Funding decisions are made by faculty supervisors of the admitted students based on the funding availability and project need.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must maintain a minimum overall B average (3.0 GPA) during their graduate studies. Seminars, research, or other special problems credits may not be used to offset BC or C grades. No grade below a C will be accepted for fulfilling course work requirements for the degree |
| Assessments and Examinations | All students must complete a graduation checklist and be certified by the Biological Systems Engineering Graduate Instruction and Research Committee before taking their final oral examination. |
| Language Requirements | n/a |

## REQUIRED COURSES

### Thesis Pathway

If a student's objective is to pursue a PhD degree and/or research-oriented career, they are strongly encouraged to select the **Thesis** pathway. Courses taken to satisfy admission requirements do not fulfill the minimum degree requirements.

Pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

| Code | Title | Credits |
|---|---|---|
| **Biological Systems Engineering Graduate Instruction and Research Committee approved Science and Engineering Credits** | | **18** |
| **Thesis Research Credits** | | **6** |
| BSE 990 | Research | |
| **Graduate Seminar Credits** | | |
| Students must enroll in BSE 900 during their first fall semester in the program. During a student's last spring semester, they give a presentation in BSE 901 to meet the second seminar credit requirement. | | |
| BSE 900 | Seminar | 1 |
| BSE 901 | Graduate Research Seminar | 1 |
| **Additional BSE Graduate Instruction and Research Committee approved Science and Engineering Credits or BSE 990 to reach 30 credits** | | |
| Courses used to meet this requirement should be taken for a letter grade and numbered 300 and above. | | 4 |
| **Total Credits** | | **30** |

### Biological Systems Engineering Graduate Instruction and Research Committee Approved Science and Engineering Credits

All courses for the "Biological Systems Engineering Graduate Instruction and Research Committee approved Science and Engineering Credits" requirement should be selected in consultation with your advisor to create a cohesive program of study.

- These courses must be numbered 300 and above and letter graded A-F.
- A minimum of 9 credits must hold the "Grad 50%" designation.
- If a course is offered for credit/no-credit only, prior approval from an advisor may be given for a student to complete no more than 1 credit for credit/no-credit.
- BSE 900 , BSE 901, BSE 990, and BSE 699 credits may not be used to meet this requirement.
- BSE 999 credits are limited to 3 credits. These credits must be separate from the work the student is doing for BSE 990 credit and shall be taken under the direction of an instructor other than the major advisor.

### Non-Thesis Pathway

Pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

| Code | Title | Credits |
|---|---|---|
| **Biological Systems Engineering Graduate Instruction and Research Committee approved Science and Engineering Credits** | | **21** |
| **Independent Study Credits** | | **3** |
| BSE 999 | Special Problems | |
| **Graduate Seminar Credits** | | |
| Students must enroll in BSE 900 during their first fall semester in the program. During a student's last spring semester, they give a presentation in BSE 901 to meet the second seminar credit requirement. | | |
| BSE 900 | Seminar | 1 |
| BSE 901 | Graduate Research Seminar | 1 |
| **Additional BSE Graduate Instruction and Research Committee approved Science and Engineering Credits or BSE 999 to reach 30 credits.** | | |
| Courses used to meet this requirement should be taken for a letter grade and numbered 300 and above. | | 4 |
| **Total Credits** | | **30** |

### Biological Systems Engineering Graduate Instruction and Research Committee Approved Science and Engineering Credits

All courses for the "Biological Systems Engineering Graduate Instruction and Research Committee Approved Science and Engineering Credits" requirement should be selected in consultation with your advisor to create a cohesive program of study.

- These courses must be numbered 300 and above and letter graded A-F.
- A minimum of 11 credits must hold the "Grad 50%" designation.
- If a course is offered for credit/no-credit only, prior approval from an advisor may be given for a student to complete no more than 1 credit for credit/no-credit.
- BSE 900 , BSE 901, BSE 990, BSE 699, and BSE 999 credits may not be used to meet this requirement.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

The Thesis pathway follows the Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policy. In addition, committee members must hold a degree equivalent to or higher than that of the student whose committee they will serve on.

The Non-Thesis pathway follows the Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policy. In addition, committee members must hold a degree equivalent to or higher than that of the student whose committee they will serve on.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)

- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in the field of study.
2. Identifies sources and assembles evidence pertaining to questions or challenges in the field of study.

3. Demonstrates understanding of the primary field of study in a historical, social, or global context.
4. Selects and/or utilizes the most appropriate methodologies and practices.
5. Evaluates or synthesizes information pertaining to questions or challenges in the field of study.
6. Recognizes and applies principles of ethical and professional conduct.

# BIOLOGICAL SYSTEMS ENGINEERING, PHD

Graduate work in the Department of Biological Systems Engineering (BSE) leads to the master of science and doctor of philosophy degrees. Graduates of the program help fill the need for highly educated engineers in industry, consulting firms, government agencies, and educational institutions.

Students who undertake graduate studies in BSE normally have as their goal a better understanding of the current theories, principles, issues, and problems in biological systems. They desire to learn how knowledge is generated, how it is critically evaluated, and how solutions to problems are generated and applied. Graduate studies improve the ability of students to think critically and creatively, and to synthesize, analyze, and integrate ideas for decision making and problem solving.

The department offers students an opportunity to undertake research and advanced study in different specializations such as biological systems, environmental quality and natural resource engineering, waste management, food and bioprocess engineering, nanotechnology and biosensing, machinery systems, bio-resources and bio-refining, and agricultural safety and health.

Graduate research assistantships, project assistantships, and fellowships are available on a highly competitive basis.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 1 |
| Spring Deadline | September 1 |
| Summer Deadline | November 1 |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

All science, technology, engineering, and mathematics (STEM) background applicants are invited to apply. The Biological Systems Engineering Department stipulates that applicants should have a BS degree or MS degree in engineering. Applicants who have a BS or MS degree in a field other than engineering may be eligible for admission if they have completed the following basic engineering coursework. Individuals who do not hold these qualifications at the time of admission will be required to complete any remaining coursework from the following list during their graduate program of study as supplemental coursework. This supplemental coursework is not eligible to satisfy program requirements.

- **Twelve** credits of college-level mathematics (e.g., calculus, linear algebra, analytical geometry, differential equations, and numerical methods.)
- **Nine** credits of physical sciences, biological sciences, computational, data, and information sciences (e.g., biochemistry, analytical, organic, and physical chemistry, microbiology, physics, statics, dynamics, fluid dynamics, heat and mass transfer, fluid mechanics, material sciences, thermodynamics, computer programming, data sciences, geographic information systems, remote sensing).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Funding decisions are made by faculty supervisors of the admitted students based on the funding availability and project need.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Graduate students in Biological Systems Engineering must maintain a minimum overall B average (3.0 GPA) during their graduate studies. Seminars, research, or other special problems credits may not be used to offset BC or C grades. No grade below a C will be accepted for fulfilling course work requirements for the degree. |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | n/a |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Biological Systems Engineering Graduate Instruction and Research Committee approved Science and Engineering Credits** | | **30** |
| **Thesis Research Credits** | | **16** |
| BSE 990 | Research (Thesis) | |
| **Graduate Seminar Credits** | | |
| Students must enroll in BSE 900 during their first fall semester in the program. During a student's last spring semester, they give a presentation in BSE 901 to meet the second seminar credit requirement. | | |
| BSE 900 | Seminar | 1 |
| BSE 901 | Graduate Research Seminar | 1 |
| **Teaching Practicum/Studies** | | |
| Complete one of the courses below. Other course options need to be pre-approved by student's advisor and the Graduate Instruction and Research Committee chair. | | 3 |
| BSE 799 | Practicum in Agricultural Engineering Teaching | |
| or E P D 654 | Teaching in Science and Engineering | |
| **Total Credits** | | **51** |

### Biological Systems Engineering Graduate Instruction and Research Committee Approved Science and Engineering

All courses for the "Biological Systems Engineering Graduate Instruction and Research Committee approved Science and Engineering" requirement should be selected in consultation with your advisor to create a cohesive program of study.

- These courses must be numbered 300 or above and letter graded with A-F.
- A minimum of 15 credits must hold the "Grad 50%" designation.
- If a course is offered for credit/no-credit only, prior approval from an advisor may be given for a student to complete no more than 1 credit for credit/no-credit.
- BSE 900 , BSE 901, BSE 990, and BSE 699 may not be used to meet this requirement.
- BSE 999 credits are limited to 3 credits. These credits must be separate from the work the student is doing for BSE 990 credit and shall be taken under the direction of an instructor other than the major advisor.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the

official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

For well-prepared advanced students, the program may accept prior graduate coursework from other institutions toward the minimum graduate degree credit and minimum graduate coursework (50%) requirement. The minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. Up to 6 research credits received for the master's degree may be transferred from another accredited institution. No other research credit may be transferred. Eighteen (18) master's course credits earned from another institution may be transferred towards the PhD. Additional credits need to be approved by the Biological Systems Engineering Graduate Instruction and Research committee.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies. In addition, members of the Committee must hold a PhD.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of

receiving the complaint, in discussions with the student and the person at whom the complaint is directed.

a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of study.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of study.
3. Creates research, scholarship, or performance that makes a substantive contribution.
4. Demonstrates breadth within their learning experiences.
5. Advances contributions of the field of study to society.
6. Communicates complex ideas in a clear and understandable manner.
7. Fosters ethical and professional conduct.

# BIOMEDICAL ENGINEERING

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Biomedical Engineering, Doctoral Minor (p. 230)
- Biomedical Engineering, MS (p. 231)
- Biomedical Engineering, PhD (p. 248)
- Quantitative Biology, Doctoral Minor (p. 255)

# BIOMEDICAL ENGINEERING, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

### REQUIRED COURSES

Students must:

- Earn at least **10** credits from the Department of Biomedical Engineering.
- Obtain approval of the courses for the Option A minor; plan is certified by the BME Associate Chair of Graduate Advising (https://engineering.wisc.edu/departments/biomedical-engineering/people/).
- Meet the requirements identified on the Option A Minor Approval Form and submit the form to the BME associate chair of graduate advising for approval (no later than halfway through the minor course sequence and before requesting the preliminary exam warrant).

# BIOMEDICAL ENGINEERING, MS

The Department of Biomedical Engineering offers three distinct master of science (MS) degree programs in Biomedical Engineering:

- Biomedical Engineering MS, Research (p. 244) – traditional master's program culminating in a thesis
- Biomedical Engineering MS, Accelerated Program (p. 232) – accelerated, course-based master's program with the opportunity to choose a specialty area
- Biomedical Engineering MS, Biomedical Innovation, Design, and Entrepreneurship (p. 239) – accelerated, course- and project-based master's program with an emphasis in design, business, and engineering

Biomedical engineering is the application of engineering tools for solving problems in biology and medicine. It is an engineering discipline that is practiced by professionals trained primarily as engineers, who specialize in medical and biological applications. This area of study combines fundamentals of the biomedical sciences with advanced engineering methods of analysis and design, and brings together these two fields in order to contribute to the design of new medical instruments and devices, apply engineering principles for understanding and repairing the human body and other biological systems, and use engineering tools for decision making and cost containment.

The Department of Biomedical Engineering should be of interest to students who wish to practice engineering or engage in research in an engineering specialization in medicine and biology. An individualized course of study is planned with a faculty advisor. Biomedical engineering faculty and affiliated faculty come from the various colleges and professional schools throughout the university. They specialize in biomedical engineering areas as diverse as biomechanics, bioinstrumentation, biomedical imaging and biophotonics, micro and nanotechnology, systems biology, biomaterials, cellular engineering, tissue engineering, neuroengineering, and rehabilitation and human performance. A list of biomedical engineering faculty, affiliated faculty, and their respective areas of specialization is available from the department website (https://engineering.wisc.edu/departments/biomedical-engineering/people/).

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Biomedical Engineering through one of the named options:

- Research (p. 244)
- Accelerated Program (https://guide.wisc.edu/graduate/biomedical-engineering/biomedical-engineering-ms/biomedical-engineering-accelerated-program-ms/)
- Biomedical Innovation, Design, and Entrepreneurship (p. 239)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | There are no degree-specific assessments and examinations outside of those given in individual courses. |
| Language Requirements | n/a |

## REQUIRED COURSES

Select a Named Option (p. 232) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Biomedical Engineering must select one of the following named options:

View as listView as grid

- **BIOMEDICAL ENGINEERING: ACCELERATED PROGRAM, MS (P. 232)**
- **BIOMEDICAL ENGINEERING: BIOMEDICAL INNOVATION, DESIGN, AND ENTREPRENEURSHIP, MS (P. 239)**
- **BIOMEDICAL ENGINEERING: RESEARCH, MS (P. 244)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Research (p. 244)
- Accelerated Program (p. 232)
- Biomedical Innovation, Design, and Entrepreneurship (p. 239)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### The Individual Development Plan (IDP)

An Individual Development Plan (IDP) (https://grad.wisc.edu/pd/idp/) helps graduate students and postdoctoral researchers:

- assess current skills, interests, and strengths;
- make a plan for developing skills to meet academic and professional goals; and
- communicate with supervisors, advisors, and mentors about evolving goals and related skills.

The IDP is a document to be revisited again and again, to update and refine as goals change and/or come into focus, and to record progress and accomplishments.

The university recommends IDPs for all postdoctoral researchers and graduate students, and requires IDPs for all postdoctoral researchers and graduate students supported by National Institutes of Health (NIH) funding. See the Graduate School for more information and IDP resources (https://grad.wisc.edu/pd/idp/).

### Engineering Career Services

The Engineering Career Services (https://ecs.wisc.edu/) staff offer assistance to students searching or preparing for internships, co-ops, and jobs with well-recognized organizations.

### The Writing Center

The Writing Center (https://writing.wisc.edu/) is a campus-wide organization that provides free of charge, face-to-face and online consultations for students writing papers, reports, resumes, and applications.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and solve advanced engineering problems.
3. Demonstrate creative, independent problem solving skills.
4. Apply the latest scientific and technological advancements, advanced techniques, and modern engineering tools to these problems.
5. Recognize and apply principles of ethical and professional conduct.

# BIOMEDICAL ENGINEERING: ACCELERATED PROGRAM, MS

This is a course-based named option within the Biomedical Engineering MS (http://guide.wisc.edu/graduate/biomedical-engineering/biomedical-engineering-ms/#text).

The Accelerated Program named option in the Biomedical Engineering MS is a non-thesis program with coursework focused on engineering and science to afford further preparation and training for students interested in careers in industry or pursuing advanced academic degrees.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 for international applicants; November 1 for domestic applicants |
| Summer Deadline | December 15 |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Fall application deadline: Rolling admission will begin after October 1, with a final application deadline of April 15 as space allows. To check if space is available, please email: bmegradadmission@engr.wisc.edu.

Applicants should have a bachelor's degree in engineering (biomedical, chemical, electrical, industrial, mechanical, etc.) or science (biology, biochemistry, chemistry, genetics, immunology, physics, etc.). Undergraduate studies should include mathematics through Calculus I. Each application is judged on the basis of:

- Academic transcripts
- English proficiency test scores (https://grad.wisc.edu/apply/requirements/#english-proficiency) (if applicable)
- Three letters of recommendation
  - For applicants with a UW–Madison Biomedical Engineering bachelor's degree, these are not required.
- Statement of purpose (https://grad.wisc.edu/apply/prepare/)
- Resume

All applicants must satisfy requirements that are set forth by the Graduate School (https://grad.wisc.edu/). Applicants admitted to the program may be required to make up deficiency course requirements.

To apply to the Biomedical Engineering program, the online application (https://grad.wisc.edu/apply/), including supportive materials, must be submitted as described below and received by the deadline.

### ACADEMIC TRANSCRIPT

Electronically submit one copy of your transcript of all undergraduate and previous graduate work in your online application to the Graduate School. Unofficial copies of transcripts will be accepted for review. Official copies are required after an applicant is recommended for admission. Please do not send transcripts or any other application materials to the Graduate School or the Biomedical Engineering department unless requested. If you have questions, please contact bmegradadmission@engr.wisc.edu.

### ENGLISH PROFICIENCY TEST SCORES (IF APPLICABLE)

International degree-seeking applicants must prove English proficiency. Refer to the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

### THREE LETTERS OF RECOMMENDATION

These letters are required from people who can accurately judge the applicant's academic performance. Letters of recommendation are submitted electronically to graduate programs through the online application. Applicants should not send any more than three letters (if more than three are sent, only the first three will be considered). See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding letters of recommendation. Recommendation letters are not required for applicants with a UW–Madison Biomedical Engineering bachelor's degree.

### STATEMENT OF PURPOSE

In this document, applicants should explain why they want to pursue further education in Biomedical Engineering. See the Graduate School for more advice on how to structure a statement of purpose (https://grad.wisc.edu/apply/prepare/).

### RESUME

Upload your resume in your application.

### APPLICATION FEE

Submission must be accompanied by the one-time application fee. It is non-refundable and can be paid by credit card (Master Card or Visa). This fee cannot be waived or deferred. Fee grants (https://grad.wisc.edu/apply/fee-grant/) are available through the Graduate School under certain conditions.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | There are no degree-specific assessments and examinations outside of those given in individual courses. |
| Language Requirements | None. |

## REQUIRED COURSES

The required coursework is designed to complement each student's interests and background in biomedical engineering.

| Code | Title | Credits |
|---|---|---|
| **General Requirements** | | |
| 2 semesters of B M E 701 | | 2 |
| Bioscience credits | | 3 |
| Engineering credits, numbered 400 and above, not including seminar, internship, research, and independent study credits | | 12 |
| Elective credits selected in consultation with advisor | | 7-13 |
| Project or Independent Study (B M E 790 or B M E 799) | | 0-6 |
| **Total Credits** | | **30** |

Students choose one of the following pathways. Of the credits above, 15 credits must be in one pathway.

### Biomaterials and Tissue Engineering [1]

Biomaterials and tissue engineering employ a diverse range of approaches to develop methods to diagnose and treat diseases, create living tissue environments that may be used to restore the function of a damaged organ, and uncover biological mechanisms related to tissue development and disease. Graduate students trained in biomaterials and tissue engineering are expected to gain a detailed understanding of cellular and molecular biology, materials science, and engineering methods.

| Code | Title | Credits |
|---|---|---|
| **Bioscience** | | |
| Relevant courses include: | | 3 |
| BIOCHEM 501 | Introduction to Biochemistry | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology | |
| CRB 650 | Molecular and Cellular Organogenesis | |
| CRB 670 | Biology of Cardiac Function and Disease | |
| M M & I/PATH-BIO 528 | Immunology | |
| ONCOLOGY 401 | Introduction to Experimental Oncology | |
| PATH 750 | Cellular and Molecular Biology/ Pathology | |
| PATH 752 | Cellular and Molecular Biology/ Pathology Seminar | |
| ZOOLOGY 570 | Cell Biology | |
| **Engineering** | | |
| Relevant courses include: | | 12 |
| B M E 430 | Biological Interactions with Materials | |
| B M E 510 | Introduction to Tissue Engineering | |
| B M E 511 | Tissue Engineering Laboratory | |
| B M E 520 | Stem Cell Bioengineering | |
| B M E 545 | Engineering Extracellular Matrices | |
| B M E 550 | Introduction to Biological and Medical Microsystems | |
| B M E 606 | Special Topics in Biomaterials, Cellular and Tissue Engineering | |
| CBE 540 | Polymer Science and Technology | |
| CBE 648 | Synthetic Organic Materials in Biology and Medicine | |
| CBE 781 | Biological Engineering: Molecules, Cells & Systems | |
| CHEM 654 | Materials Chemistry of Polymers | |
| M S & E 521 | Advanced Polymeric Materials | |
| **Electives** | | |
| Relevant courses include: | | |
| B M E 556 | Systems Biology: Mammalian Signaling Networks | |
| B M E/CBE 560 | Biochemical Engineering | |

| | |
|---|---|
| B M E/ MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life |
| B M E 740 | Biomanufacturing Entrepreneurship |
| B M E/CHEM/ MED PHYS 750 | Biological Optical Microscopy |
| B M E/CBE 783 | Design of Biological Molecules |
| B M I/STAT 541 | Introduction to Biostatistics |
| B M I/ COMP SCI 776 | Advanced Bioinformatics |
| COMP SCI 765 | Data Visualization |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I |
| STAT/B M I 877 | Statistical Methods for Molecular Biology |

## Biomechanics [1]

Biomechanists use experiments and computational tools to investigate the mechanical aspects of biological systems, at levels ranging from whole organisms to organs, tissues, and cells. Graduate students trained in biomechanics are expected to gain a detailed understanding of mechanics, mathematics, biology, and engineering.

| Code | Title | Credits |
|---|---|---|
| **Bioscience** | | |
| Relevant courses include: | | 3 |
| ANAT&PHY 335 | Physiology | |
| ANAT&PHY 435 | Fundamentals of Human Physiology | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| CRB 670 | Biology of Cardiac Function and Disease | |
| KINES 773 | Cardiorespiratory Adaptions to Environment and Exercise | |
| ZOOLOGY 570 | Cell Biology | |
| **Engineering** | | |
| Relevant courses include: | | 12 |
| B M E/M E 414 | Orthopaedic Biomechanics - Design of Orthopaedic Implants | |
| B M E/M E 415 | Biomechanics of Human Movement | |
| B M E/M E 505 | Biofluidics | |
| B M E/M E 516 | Finite Elements for Biological and Other Soft Materials | |
| B M E/I SY E 564 | Occupational Ergonomics and Biomechanics | |
| B M E/M E 605 | Special Topics in Biomechanics | |
| B M E/M E 615 | Tissue Mechanics | |
| B M E/I SY E 662 | Design and Human Disability and Aging | |
| B M E/M E 715 | Advanced Tissue Mechanics | |
| **Electives** | | |
| Relevant courses include: | | |
| B M E/ MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life | |
| B M I/STAT 541 | Introduction to Biostatistics | |
| COMP SCI 368 | Learning a Programming Language | |
| E M A 406 | Aerospace Structures | |
| E M A/M E 440 | Mechanical Vibrations | |
| E M A 519 | Fracture Mechanics | |
| E M A/ M S & E 541 | Heterogeneous and Multiphase Materials | |
| E M A 605 | Introduction to Finite Elements | |
| E M A/E P 615 | Micro- and Nanoscale Mechanics | |
| E M A 630 | Viscoelastic Solids | |
| E M A 710 | Mechanics of Continua | |
| MATH 443 | Applied Linear Algebra | |
| MATH 519 | Ordinary Differential Equations | |
| MATH 619 | Analysis of Partial Differential Equations | |
| M E/E C E 439 | Introduction to Robotics | |
| M E/CIV ENGR/ E M A 508 | Composite Materials | |
| M E/COMP SCI/ E C E 532 | Matrix Methods in Machine Learning | |
| M E/E M A 540 | Experimental Vibration and Dynamic System Analysis | |
| M E 563 | Intermediate Fluid Dynamics | |
| M E/E M A 570 | Experimental Mechanics | |
| M E 573 | Computational Fluid Dynamics | |
| STAT 424 | Statistical Experimental Design | |

## Biomedical Imaging and Optics [1]

Biomedical imaging and optics research develops and utilizes new experimental and computational tools to characterize tissue structure across multiple size scales. A particular focus is on human health, especially with respect to achieving superior diagnostic/prognostic tools for a spectrum of diseased states. Graduate students trained in this track are expected to gain a detailed understanding of mathematics, biology and engineering as well as optical and/or physical methods.

| Code | Title | Credits |
|---|---|---|
| **Bioscience** | | |
| Relevant courses include: | | 3 |
| ANAT&PHY 335 | Physiology | |
| BIOCHEM 501 | Introduction to Biochemistry | |
| ZOOLOGY 570 | Cell Biology | |
| **Engineering** | | |
| Relevant courses include: | | 12 |
| B M E/H ONCOL/ MED PHYS/ PHYSICS 501 | Radiation Physics and Dosimetry | |
| B M E/ MED PHYS 573 | Mathematical Methods in Medical Physics | |
| B M E/ MED PHYS 578 | Non-Ionizing Diagnostic Imaging | |
| B M E/ MED PHYS 580 | The Physics of Medical Imaging with Ionizing Radiation | |

| | |
|---|---|
| B M E 604 | Special Topics in Biomedical Imaging and Optics |
| B M E/ MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life |
| B M E/ MED PHYS 710 | Advances in Medical Magnetic Resonance |
| B M E/CHEM/ MED PHYS 750 | Biological Optical Microscopy |
| B M E 751 | Biomedical Optics and Biophotonics |
| B M E/E C E/ MED PHYS 778 | Machine Learning in Ultrasound Imaging |
| B M E 780 | Methods in Quantitative Biology |
| MED PHYS 674 | Data Science in Medical Physics |
| MED PHYS 777 | Principles of X-ray Computed Tomography |
| **Electives** | |
| Relevant courses include: | |
| B M I/ COMP SCI 567 | Biomedical Image Analysis |
| COMP SCI 300 | Programming II |
| COMP SCI 320 | Data Science Programming II |
| COMP SCI 368 | Learning a Programming Language |
| COMP SCI/ E C E 766 | Computer Vision |
| COMP SCI/ B M I 767 | Computational Methods for Medical Image Analysis |
| E C E/ COMP SCI 533 | Image Processing |
| E C E/COMP SCI/ M E 539 | Introduction to Artificial Neural Networks |
| MATH 443 | Applied Linear Algebra |
| M E/COMP SCI/ E C E 532 | Matrix Methods in Machine Learning |

## Medical and Microdevices [1]

Medical and microdevices involve the use of electronic and computational tools to develop devices used in diagnosis and treatment of disease ranging from the systemic to the cellular and molecular levels.

| Code | Title | Credits |
|---|---|---|
| **Bioscience** | | |
| Relevant courses include: | | 3 |
| ANAT&PHY 335 | Physiology | |
| BIOCHEM 501 | Introduction to Biochemistry | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| PATH 750 | Cellular and Molecular Biology/ Pathology | |
| PATH 752 | Cellular and Molecular Biology/ Pathology Seminar | |
| ZOOLOGY/ PSYCH 523 | Neurobiology | |
| ZOOLOGY 570 | Cell Biology | |
| **Engineering** | | |
| Relevant courses include: | | 12 |
| B M E/E C E 462 | Medical Instrumentation | |
| B M E/E C E 463 | Computers in Medicine | |
| B M E/ MED PHYS 535 | Introduction to Energy-Tissue Interactions | |
| B M E 550 | Introduction to Biological and Medical Microsystems | |
| B M E 603 | Special Topics in Bioinstrumentation and Medical Devices | |
| B M E 640 | Medical Devices Ecosystem: The Path to Product | |
| B M E 651 | Biophotonics Laboratory | |
| B M E/CHEM/ MED PHYS 750 | Biological Optical Microscopy | |
| B M E 770 | Nanotechnology in Neuroscience | |
| **Electives** | | |
| Relevant courses include: | | |
| COMP SCI 300 | Programming II | |
| COMP SCI 320 | Data Science Programming II | |
| COMP SCI 368 | Learning a Programming Language (multiple 1-credit options, including R, C++, and Matlab) | |
| MATH 443 | Applied Linear Algebra | |
| MATH 519 | Ordinary Differential Equations | |
| MATH 619 | Analysis of Partial Differential Equations | |

## Neuroengineering [1]

Neuroengineering is the convergence of neuroscience, computation, device development, and mathematics to improve human health. Neuroengineering brings together state-of-the-art technologies for the development of devices and algorithms to assist those with neural disorders. It is also used to reverse engineer living neural systems via new algorithms, technologies and robotics. Students pursing this track are involved in all of these endeavors so that as the next generation of engineers, they will transcend the traditional boundaries of neuroscience, technology, engineering and mathematics.

| Code | Title | Credits |
|---|---|---|
| **Bioscience** | | |
| Relevant courses include: | | 3 |
| ANAT&PHY 335 | Physiology | |
| KINES 721 | Neural Basis for Movement | |
| KINES 861 | Principles of Motor Control and Learning | |
| NEUROL 735 | Neurobiology of Disease | |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | |
| NTP/NEURODPT/ PSYCH 611 | Systems Neuroscience | |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | |

| | |
|---|---|
| PSYCH 733 | Perceptual and Cognitive Sciences |
| **Engineering** | |
| Relevant courses include: | 12 |
| B M E/E C E 462 | Medical Instrumentation |
| B M E/E C E 463 | Computers in Medicine |
| B M E 520 | Stem Cell Bioengineering |
| B M E 550 | Introduction to Biological and Medical Microsystems |
| B M E 603 | Special Topics in Bioinstrumentation and Medical Devices (Introduction to Neuroengineering) |
| B M E 640 | Medical Devices Ecosystem: The Path to Product |
| B M E 770 | Nanotechnology in Neuroscience |
| E C E/COMP SCI/ I SY E 524 | Introduction to Optimization |
| E C E/ COMP SCI 533 | Image Processing |
| E C E/COMP SCI/ M E 539 | Introduction to Artificial Neural Networks |
| MED PHYS 651 | Methods for Neuroimaging Research |
| **Electives** | |
| Relevant courses include: | |
| COMP SCI 320 | Data Science Programming II |
| COMP SCI 368 | Learning a Programming Language (multiple 1-credit options, including R, C++, and Matlab) |
| COMP SCI/ B M I 567 | Biomedical Image Analysis |
| COMP SCI/ E C E 766 | Computer Vision |
| COMP SCI/ B M I 767 | Computational Methods for Medical Image Analysis |
| MATH 443 | Applied Linear Algebra |

## Systems and Synthetic Biology [1]

Systems and synthetic biology utilizes experimental and computational tools in an iterative fashion to analyze and regulate biological systems.

| Code | Title | Credits |
|---|---|---|
| **Bioscience** | | |
| Relevant courses include: | | 3 |
| BIOCHEM 919 | Synthetic Biology Seminar | |
| BIOCHEM 501 | Introduction to Biochemistry | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| BIOCHEM 729 | Advanced Topics | |
| M M & I/PATH-BIO 528 | Immunology | |
| ZOOLOGY 570 | Cell Biology | |
| **Engineering** | | |
| Relevant courses include: | | 12 |
| B M E 550 | Introduction to Biological and Medical Microsystems | |
| B M E 556 | Systems Biology: Mammalian Signaling Networks | |
| B M E 780 | Methods in Quantitative Biology | |
| B M E/CBE 560 | Biochemical Engineering | |
| B M E 606 | Special Topics in Biomaterials, Cellular and Tissue Engineering (CRISPR Genome Editing and Engineering Laboratory) | |
| CBE 781 | Biological Engineering: Molecules, Cells & Systems | |
| CBE 660 | Intermediate Problems in Chemical Engineering | |
| **Electives** | | |
| Relevant courses include: | | |
| B M I/STAT 541 | Introduction to Biostatistics | |
| B M I/ COMP SCI 576 | Introduction to Bioinformatics | |
| B M I/ COMP SCI 775 | Computational Network Biology | |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | |
| B M I 826 | Special Topics in Biostatistics and Biomedical Informatics | |
| COMP SCI 368 | Learning a Programming Language (multiple 1-credit options available, including R, C++, and Matlab) | |
| MATH 443 | Applied Linear Algebra | |
| MATH 519 | Ordinary Differential Equations | |
| MATH 619 | Analysis of Partial Differential Equations | |

### Footnotes

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs

may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Contact the Graduate Coordinator for more information.

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

A student who has completed their bachelor's degree at UW-Madison may transfer 6 credits of coursework with program approval. These courses must be engineering or advanced biological sciences coursework numbered 400 or above. Credits earned at other institutions are not allowed to transfer. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. These courses may not be used to satisfy the Graduate School's minimum residence credit requirement.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Contact the Graduate Coordinator for more information.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credits maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The Biomedical Engineering: Accelerated MS program is typically completed in less than 18 months.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### BME Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance.

Step 1

The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, or reach out to the Graduate Student Services Coordinator or Associate Chair of BME Graduate Advising for additional assistance. These activities do not rise to the level of a formal grievance; however, the student is encouraged to keep documentation of these interactions as they may be useful if a formal grievance is pursued.

Step 2

Should a satisfactory resolution not be achieved, a formal grievance can be filed with the BME Grievance Committee. To do so, the student contacts the Department Administrator, who will provide the student with the name of the current chair of the Grievance Committee. The student will then contact the Chair of the Grievance Committee, who will reply within seven calendar days. If the grievance is with the current Chair of the Grievance Committee, please let the Department Administrator know and they will identify an alternate committee member to contact. It is advised that grievances are filed within 60 calendar days of the alleged unfair treatment to enable a thorough investigation.

Step 3

If the student does not feel comfortable working through the departmental process, they are encouraged to seek out other campus resources including:

- The Assistant Dean for Graduate Affairs in the College of Engineering
- The Graduate School
- UW Division of Diversity, Equity & Educational Achievement (DDEEA)
- McBurney Disability Resource Center
- Employee Assistance Office
- Ombuds Office
- University Health Services

Step 4

At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has ten working days to file a written appeal to the School/College. For more information, students should consult the College of Engineering Academic Advising Policies and Procedures.

Step 5

Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures.

## OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### The Individual Development Plan (IDP)

An Individual Development Plan (IDP) (https://grad.wisc.edu/pd/idp/) helps graduate students and postdoctoral researchers:

- assess current skills, interests, and strengths;
- make a plan for developing skills to meet academic and professional goals; and
- communicate with supervisors, advisors, and mentors about evolving goals and related skills.

The IDP is a document to be revisited again and again, to update and refine as goals change and/or come into focus, and to record progress and accomplishments.

The university recommends IDPs for all postdoctoral researchers and graduate students, and requires IDPs for all postdoctoral researchers and graduate students supported by National Institutes of Health (NIH) funding. See the Graduate School for more information and IDP resources (https://grad.wisc.edu/pd/idp/).

### Engineering Career Services

The Engineering Career Services (https://ecs.wisc.edu/) staff offer assistance to students searching or preparing for internships, co-ops, and jobs with well-recognized organizations.

### The Writing Center

The Writing Center (https://writing.wisc.edu/) is a campus-wide organization that provides free of charge, face-to-face and online consultations for students writing papers, reports, resumes, and applications.

# BIOMEDICAL ENGINEERING: BIOMEDICAL INNOVATION, DESIGN, AND ENTREPRENEURSHIP, MS

This is a course-based named option within the Biomedical Engineering MS (http://guide.wisc.edu/graduate/biomedical-engineering/biomedical-engineering-ms/).

The Biomedical Innovation, Design, and Entrepreneurship named option in the Biomedical Engineering MS program is designed to provide additional graduate-level, project-based experiences in design, prototyping, and manufacturing, as well as an understanding of business fundamentals, entrepreneurship, and project management. Upon completion, students will be prepared for careers at the interface of engineering and business.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 for international applicants; November 1 for domestic applicants |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |

| | |
|---|---|
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Fall application deadline: Rolling admission will begin after October 1, with a final application deadline of April 15 as space allows. To check if space is available, please email: bmegradadmission@engr.wisc.edu.

Applicants should have a bachelor's degree in engineering (biomedical, chemical, electrical, industrial, mechanical, etc.) or science (biology, biochemistry, chemistry, genetics, immunology, physics, etc.). Undergraduate studies should include mathematics through Calculus I. Each application is judged on the basis of:

- Academic transcripts
- English proficiency test scores (https://grad.wisc.edu/apply/requirements/#english-proficiency) (if applicable)
- Three letters of recommendation
  - For applicants with a UW–Madison Biomedical Engineering bachelor's degree, these are not required.
- Statement of purpose (https://grad.wisc.edu/apply/prepare/)
- Resume

All applicants must satisfy requirements that are set forth by the Graduate School (https://grad.wisc.edu/). Applicants admitted to the program may be required to make up deficiency course requirements.

To apply to the Biomedical Engineering program, the online applications (https://grad.wisc.edu/apply/) including supportive materials, must be submitted as described below and received by the deadline.

### ACADEMIC TRANSCRIPT

Electronically submit one copy of your transcript of all undergraduate and previous graduate work in your online application to the Graduate School. Unofficial copies of transcripts will be accepted for review. Official copies are required after an applicant is recommended for admission. Please do not send transcripts or any other application materials to the Graduate School or the Biomedical Engineering department unless requested. If you have questions, please contact bmegradadmission@engr.wisc.edu.

### ENGLISH PROFICIENCY TEST SCORES (IF APPLICABLE)

International degree-seeking applicants must prove English proficiency. Refer to the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

### THREE LETTERS OF RECOMMENDATION

These letters are required from people who can accurately judge the applicant's academic or research performance. Letters of recommendation are submitted electronically to graduate programs through the online application. Applicants should not send any more than three letters (if more than three are sent, only the first three will be considered). See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding letters of recommendation. Recommendation letters are not required for applicants with a UW–Madison Biomedical Engineering bachelor's degree

### STATEMENT OF PURPOSE

In this document, applicants should explain why they want to pursue further education in Biomedical Engineering. See the Graduate School for more advice on how to structure a statement of purpose (https://grad.wisc.edu/apply/prepare/).

### RESUME

Upload your resume in your application.

### APPLICATION FEE

Submission must be accompanied by the one-time application fee. It is non-refundable and can be paid by credit card (Master Card or Visa). This fee cannot be waived or deferred. Fee grants (https://grad.wisc.edu/apply/fee-grant/) are available through the Graduate School under certain conditions.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | There are no degree-specific assessments and examinations outside of those given in individual courses. |
| Language Requirements | n/a |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| Students must complete 2 semesters of the following course: | | 2 |
| B M E 701 | Seminar in Biomedical Engineering | |
| **Engineering Courses in Design, Prototyping and Manufacturing** | | |
| Relevant courses include: [1] | | 9 |
| B M E/M E 414 | Orthopaedic Biomechanics - Design of Orthopaedic Implants | |
| B M E/E C E 462 | Medical Instrumentation | |
| B M E/E C E 463 | Computers in Medicine | |
| B M E 511 | Tissue Engineering Laboratory | |
| B M E 601 | Special Topics in Biomedical Engineering (Design for Rehabilitation) | |
| B M E 602 | Special Topics in Biomedical Engineering | |
| B M E 603 | Special Topics in Bioinstrumentation and Medical Devices | |
| B M E 604 | Special Topics in Biomedical Imaging and Optics | |
| B M E/M E 605 | Special Topics in Biomechanics | |
| B M E 606 | Special Topics in Biomaterials, Cellular and Tissue Engineering | |
| B M E/I SY E 662 | Design and Human Disability and Aging | |
| M E 449 | Redesign and Prototype Fabrication | |
| M E 549 | Product Design | |
| M E/I SY E 641 | Design and Analysis of Manufacturing Systems | |
| I SY E 415 | Introduction to Manufacturing Systems, Design and Analysis | |
| I SY E 517 | Decision Making in Health Care | |
| I SY E 552 | Human Factors Engineering Design and Evaluation | |
| I SY E 557 | Human Factors Engineering for Healthcare Systems | |
| I SY E 602 | Special Topics in Human Factors | |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research | |
| I SY E 604 | Special Topics in Manufacturing and Supply Chain Management | |
| I SY E 606 | Special Topics in Healthcare Systems Engineering | |
| INTEREGR 477 | Tools for Prototyping and Manufacturing | |
| **General Business, Entrepreneurship and Strategic Innovation Courses** | | |
| Complete two courses, with at least one of the B M E courses, from the following relevant courses: | | 6 |
| B M E 640 | Medical Devices Ecosystem: The Path to Product | |
| B M E 740 | Biomanufacturing Entrepreneurship | |
| GEN BUS 310 | Fundamentals of Accounting and Finance for Non-Business Majors | |
| GEN BUS 311 | Fundamentals of Management and Marketing for Non-Business Majors | |
| M H R/A A E 540 | Intellectual Property Rights, Innovation and Technology | |
| M H R 715 | Strategic Management of Innovation | |
| M H R 722 | Entrepreneurial Management | |
| M H R 734 | Venture Creation | |
| M H R 738 | Wisconsin Applied Ventures in Entrepreneurship (WAVE) | |
| R M I 650 | Sustainability, Environmental and Social Risk Management | |
| **Technical Elective Engineering Courses** | | |
| Relevant courses include: [1] | | 0-6 |
| B M E/M E 415 | Biomechanics of Human Movement | |
| B M E 430 | Biological Interactions with Materials | |
| B M E/M E 505 | Biofluidics | |
| B M E 510 | Introduction to Tissue Engineering | |
| B M E 520 | Stem Cell Bioengineering | |
| B M E/ MED PHYS 535 | Introduction to Energy-Tissue Interactions | |
| B M E 545 | Engineering Extracellular Matrices | |

| | | |
|---|---|---|
| B M E 550 | Introduction to Biological and Medical Microsystems | |
| B M E 556 | Systems Biology: Mammalian Signaling Networks | |
| B M E/CBE 560 | Biochemical Engineering | |
| B M E/ MED PHYS 573 | Mathematical Methods in Medical Physics | |
| B M E/ MED PHYS 578 | Non-Ionizing Diagnostic Imaging | |
| B M E/M E 615 | Tissue Mechanics | |
| B M E/ MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life | |
| B M E/CHEM/ MED PHYS 750 | Biological Optical Microscopy | |
| B M E/E C E/ MED PHYS 778 | Machine Learning in Ultrasound Imaging | |
| CBE 540 | Polymer Science and Technology | |
| E C E/COMP SCI/ I SY E 524 | Introduction to Optimization | |
| E C E/ COMP SCI 533 | Image Processing | |
| E C E/COMP SCI/ M E 539 | Introduction to Artificial Neural Networks | |
| I SY E 515 | Engineering Management of Continuous Process Improvement | |
| M E 514 | Polymer Additive Manufacturing | |
| M E 563 | Intermediate Fluid Dynamics | |
| M E/E M A 570 | Experimental Mechanics | |
| M E 573 | Computational Fluid Dynamics | |
| M E 748 | Optimum Design of Mechanical Elements and Systems | |
| M S & E 521 | Advanced Polymeric Materials | |
| MED PHYS 674 | Data Science in Medical Physics | |
| MED PHYS/ PEDIAT 705 | Women and Leadership: Science, Health and Engineering | |
| **Advanced Design or Research Project** | | |
| Complete the following course: | | 3-6 |
| B M E 799 | Advanced Independent Study | |
| **Additional credits taken from the lists above** | | |
| Choose in consultation with advisor | | 1-10 |
| **Total Credits** | | **30** |

[1] At least 6 credits in "Engineering courses in design, prototyping, manufacturing" and/or "Technical elective engineering courses" need to be from biomedical engineering courses.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Contact the Graduate Coordinator for more information.

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

A student who has completed their bachelor's degree at UW-Madison may transfer 6 credits of coursework with program approval. These courses must be engineering or advanced biological sciences coursework numbered 400 or above. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW-Madison. Credits earned at other institutions are not allowed to transfer. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. These courses may not be used to satisfy the Graduate School's minimum residence credit requirement.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Contact the Graduate Coordinator for more information.

## PROBATION

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

## ADVISOR / COMMITTEE

Every biomedical engineering graduate student must have a faculty advisor. A faculty advisor provides the graduate student with academic guidance in their course program and research oversight in their thesis, project, or engineering report. Graduate students should always seek advice from their advisor and other faculty in their interest area prior to enrolling for courses.

## CREDITS PER TERM ALLOWED

15 credits maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The Biomedical Engineering MS Biomedical Innovation, Design, and Entrepreneurship program is typically completed in less than 18 months.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### BME Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance.

Step 1

The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, or reach out to the Graduate Student Services Coordinator or Associate Chair of BME Graduate Advising for additional assistance. These activities do not rise to the level of a formal grievance; however, the student is encouraged to keep documentation of these interactions as they may be useful if a formal grievance is pursued.

Step 2

Should a satisfactory resolution not be achieved, a formal grievance can be filed with the BME Grievance Committee. To do so, the student contacts the Department Administrator, who will provide the student with the name of the current chair of the Grievance Committee. The student will then contact the Chair of the Grievance Committee, who will reply within seven calendar days. If the grievance is with the current Chair of the Grievance Committee, please let the Department Administrator know and they will identify an alternate committee member to contact. It is advised that grievances are filed within 60 calendar days of the alleged unfair treatment to enable a thorough investigation.

Step 3

If the student does not feel comfortable working through the departmental process, they are encouraged to seek out other campus resources including:

- The Assistant Dean for Graduate Affairs in the College of Engineering
- The Graduate School
- UW Division of Diversity, Equity & Educational Achievement (DDEEA)
- McBurney Disability Resource Center
- Employee Assistance Office
- Ombuds Office
- University Health Services

Step 4

At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has ten working days to file a written appeal to the School/College. For more information, students should consult the College of Engineering Academic Advising Policies and Procedures.

Step 5

Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures.

## OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### The Individual Development Plan (IDP)

An Individual Development Plan (IDP) (https://grad.wisc.edu/pd/idp/) helps graduate students and postdoctoral researchers:

- assess current skills, interests, and strengths;
- make a plan for developing skills to meet academic and professional goals; and
- communicate with supervisors, advisors, and mentors about evolving goals and related skills.

The IDP is a document to be revisited again and again, to update and refine as goals change and/or come into focus, and to record progress and accomplishments.

The university recommends IDPs for all postdoctoral researchers and graduate students, and requires IDPs for all postdoctoral researchers and graduate students supported by National Institutes of Health (NIH) funding. See the Graduate School for more information and IDP resources (https://grad.wisc.edu/pd/idp/).

### Engineering Career Services

The Engineering Career Services (https://ecs.wisc.edu/) staff offer assistance to students searching or preparing for internships, co-ops, and jobs with well-recognized organizations.

### The Writing Center

The Writing Center (https://writing.wisc.edu/) is a campus-wide organization that provides free of charge, face-to-face and online consultations for students writing papers, reports, resumes, and applications.

# BIOMEDICAL ENGINEERING: RESEARCH, MS

This is a named option within the Biomedical Engineering MS. (p. 231)

The Research named option in the Biomedical Engineering MS is designed for students who want to conduct research during their program. A thesis is required.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants should have a bachelor's degree in engineering (biomedical, chemical, electrical, industrial, mechanical, etc.) or science (biology, biochemistry, chemistry, genetics, immunology, physics, etc.). Each application is judged on the basis of:

- Academic transcripts
- English proficiency test scores (https://grad.wisc.edu/apply/requirements/#english-proficiency) (if applicable)
- Three letters of recommendation, including one letter from your prospective MS research advisor
- Statement of purpose (https://grad.wisc.edu/apply/prepare/)
- Resume

All applicants must satisfy requirements that are set forth by the Graduate School (https://grad.wisc.edu/). Applicants admitted to the program may be required to make up deficiency course requirements.

To apply to the Biomedical Engineering program, the online application (https://grad.wisc.edu/apply/), including supportive materials, must be submitted as described below and received by the deadline.

Summer admissions are generally limited to continuing Biomedical Engineering students at UW–Madison or applicants who have research assistantships already arranged with UW faculty.

## ACADEMIC TRANSCRIPT

Electronically submit one copy of your transcript of all undergraduate and previous graduate work in your online application to the Graduate School. Unofficial copies of transcripts will be accepted for review. Official copies are required after an applicant is recommended for admission. Please do not send transcripts or any other application materials to the Graduate School or the Biomedical Engineering department unless requested. If you have questions, please contact bmegradadmission@engr.wisc.edu.

## ENGLISH PROFICIENCY TEST SCORES (IF APPLICABLE)

International degree-seeking applicants must prove English proficiency. Refer to the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

Any international applicant who will hold a teaching assistantship (TA), and whose native language is not English must take the SPEAK test (https://esl.wisc.edu/ita-training/speak/) when arriving on campus.

## THREE LETTERS OF RECOMMENDATION

These letters are required from people who can accurately judge the applicant's academic or research performance. Students should identify a

lab prior to the application process. One letter of recommendation should be from the prospective MS research advisor. Letters of recommendation are submitted electronically to graduate programs through the online application. Applicants should not send any more than three letters (if more than three are sent, only the first three will be considered). See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding letters of recommendation.

### STATEMENT OF PURPOSE

In this document, applicants should explain why they want to pursue further education in Biomedical Engineering and discuss which UW faculty members they would be interested in doing research with during their graduate study. See the Graduate School for more advice on how to structure a statement of purpose (https://grad.wisc.edu/apply/prepare/).

### RESUME

Upload your resume in your application.

### APPLICATION FEE

Submission must be accompanied by the one-time application fee. It is non-refundable and can be paid by credit card (Master Card or Visa). This fee cannot be waived or deferred. Fee grants (https://grad.wisc.edu/apply/fee-grant/) are available through the Graduate School under certain conditions.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | There are no degree-specific assessments and examinations outside of those given in individual courses. |
| Language Requirements | n/a |

### REQUIRED COURSES

Specific course selection is very flexible and draws upon a variety of courses. The required coursework is designed to complement each student's interests and background in biomedical engineering. At least 15 credits, numbered 400 or above, must be completed in one area of specialization. This is earned through a combination of engineering, bioscience and elective coursework. Areas of specialization are defined by the student and faculty advisor in relation to each student's research. Please keep written communication (emails are acceptable) of approvals from your faculty advisor.

| Code | Title | Credits |
|---|---|---|
| **Research** | | |
| Relevant courses include: | | 6 |
| B M E 790 | Master's Research and Thesis | |
| B M E 890 | Pre-dissertation Research | |
| **Seminar** | | |
| Students must complete 2 semesters of the following: | | 2 |
| B M E 701 | Seminar in Biomedical Engineering | |
| **Engineering** | | |

| | | |
|---|---|---|
| College of Engineering courses, numbered 400 or above (B M E, CBE, CIV ENGR, E C E, E M A, E P, E P D, G L E, I SY E, INTEREGR, M E, M S & E, N E) | | 12 |
| **Bioscience** | | |
| Complete one of the following: | | 3 |
| ANAT&PHY 335 | Physiology | |
| ANAT&PHY 435 | Fundamentals of Human Physiology | |
| BIOCHEM 501 | Introduction to Biochemistry | |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology | |
| CRB 650 | Molecular and Cellular Organogenesis | |
| CRB 670 | Biology of Cardiac Function and Disease | |
| NEUROL 735 | Neurobiology of Disease | |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | |
| ZOOLOGY/ PSYCH 523 | Neurobiology | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| ONCOLOGY 401 | Introduction to Experimental Oncology | |
| M M & I/PATH-BIO 528 | Immunology | |
| PATH 750 | Cellular and Molecular Biology/ Pathology | |
| ZOOLOGY 570 | Cell Biology | |
| **Electives** | | |
| Choose in consultation with your advisor | | 7 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Contact the Graduate Coordinator for more information.

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

A student who has completed their bachelor's degree at UW-Madison may transfer 6 credits of coursework with program approval. These courses must be Engineering or advanced biological sciences coursework numbered 400 or above. Credits earned at other institutions are not allowed to transfer. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. These courses may not be used to satisfy the Graduate School's minimum residence credit requirement.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Every Biomedical Engineering graduate student in the Research master's program must complete a written thesis documenting their research and must present it to their thesis committee before graduation. The thesis must include an abstract, introduction, methods, results, discussion, and references. The research advisor and student can determine if this is better presented as 1) a continuous document with one section for each of these topics, 2) a document with chapters for distinct research projects that each contain these topics, or 3) another variation that effectively communicates the research. The thesis does not have to be deposited with Memorial Library.

The student will form their thesis committee within the first month of the final semester in the program. This committee consists of their advisor and an additional faculty member that can be from any department (including BME if an outside expert is not needed). The advisor needs to have graduate faculty standing. If that requirement is not met, the student will need a co advisor. As a requirement before completing the master's degree, the student will defend their thesis and present their work to the thesis committee. The thesis is submitted to the committee for review two weeks before the scheduled defense. The defense will be an oral presentation of approximately 20-30 minutes that is open to the public, followed by a closed question and answer period with the committee. Following the defense, revisions are made to the thesis as required by the committee and the advisor will sign the warrant document.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Full-time students take approximately 18-24 months to complete the Biomedical Engineering MS named option in Research.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Biomedical Engineering Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance.

Step 1

The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, or reach out to the Graduate Student Services Coordinator or Associate Chair of BME Graduate Advising for additional assistance. These activities do not rise to the level of a formal grievance; however, the student is encouraged to keep documentation of these interactions as they may be useful if a formal grievance is pursued.

Step 2

Should a satisfactory resolution not be achieved, a formal grievance can be filed with the BME Grievance Committee. To do so, the student contacts the Department Administrator, who will provide the student with the name of the current chair of the Grievance Committee. The student will then contact the Chair of the Grievance Committee, who will reply within seven calendar days. If the grievance is with the current Chair of the Grievance Committee, please let the Department Administrator know and they will identify an alternate committee member to contact. It is advised that grievances are filed within 60 calendar days of the alleged unfair treatment to enable a thorough investigation.

Step 3

If the student does not feel comfortable working through the departmental process, they are encouraged to seek out other campus resources including:

- The Assistant Dean for Graduate Affairs in the College of Engineering
- The Graduate School
- UW Division of Diversity, Equity & Educational Achievement (DDEEA)
- McBurney Disability Resource Center
- Employee Assistance Office
- Ombuds Office
- University Health Services

Step 4

At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has ten working days to file a written appeal to the School/College. For more information, students should consult the College of Engineering Academic Advising Policies and Procedures.

Step 5

Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures.

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### The Individual Development Plan (IDP)

An Individual Development Plan (IDP) (https://grad.wisc.edu/pd/idp/) helps graduate students and postdoctoral researchers:

- assess current skills, interests, and strengths;
- make a plan for developing skills to meet academic and professional goals; and
- communicate with supervisors, advisors, and mentors about evolving goals and related skills.

The IDP is a document to be revisited again and again, to update and refine as goals change and/or come into focus, and to record progress and accomplishments.

The university recommends IDPs for all postdoctoral researchers and graduate students, and requires IDPs for all postdoctoral researchers and graduate students supported by National Institutes of Health (NIH) funding. See the Graduate School for more information and IDP resources (https://grad.wisc.edu/pd/idp/).

### Engineering Career Services

The Engineering Career Services (https://ecs.wisc.edu/) staff offer assistance to students searching or preparing for internships, co-ops, and jobs with well-recognized organizations.

### The Writing Center

The Writing Center (https://writing.wisc.edu/) is a campus-wide organization that provides free of charge, face-to-face and online consultations for students writing papers, reports, resumes, and applications.

# BIOMEDICAL ENGINEERING, PHD

Biomedical engineering is the application of engineering tools for solving problems in biology and medicine. It is an engineering discipline that is practiced by professionals trained primarily as engineers, who specialize in medical and biological applications. This area of study combines fundamentals of the biomedical sciences with advanced engineering methods of analysis and design, and brings together these two fields in order to contribute to the design of new medical instruments and devices, apply engineering principles for understanding and repairing the human body and other biological systems, and use engineering tools for decision making and cost containment.

The interdisciplinary degree program offers a course of graduate study leading to the master of science or the doctor of philosophy degrees in biomedical engineering. The Department of Biomedical Engineering should be of interest to students who wish to practice engineering or engage in research in an engineering specialization in medicine and biology. An individualized course of study is planned with a faculty advisor. Biomedical engineering faculty and affiliated faculty come from the various colleges and professional schools throughout the university. They specialize in biomedical engineering areas as diverse as biomechanics, bioinstrumentation, biomedical imaging and biophotonics, micro and nanotechnology, systems biology, biomaterials, cellular engineering, tissue engineering, and neuroengineering. A list of biomedical engineering faculty, affiliated faculty, and their respective areas of specialization is available from the department website.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants should have a bachelor's degree in engineering (biomedical, chemical, electrical, industrial, mechanical, etc.) or science (biology, biochemistry, chemistry, genetics, immunology, physics, etc.). Each application is judged on the basis of:

- Academic transcripts
- English proficiency test scores (https://grad.wisc.edu/apply/requirements/#english-proficiency) (if applicable)
- Three letters of recommendation
- Statement of purpose (https://grad.wisc.edu/apply/prepare/)
- Resume

All applicants must satisfy requirements that are set forth by the Graduate School (https://grad.wisc.edu/). Admitted applicants to the program may be required to make up deficiency course requirements.

To apply to the Biomedical Engineering program, complete applications (https://grad.wisc.edu/apply/), including supportive materials, must be submitted as described below and received by the application deadline.

## ACADEMIC TRANSCRIPT

Electronically submit one copy of your transcript of all undergraduate and previous graduate work in your online application to the Graduate School. Unofficial copies of transcripts will be accepted for review. Official copies are required if an applicant is recommended for admission. Do not send transcripts or any other application materials to the Graduate School or the Biomedical Engineering department unless requested. If you have questions, contact bmegradadmission@engr.wisc.edu.

## ENGLISH PROFICIENCY TEST SCORES (IF APPLICABLE)

International degree-seeking applicants must prove English proficiency. Refer to the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

All Biomedical Engineering PhD students will participate in teaching during their graduate degree. Students who were required to submit an English proficiency test score for admission must take the SPEAK test (https://esl.wisc.edu/ita-training/speak/) during their first semester on campus, unless the student qualifies for a SPEAK exemption. Any recommended

English as a Second Language (ESL) coursework must be completed during the first year.

### THREE LETTERS OF RECOMMENDATION

These letters are required from people who can accurately judge the applicant's academic or research performance. Letters of recommendation are submitted electronically to graduate programs through the online application. Applicants should not send any more than three letters (if more than three are sent, only the first three will be considered). See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding letters of recommendation.

### STATEMENT OF PURPOSE

In this document, applicants should explain why they want to pursue further education in Biomedical Engineering and discuss which UW faculty members they would be interested in doing research with during their graduate study. See the Graduate School for more advice on how to structure a statement of purpose (https://grad.wisc.edu/apply/prepare/).

### RESUME

Upload your resume in your application.

### APPLICATION FEE

Submission must be accompanied by the one-time application fee. It is non-refundable and can be paid by credit card (Master Card or Visa). This fee cannot be waived or deferred. Fee grants are available through the Graduate School under certain conditions.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Students admitted to the graduate program are provided financial support in the form of research assistantships, teaching assistantships, and fellowships. Support is dependent on availability of funds and students maintaining satisfactory progress towards their degree.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 60 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | PhD candidates are required to pass a comprehensive qualifying examination, preliminary examination, and final oral defense. Deposit of the doctoral dissertation to the Graduate School is required. |
| Language Requirements | No language requirements. |

| | |
|---|---|
| Graduate School Breadth Requirement | Breadth is provided via interdisciplinary training. The central aim of biomedical engineers is to unravel gaps in biological knowledge through the use of engineering principles. Thus, the doctoral program is inherently interdisciplinary. Prior to obtaining a PhD warrant, students will prepare a summary of their effort in interdisciplinary coursework and training. The purpose of the summary will be to document the effort to meet the spirit of the minor requirement. The summary must be approved by the student's thesis committee and filed with the department. Students may elect to pursue a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **General Requirements** | | |
| *Research Credits* | | |
| Complete 35 credits research: | | 35 |
| B M E 790 | Master's Research and Thesis | |
| B M E 890 | Pre-dissertation Research | |
| B M E 990 | Research and Thesis | |
| *Coursework* | | |
| Complete 25 credits of coursework, including the following: | | 25 |
| B M E 701 | Seminar in Biomedical Engineering (taken for 2 semesters) | |
| B M E 703 | Responsible Conduct of Research for Biomedical Engineers | |
| Complete one set of PhD pathway requirements (credits vary; see below). | | |
| **Total Credits** | | **60** |

Students who follow the PhD coursework guidelines should fulfill the Biomedical Engineering: Research, MS (https://guide.wisc.edu/graduate/biomedical-engineering/biomedical-engineering-ms/biomedical-engineering-research-ms/) requirements. They may file for that degree prior to their preliminary examination.

### Biomaterials & Tissue Engineering Pathway [1]

Biomaterials and tissue engineering employ a diverse range of approaches to develop methods to diagnose and treat diseases, create living tissue environments that may be used to restore the function of a damaged organ, and uncover biological mechanisms related to tissue development and disease. Graduate students trained in biomaterials and tissue engineering are expected to gain a detailed understanding of cellular and molecular biology, materials science, and engineering methods relevant to their research focus.

| Code | Title | Credits |
|---|---|---|
| **Biology Requirement** | | |
| Complete one of the following: | | 3 |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology | |
| CRB 650 | Molecular and Cellular Organogenesis | |
| M M & I/PATH-BIO 528 | Immunology | |
| ZOOLOGY 570 | Cell Biology | |
| **Data Analysis Requirement** | | |
| Complete one of the following: | | 3-4 |
| B M I/STAT 541 | Introduction to Biostatistics | |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | |
| COMP SCI 765 | Data Visualization | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | |
| **Engineering Requirement** | | |
| Relevant options include: | | 9 |
| B M E 430 | Biological Interactions with Materials | |
| B M E 510 | Introduction to Tissue Engineering | |
| B M E 511 | Tissue Engineering Laboratory | |
| B M E 520 | Stem Cell Bioengineering | |
| B M E 545 | Engineering Extracellular Matrices | |
| B M E 550 | Introduction to Biological and Medical Microsystems | |
| B M E 606 | Special Topics in Biomaterials, Cellular and Tissue Engineering | |
| CBE 540 | Polymer Science and Technology | |
| CBE 562 | Special Topics in Chemical Engineering (Cellular Biomanufacturing) | |
| CBE 648 | Synthetic Organic Materials in Biology and Medicine | |
| CBE 781 | Biological Engineering: Molecules, Cells & Systems | |
| M S & E 521 | Advanced Polymeric Materials | |
| **Elective credits** | | |
| Choose in consultation with your advisor | | 6 |
| **Total Credits** | | **21** |

### Biomedical Imaging & Optics Pathway [1]

Biomedical imaging and optics research develops and utilizes new experimental and computational tools to characterize tissue structure across multiple size scales. A particular focus is on human health, especially with respect to achieving superior diagnostic/prognostic tools for a spectrum of diseased states. Graduate students trained in this pathway are expected to gain a detailed understanding of mathematics, biology and engineering both optical and/or physical methods relevant to their research focus.

| Code | Title | Credits |
|---|---|---|
| **Mathematics Requirement [2]** | | |
| MATH 443 | Applied Linear Algebra | 3 |
| **Biology Requirement** | | |
| Complete one of the following: | | 3-5 |
| ANAT&PHY 335 | Physiology | |
| BIOCHEM 501 | Introduction to Biochemistry | |
| ZOOLOGY 570 | Cell Biology | |
| **Data Analysis Requirement** | | |
| Complete one of the following: | | 3 |
| MED PHYS 674 | Data Science in Medical Physics | |
| COMP SCI 319 | Data Science Programming I for Research | |

| | | |
|---|---|---|
| COMP SCI/E C E/ M E 532 | Matrix Methods in Machine Learning | |
| COMP SCI/ E C E 766 | Computer Vision | |
| COMP SCI/ B M I 767 | Computational Methods for Medical Image Analysis | |
| **Engineering Requirement** | | |
| Relevant options include: | | 9 |
| B M E/ MED PHYS 573 | Mathematical Methods in Medical Physics | |
| B M E/ MED PHYS 578 | Non-Ionizing Diagnostic Imaging | |
| B M E 604 | Special Topics in Biomedical Imaging and Optics | |
| B M E 651 | Biophotonics Laboratory | |
| B M E/ MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life | |
| B M E/ MED PHYS 710 | Advances in Medical Magnetic Resonance | |
| B M E/CHEM/ MED PHYS 750 | Biological Optical Microscopy | |
| B M E 751 | Biomedical Optics and Biophotonics | |
| B M E 780 | Methods in Quantitative Biology | |
| CHEM 668 | Biophysical Spectroscopy | |
| MED PHYS/ B M E/H ONCOL/ PHYSICS 501 | Radiation Physics and Dosimetry | |
| MED PHYS/ B M E 580 | The Physics of Medical Imaging with Ionizing Radiation | |
| MED PHYS 777 | Principles of X-ray Computed Tomography | |
| **Elective** | | |
| Choose in consultation with your advisor | | 3 |
| **Total Credits** | | **21** |

## Biomechanics Pathway [1]

Biomechanists use experiments and computational tools to investigate the mechanical aspects of biological systems at levels ranging from whole organisms to organs, tissues, and cells. Graduate students trained in biomechanics are expected to gain a detailed understanding of mechanics, mathematics, biology, and engineering relevant to their research focus.

| Code | Title | Credits |
|---|---|---|
| **Mechanics** | | |
| To provide depth, 6 credits of Biomechanics courses are required. The remaining 6 credits may be selected from either the Advanced Mechanics or Biomechanics lists. | | 12 |
| *Biomechanics* | | |
| B M E/M E 414 | Orthopaedic Biomechanics - Design of Orthopaedic Implants | |
| B M E/M E 415 | Biomechanics of Human Movement | |
| B M E/M E 505 | Biofluidics | |
| B M E/M E 516 | Finite Elements for Biological and Other Soft Materials | |
| B M E/M E 605 | Special Topics in Biomechanics | |
| B M E/M E 615 | Tissue Mechanics | |
| B M E/M E 715 | Advanced Tissue Mechanics | |
| *Advanced Mechanics* | | |
| M E/E M A 440 | Mechanical Vibrations | |
| M E/CIV ENGR/ E M A 508 | Composite Materials | |
| M E/E M A 540 | Experimental Vibration and Dynamic System Analysis | |
| M E 563 | Intermediate Fluid Dynamics | |
| M E/E M A 570 | Experimental Mechanics | |
| M E 573 | Computational Fluid Dynamics | |
| E M A 406 | Aerospace Structures | |
| E M A/M E 440 | Mechanical Vibrations | |
| E M A 519 | Fracture Mechanics | |
| E M A/ M S & E 541 | Heterogeneous and Multiphase Materials | |
| E M A 605 | Introduction to Finite Elements | |
| E M A/E P 615 | Micro- and Nanoscale Mechanics | |
| E M A 630 | Viscoelastic Solids | |
| E M A 700 | Theory of Elasticity | |
| E M A 710 | Mechanics of Continua | |
| **Biosciences** | | |
| Complete one of the following: | | 3-5 |
| ANAT&PHY 335 | Physiology | |
| ANAT&PHY 435 | Fundamentals of Human Physiology | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| CRB 670 | Biology of Cardiac Function and Disease | |
| KINES 773 | Cardiorespiratory Adaptions to Environment and Exercise | |
| ZOOLOGY 570 | Cell Biology | |
| **Electives** | | |
| Choose in consultation with your advisor | | 6 |
| **Total Credits** | | **21** |

## Medical & Microdevices Pathway [1]

Medical and mircodevices involve the use of electronic and computational tools to develop devices used in diagnosis and treatment of disease ranging from the systemic to the cellular and molecular levels.

| Code | Title | Credits |
|---|---|---|
| **Mathematics Requirement [2]** | | |
| Complete one of the following: | | 3 |
| MATH 443 | Applied Linear Algebra | |
| MATH 519 | Ordinary Differential Equations | |
| MATH 619 | Analysis of Partial Differential Equations | |
| **Biology Requirement** | | |
| Complete one of the following: | | 3-5 |
| ANAT&PHY 335 | Physiology | |

| | |
|---|---|
| BIOCHEM 501 | Introduction to Biochemistry |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology |
| PATH 750 | Cellular and Molecular Biology/ Pathology |
| PATH 752 | Cellular and Molecular Biology/ Pathology Seminar |
| ZOOLOGY/ PSYCH 523 | Neurobiology |
| ZOOLOGY 570 | Cell Biology |
| **Data Analysis Requirement** | |
| Complete one of the following: | 3-4 |
| B M I/STAT 541 | Introduction to Biostatistics |
| B M I/STAT 542 | Introduction to Clinical Trials I |
| B M I/ COMP SCI 576 | Introduction to Bioinformatics |
| B M I/ COMP SCI 776 | Advanced Bioinformatics |
| **Engineering Requirement** | |
| Relevant options include: | 9 |
| B M E/E C E 462 | Medical Instrumentation |
| B M E/ MED PHYS 535 | Introduction to Energy-Tissue Interactions |
| B M E 550 | Introduction to Biological and Medical Microsystems |
| B M E 603 | Special Topics in Bioinstrumentation and Medical Devices |
| B M E 640 | Medical Devices Ecosystem: The Path to Product |
| B M E 651 | Biophotonics Laboratory |
| B M E/CHEM/ MED PHYS 750 | Biological Optical Microscopy |
| B M E 770 | Nanotechnology in Neuroscience |
| **Elective** | |
| Choose in consultation with your advisor | 3 |
| **Total Credits** | **21** |

## Neuroengineering Pathway [1]

Neuroengineering is the convergence of neuroscience, computation, device development, and mathematics to improve human health. Neuroengineering brings together state-of-the-art technologies for the development of devices and algorithms to assist those with neural disorders. It is also used to reverse engineer living neural systems via new algorithms, technologies and robotics. Students pursing this pathway are involved in all of these endeavors so as the next generation of engineers, they will transcend the traditional boundaries of neuroscience, technology, engineering and mathematics.

| Code | Title | Credits |
|---|---|---|
| **Data Analysis Requirement** | | |
| Complete one of the following: | | 3 |
| COMP SCI 319 | Data Science Programming I for Research | |
| COMP SCI/E C E/ M E 532 | Matrix Methods in Machine Learning | |
| COMP SCI/ E C E 533 | Image Processing | |
| COMP SCI/ B M I 567 | Biomedical Image Analysis | |
| **Engineering Requirement** | | |
| Relevant options include: | | 9 |
| B M E 520 | Stem Cell Bioengineering | |
| B M E 550 | Introduction to Biological and Medical Microsystems | |
| B M E 640 | Medical Devices Ecosystem: The Path to Product | |
| B M E 770 | Nanotechnology in Neuroscience | |
| E C E/B M E 462 | Medical Instrumentation | |
| E C E/B M E 463 | Computers in Medicine | |
| **Biology Requirement** | | |
| Complete one of the following: | | 3 |
| KINES 721 | Neural Basis for Movement | |
| KINES 861 | Principles of Motor Control and Learning | |
| NEUROL 735 | Neurobiology of Disease | |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | |
| NTP/NEURODPT/ PSYCH 611 | Systems Neuroscience | |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | |
| PSYCH 733 | Perceptual and Cognitive Sciences | |
| **Electives** | | |
| Choose in consultation with your advisor | | 6 |
| **Total Credits** | | **21** |

## Systems & Synthetic Biology Pathway [1]

Systems and synthetic biology utilizes experimental and computational tools in an iterative fashion to analyze and regulate biological systems.

**Students interested in earning a doctoral minor in Quantitative Biology (p. 255)**: enrollment in B M E 780 Methods in Quantitative Biology is a requirement. Additionally, students will need to take one additional 3-credit course in quantitative science, biology, or integrated biology/quantitative science from the approved list of courses in the doctoral minor (this course counts toward the elective credits for this pathway).

| Code | Title | Credits |
|---|---|---|
| **Mathematics Requirement** | | |
| Complete one of the following: [2] | | 3 |
| MATH 443 | Applied Linear Algebra | |
| MATH 519 | Ordinary Differential Equations | |
| MATH 619 | Analysis of Partial Differential Equations | |
| **Biology Requirement** | | |
| Complete one of the following: | | 3 |
| BIOCHEM 501 | Introduction to Biochemistry | |

| | | |
|---|---|---|
| | BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology |
| | BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology |
| | M M & I/PATH-BIO 528 | Immunology |
| | ZOOLOGY 570 | Cell Biology |
| **Data Analysis Requirement** | | |
| Complete one of the following: | | 3 |
| | B M I/STAT 541 | Introduction to Biostatistics |
| | B M I/ COMP SCI 576 | Introduction to Bioinformatics |
| | COMP SCI 319 | Data Science Programming I for Research |
| | COMP SCI/E C E/ M E 532 | Matrix Methods in Machine Learning |
| **Engineering Requirement** | | |
| Relevant options include: | | 9 |
| | B M E 550 | Introduction to Biological and Medical Microsystems |
| | B M E 556 | Systems Biology: Mammalian Signaling Networks |
| | B M E 780 | Methods in Quantitative Biology |
| | CBE/B M E 560 | Biochemical Engineering |
| | CBE 660 | Intermediate Problems in Chemical Engineering |
| | CBE 781 | Biological Engineering: Molecules, Cells & Systems |
| **Elective** | | |
| Choose in consultation with your advisor | | 3 |
| **Total Credits** | | **21** |

### Guidelines for students who earned a master's degree in another field at UW-Madison

1. Students who have earned a master's degree in another field at UW-Madison should contact the Associate Chair of the PhD Degree to understand remaining course requirements. A maximum of 7 credits can be counted from a separate MS degree, in compliance with the Graduate School: Double Degrees (https://policy.wisc.edu/library/UW-1205/) policy.
2. Master's degree students who have been absent for five or more years lose all degree credits earned before their absence.
3. All students with a prior master's degree will need to complete the Qualifying Exams and Preliminary Exam requirements even if coursework requirements have been met. Please discuss your specific plan with the Associate Chair of the PhD Degree.

### Footnotes

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] The math requirement can be satisfied with a B- or better in the equivalent course in undergraduate. For approval, please e-mail the Associate Chair of the PhD Degree a copy of your unofficial transcript and indicate the course you are proposing to use. The credits do not transfer; you will instead be able to take an additional 3 credits of electives.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

A student may transfer graduate coursework from other institutions with program approval. These courses may not be used toward the Graduate School's minimum residence credit requirement (32 credits). Coursework earned ten years or more prior to admission to the PhD program is not allowed to satisfy requirements. Reach out to the Biomedical Engineering Graduate Coordinator for more information.

If a student earned a master's degree at another institution, the following guidelines apply:

1. If the previous degree was a master's in biomedical engineering, the program may transfer up to 18 credits of PhD pathway coursework requirements. Students must fulfill the remaining pathway requirements and then meet the minimum credit requirement to advance to dissertator status (research credits satisfy this minimum).
2. Those with a master's in other fields can earn a Master of Science in Biomedical Engineering at UW-Madison. Only 7 credits of coursework will transfer in this case.
3. All students with a prior master's will still need to complete the Qualifying Exams and Preliminary Exam but may be able to do so at an accelerated pace.
4. Master's degree credits earned ten or more years prior to the initiation of the PhD program cannot be transferred.
5. Students should develop a list of course equivalents between their chosen pathway and courses taken at their prior institution. This list, the syllabi for all courses from the prior institution, and a copy of the unofficial transcript should be provided to the Associate Chair of the PhD Degree for determination of equivalency.

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

A student who has completed their bachelor's degree at UW-Madison may transfer 6 credits of coursework with program approval. These courses must be coursework numbered 400 or above. Credits earned at other institutions are not allowed to transfer. Coursework earned ten or more years prior to admission to a PhD degree is not allowed to satisfy requirements. These courses may not be used toward the Graduate School's minimum residence credit requirement.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Advisor: Every Biomedical Engineering graduate student must have a faculty advisor. A faculty advisor provides the student with academic guidance in their course program and research oversight in their thesis. The advisor must be a primary Biomedical Engineering faculty or a Biomedical Engineering affiliate. Graduate students should always seek advice from their advisor and/or co-advisor prior to enrolling for courses.

Doctoral Committee: In addition to the committee requirements put forth by the Graduate School, Biomedical Engineering has department-specific criteria that PhD students must meet when forming their committees:

- Committees consist of at least 5 members (one more than the Graduate School's requirement of four).
- The student's advisor(s) must be on the committee.
- A minimum of two primary Biomedical Engineering faculty or Biomedical Engineering faculty affiliates must be on the committee.
- The PhD committee chair must be a primary Biomedical Engineering faculty or a Biomedical Engineering faculty affiliate and either the student's advisor or their co-advisor.
- At least one member must be from outside of the primary Biomedical Engineering faculty.
- The PhD committee chair must approve the other members of the committee and any committee changes.
- Students must have a yearly committee meeting after passing the preliminary exam.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students typically complete their degree within six years of entering the program.

Within two years of entering their program, students are required to pass a comprehensive qualifying examination.

Within three years of entering their program, students are required to prepare for a preliminary examination.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### BME Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance.

Step 1

The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, or reach out to the Graduate Student Services Coordinator or Associate Chair of BME Graduate Advising for additional assistance. These activities do not rise to the level of a formal grievance; however, the student is encouraged to keep documentation of these interactions as they may be useful if a formal grievance is pursued.

Step 2

Should a satisfactory resolution not be achieved, a formal grievance can be filed with the BME Grievance Committee. To do so, the student contacts the Department Administrator, who will provide the student with the name of the current chair of the Grievance Committee. The student will then contact the Chair of the Grievance Committee, who will reply within seven calendar days. If the grievance is with the current Chair of the Grievance Committee, please let the Department Administrator know and they will identify an alternate committee member to contact. It is advised that grievances are filed within 60 calendar days of the alleged unfair treatment to enable a thorough investigation.

Step 3

If the student does not feel comfortable working through the departmental process, they are encouraged to seek out other campus resources including:

- The Assistant Dean for Graduate Affairs in the College of Engineering
- The Graduate School
- UW Division of Diversity, Equity & Educational Achievement (DDEEA)
- McBurney Disability Resource Center
- Employee Assistance Office
- Ombuds Office
- University Health Services

Step 4

At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has ten working days to file a written appeal to the School/College. For more information, students should consult the College of Engineering Academic Advising Policies and Procedures.

Step 5

Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

#### The Individual Development Plan (IDP)

An Individual Development Plan (IDP) (https://grad.wisc.edu/pd/idp/) helps graduate students and postdoctoral researchers:

- assess current skills, interests, and strengths;
- make a plan for developing skills to meet academic and professional goals; and
- communicate with supervisors, advisors, and mentors about evolving goals and related skills.

The IDP is a document to be revisited again and again, to update and refine as goals change and/or come into focus, and to record progress and accomplishments.

The university recommends IDPs for all postdoctoral researchers and graduate students, and requires IDPs for all postdoctoral researchers and graduate students supported by National Institutes of Health (NIH) funding. See the Graduate School for more information and IDP resources (https://grad.wisc.edu/pd/idp/).

#### Engineering Career Services

The Engineering Career Services (https://ecs.wisc.edu/) staff offer assistance to students searching or preparing for internships, co-ops, and jobs with well-recognized organizations.

#### The Writing Center

The Writing Center (https://writing.wisc.edu/) is a campus-wide organization that provides free of charge, face-to-face and online consultations for students writing papers, reports, resumes, and applications.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an ability to synthesize knowledge from a subset of the biological and physical sciences.
2. Conduct original research.
3. Demonstrate an ability to create new knowledge and communicate it to their peers.
4. Foster ethical and professional conduct.

# QUANTITATIVE BIOLOGY, DOCTORAL MINOR

Technological innovations have revolutionized the scale and detail with which biological systems can be explored. With that revolution has come a demand for scientists who can develop and analyze quantitative and predictive models of biological systems. The doctoral minor in Quantitative Biology (https://qbi.wisc.edu/) is designed to complement the depth of training in biological or quantitative sciences that a student achieves through UW–Madison's graduate programs with the breadth that is needed to conduct research under this paradigm. In addition to coursework in biological, quantitative, and integrated courses, students in the program will take an inter-disciplinary research seminar to prepare them for research that crosses these boundaries. This training will prepare students for careers in academic and industrial settings, where the ability to cross disciplinary lines and work in teams with diverse expertise is critical.

## ADMISSIONS

# ADMISSIONS

A minimum GPA of 3.0 (on a 4.0 scale) is required. Students interested in completing a Quantitative Biology doctoral minor should discuss with their thesis advisor and contact the minor's faculty director to determine appropriate coursework.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

PhD candidates in any department or program may obtain an interdisciplinary minor in Quantitative Biology by earning:

- A minimum of 10 credits from the courses listed below, including:
  - A required, 1-credit research seminar (students are advised to take during first year of graduate program)
  - One course from a quantitative science
  - One course from a biological science
  - One integrated course

At least three credits of the coursework to fulfill this minor must be beyond the required courses in the primary doctoral program. Courses that are selected to fulfill electives may be used to satisfy this requirement.

| Code | Title | Credits |
|---|---|---|
| **Research Seminar** | | |
| Students must complete the following course. | | |
| B M E 780 | Methods in Quantitative Biology | 1 |
| **Quantitative Courses** | | |
| Students must complete one of the following courses. | | 3-4 |
| CBE 660 | Intermediate Problems in Chemical Engineering | |
| COMP SCI/E C E/ I SY E 524 | Introduction to Optimization | |
| COMP SCI/ E C E 760 | Machine Learning | |
| MATH 443 | Applied Linear Algebra | |
| MATH/ COMP SCI 513 | Numerical Linear Algebra | |
| MATH/ COMP SCI 514 | Numerical Analysis | |
| MATH 519 | Ordinary Differential Equations | |
| MATH 531 | Probability Theory | |
| MATH 619 | Analysis of Partial Differential Equations | |
| MATH/ COMP SCI 714 | Methods of Computational Mathematics I | |
| STAT/MATH 431 | Introduction to the Theory of Probability | |
| STAT/B M I 541 | Introduction to Biostatistics | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | |
| STAT 609 | Mathematical Statistics I | |
| STAT 610 | Introduction to Statistical Inference | |
| STAT/I SY E/ MATH/OTM 632 | Introduction to Stochastic Processes | |
| STAT/MATH 709 | Mathematical Statistics I | |
| STAT/MATH 710 | Mathematical Statistics II | |
| **Integrated Courses** | | |
| Students must complete one of the following courses. | | 3 |
| B M E 556 | Systems Biology: Mammalian Signaling Networks | |
| B M E/CBE 783 | Design of Biological Molecules | |
| B M I/ COMP SCI 576 | Introduction to Bioinformatics | |
| B M I/BIOCHEM/ BMOLCHEM/ MATH 609 | Mathematical Methods for Systems Biology | |
| B M I/ COMP SCI 775 | Computational Network Biology | |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | |
| B M I 826 | Special Topics in Biostatistics and Biomedical Informatics (Statistics in Human Genetics) | |
| or B M I/ STAT 620 | Statistics in Human Genetics | |
| B M I/STAT 877 | Statistical Methods for Molecular Biology | |
| BOTANY/ PL PATH 563 | Phylogenetic Analysis of Molecular Data | |
| GENETICS 885 | Advanced Genomic and Proteomic Analysis | |
| MICROBIO 657 | Bioinformatics for Microbiologists | |
| ONCOLOGY 778 | Bioinformatics for Biologists | |
| **Biological Courses** | | |
| Students must complete one of the following courses. | | 2-3 |
| BIOCHEM 501 | Introduction to Biochemistry | |
| BIOCHEM 601 | Protein and Enzyme Structure and Function | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| BIOCHEM/ BOTANY 621 | Plant Biochemistry | |
| BIOCHEM 625 | Mechanisms of Action of Vitamins and Minerals | |
| BIOCHEM/ CHEM 704 | Chemical Biology | |
| BIOCHEM 719 | From Atoms to Molecules | |
| GENETICS 466 | Principles of Genetics | |
| GENETICS/ BOTANY/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | |
| GENETICS 701 | Advanced Genetics | |
| MICROBIO 526 | Physiology of Microorganisms | |
| MICROBIO/ BMOLCHEM 668 | Microbiology at Atomic Resolution | |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses | |

| | |
|---|---|
| ONCOLOGY 703 | Carcinogenesis and Tumor Cell Biology |
| PATH 750 & PATH 752 | Cellular and Molecular Biology/ Pathology and Cellular and Molecular Biology/ Pathology Seminar |
| ZOOLOGY 570 | Cell Biology |
| **Total Credits** | **10** |

# BIOSTATISTICS AND MEDICAL INFORMATICS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Biomedical Data Science, MS (p. 257)
- Biomedical Data Science, PhD (p. 262)

# BIOMEDICAL DATA SCIENCE, MS

The current explosion of biomedical data provides an awesome opportunity to improve understanding of the mechanisms of disease and ultimately to improve human health care. However, fully harnessing the power of high-dimensional, heterogeneous data requires a new blend of skills including programming, data management, data analysis, and machine learning.

The MS degree program in biomedical data science covers core concepts and allows for concentrated coursework, in both methodology and application.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants include both those with bachelor's degrees in an area of data-science (e.g., computer science, statistics), as well as health professionals and clinicians (e.g., MD's, PharmD's, RN's). It is expected that admitted applicants will have demonstrated an aptitude for computer science and math, fundamental programming skills, knowledge of data structures and algorithms, and at least two semesters of college calculus. The program will consider applicants who have a wide range of undergraduate backgrounds; providing opportunities to develop necessary skills immediately upon entering the program.

### APPLYING TO THE PROGRAM

- A formal online application (https://grad.wisc.edu/apply/) with required fee through the UW–Madison Graduate School
- Three letters of recommendation
- Unofficial transcripts from each higher-education institution attended
- A statement of purpose
- International degree-seeking applicants must prove English proficiency
- Evidence of quantitative preparation, including at least two semesters of college calculus (similar to MATH 221 - MATH 222 ) and either a course in linear algebra (similar to COMP SCI 200 -COMP SCI 300) or courses in programming and data structures

For additional information about admission to the program, see MS Program in Biomedical Data Science (https://biostat.wiscweb.wisc.edu/education/prospective-students/) on the department website.

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding guarantees are not provided for students in this program. Students are encouraged to explore funding options available across campus.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all core curriculum coursework. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Concentration Electives** | | |
| In consultation with their faculty advisor, students will select electives in an area of concentration within biomedical data science. Examples include but are not limited to: | | 12 |
| I SY E 517 | Decision Making in Health Care | |
| B M I/STAT 541 | Introduction to Biostatistics | |
| or B M I/ POP HLTH 551 | Introduction to Biostatistics for Population Health | |
| or STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| B M I/ POP HLTH 552 | Regression Methods for Population Health | |
| B M I/ COMP SCI 567 | Biomedical Image Analysis | |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | |
| B M I 573 | Foundations of Data-Driven Healthcare | |
| B M I/ COMP SCI 576 | Introduction to Bioinformatics | |
| B M I/BIOCHEM/ BMOLCHEM/ MATH 609 | Mathematical Methods for Systems Biology | |
| B M I/STAT 620 | Statistics in Human Genetics | |
| B M I/STAT 641 | Statistical Methods for Clinical Trials | |
| B M I/STAT 642 | Statistical Methods for Epidemiology | |
| B M I/ POP HLTH 651 | Advanced Regression Methods for Population Health | |
| B M I/STAT 741 | Survival Analysis Theory and Methods | |
| B M I/ COMP SCI 767 | Computational Methods for Medical Image Analysis | |
| B M I/STAT 768 | Statistical Methods for Medical Image Analysis | |
| B M I 773 | Clinical Research Informatics | |
| B M I/ COMP SCI 775 | Computational Network Biology | |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | |
| B M I/STAT 877 | Statistical Methods for Molecular Biology | |
| **Data Science Electives** | | |
| In consultation with their faculty advisor, students will select electives in computer science and/or statistics. Examples include but are not limited to: | | 12 |
| STAT 609 | Mathematical Statistics I | |

| | |
|---|---|
| STAT 610 | Introduction to Statistical Inference |
| STAT 627 | Professional Skills in Data Science |
| STAT 771 | Computational Statistics |
| STAT 849 | Advanced Statistical Methods |
| COMP SCI/ E C E 766 | Computer Vision |
| COMP SCI/E C E/ I SY E 524 | Introduction to Optimization |
| COMP SCI/E C E/ M E 532 | Matrix Methods in Machine Learning |
| COMP SCI 544 | Introduction to Big Data Systems |
| COMP SCI 571 | Building User Interfaces |
| COMP SCI/I SY E/ MATH/STAT 726 | Nonlinear Optimization I |
| COMP SCI 744 | Big Data Systems |
| COMP SCI 762 | Advanced Deep Learning |
| COMP SCI 765 | Data Visualization |
| COMP SCI 784 | Foundations of Data Management |
| COMP SCI 564 | Database Management Systems: Design and Implementation |
| COMP SCI 764 | Topics in Database Management Systems |
| COMP SCI 570 | Introduction to Human-Computer Interaction |
| COMP SCI/ ED PSYCH/ PSYCH 770 | Human-Computer Interaction |
| COMP SCI 540 | Introduction to Artificial Intelligence |
| COMP SCI/ E C E 760 | Machine Learning |
| COMP SCI/ E C E 761 | Mathematical Foundations of Machine Learning |
| COMP SCI 769 | Advanced Natural Language Processing |
| COMP SCI/I SY E/ MATH 425 | Introduction to Combinatorial Optimization |
| COMP SCI/I SY E/ MATH/STAT 525 | Linear Optimization |
| COMP SCI 642 | Introduction to Information Security |
| **Research Ethics Course** | |
| The following is recommended: | 1-2 |
| B M I 738 | Ethics for Data Scientists |
| If a student is unable to take B M I 738, one of the following courses may be substituted. | |
| BIOCHEM 729 | Advanced Topics (Topic: Responsible Conduct of Research) |
| NURSING 802 | Ethics and the Responsible Conduct of Research |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students |
| OBS&GYN 956 | Advanced Responsible Conduct of Research for Biomedical Students |
| **Professional Development Elective** | |
| B M I 800 | Becoming a Biomedical Data Scientist 1 |
| **Research** | |
| Complete 4 credits of following: | 4 |
| B M I 699 | Independent Study |
| **Total Credits** | **30** |

### Electives

Between the Concentration Electives and Data Science Electives, students must complete at least 6 credits of computer sciences-oriented courses and 6 credits of statistics-oriented courses. Computer sciences-oriented courses include those in the Department of Computer Sciences course listing (COMP SCI (https://guide.wisc.edu/courses/comp_sci/)). Statistics-oriented courses include those in the Department of Statistics course listing (STAT (https://guide.wisc.edu/courses/stat/)), in addition to B M I/POP HLTH 552 Regression Methods for Population Health **and** B M I/POP HLTH 651 Advanced Regression Methods for Population Health . A specific section of B M I 826 Special Topics in Biostatistics and Biomedical Informatics can satisfy as either a computer sciences-oriented course or a statistics-oriented course at the discretion of the MS Program Steering Committee.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of course work numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more

years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are required to conduct a yearly progress report meeting with their advisor, scheduled by December 17 and completed by April 30.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

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**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.

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5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
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## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Understand, apply, and evaluate common informatics theories, methods, and tools related to biological and biomedical problems, health care and public health.
2. Apply, adapt, and validate an existing approach to a specific biomedical and health problem.
3. Produce solutions that address academic or industrial needs using informatics tools and knowledge.
4. Evaluate the impact of biomedical informatics applications and interventions.
5. Understand the challenges and limitations of technological solutions.
6. Demonstrate scholarly oral and written presentations.
7. Adhere to the professional and legal standards of conduct in Biomedical Data Science.

# BIOMEDICAL DATA SCIENCE, PHD

The Biomedical Data Science, PhD program is a member of the **Interdisciplinary Biological and Health Sciences Consortium (IBHSC)**. The consortium fosters a collaborative environment for research and study in the biological and health sciences. Click here for more information on the IBHSC. (https://www.med.wisc.edu/education/graduate-programs/biological-health-sciences-consortium/)

The current explosion of biomedical data provides an awesome opportunity to improve understanding of the mechanisms of disease and ultimately to improve human health care. However, fully harnessing the power of high-dimensional, heterogeneous data requires a new blend of skills including programming, data management, data analysis, and machine learning.

Blending the best of statistics and computer sciences, biostatistics and biomedical informatics, this program provides students the training they need to make sense of large-scale biomedical data, and to be scientific leaders in the team science that invariably accompanies such data. Unique features of the program include cross-training in computer science and biostatistics, and research rotations mentored by a program faculty member jointly with a scientific collaborator.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Potential applicants include both those with bachelor's degrees in an area of data-science (e.g., computer science, statistics), as well as health professionals and clinicians (e.g., MD's, PharmD's, RN's). It is expected that admitted applicants will have demonstrated an aptitude for computer science and math, fundamental programming skills, knowledge of data structures and algorithms, and at least two semesters of college calculus. We will however consider applicants who have a wide range of undergraduate backgrounds; providing opportunities to develop necessary skills immediately upon entering the program.

## APPLYING TO THE PROGRAM

- A formal online application (https://grad.wisc.edu/apply/) with required fee through the UW–Madison Graduate School
- Three letters of recommendation
- Transcripts from each higher-education institution attended
- A statement of purpose
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- Evidence of quantitative preparation, including at least two semesters of college calculus (similar to MATH 221–MATH 222) and either a course in linear algebra (similar to MATH 340) or courses in programming and data structures

For additional information about admission to the program, see PhD Program in Biomedical Data Science (https://biostat.wiscweb.wisc.edu/education/prospective-students/) on the department website.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The program is designed such that almost all students who are accepted to the program will receive guaranteed funding for five years. This funding may take a number of forms including, but not limited to training grants, teaching assistantships, and research assistantships. For more information about funding opportunities, see Graduate Assistantships (https://grad.wisc.edu/studentfunding/currentstudents/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | PhD candidates should maintain a 3.0 GPA in all core curriculum courses and may not have any more than two Incompletes on their record at any one time. |
| Assessments and Examinations | Students must complete an Oral Preliminary Exam, ideally taken in the students' third year. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Topics** | | |
| *Biostatistics* | | |
| Topic 1: Biostatistics Theory and Methods | | |
| Students must complete the following: | | |
| STAT 609 | Mathematical Statistics I | 3 |
| Select one course from the following: | | 3-4 |
| STAT 610 | Introduction to Statistical Inference | |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | |
| STAT/B M I 642 | Statistical Methods for Epidemiology | |
| STAT 771 | Computational Statistics | |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | |
| STAT 849 | Advanced Statistical Methods | |
| *Computer Science/Informatics* | | |
| Students select one of the following sequences (Topics 2-5): | | 6-7 |
| Topic 2: Machine Learning / AI | | |
| COMP SCI 540 & COMP SCI/ E C E 760 | Introduction to Artificial Intelligence and Machine Learning | |
| Topic 3: Database Systems | | |
| COMP SCI 564 & COMP SCI 764 | Database Management Systems: Design and Implementation and Topics in Database Management Systems | |
| Topic 4: Optimization | | |
| COMP SCI/I SY E/ MATH/STAT 525 & COMP SCI/ I SY E/MATH/ STAT 726 | Linear Optimization and Nonlinear Optimization I | |
| Topic 5: Algorithms | | |
| COMP SCI 577 & COMP SCI 787 | Introduction to Algorithms and Advanced Algorithms | |
| *Additional Specializations* | | |
| Students select any of the above or following topics (Topics 1-10): | | 6-8 |
| Topic 6: Clinical Informatics | | |
| I SY E 417 | Health Systems Engineering | |
| COMP SCI/ E C E 760 | Machine Learning | |
| or COMP SCI 769 | Advanced Natural Language Processing | |
| Topic 7: Clinical Biostatistics | | |
| B M I/STAT 641 & STAT/B M I 642 | Statistical Methods for Clinical Trials and Statistical Methods for Epidemiology | |
| Topic 8: Statistical Computing | | |
| Students take the following courses: | | |
| STAT 771 | Computational Statistics | |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | |

| | | |
|---|---|---|
| Topic 9: Bioinformatics / Statistical Genomics | | |
| Select two of the following courses: | | |
| B M I/ COMP SCI 576 | Introduction to Bioinformatics | |
| B M I/STAT 620 | Statistics in Human Genetics | |
| B M I/ COMP SCI 775 | Computational Network Biology | |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | |
| B M I/STAT 877 | Statistical Methods for Molecular Biology | |
| Topic 10: Biomedical Image Analysis | | |
| Select two of the following courses: | | |
| COMP SCI 765 | Data Visualization | |
| COMP SCI/ E C E 766 | Computer Vision | |
| B M I/ COMP SCI 767 | Computational Methods for Medical Image Analysis | |
| B M I/STAT 768 | Statistical Methods for Medical Image Analysis | |
| **Biology Courses** | | |
| Students consult with their advisor to select courses. Possible options listed below. | | 6 |
| POP HLTH 750 | Cancer Epidemiology | |
| POP HLTH 752 | Principles of Population Health: Determinants of Health and Health Disparities | |
| POP HLTH 753 | Principles of Population Health: Population Health and Healthcare Systems | |
| POP HLTH 795 | Principles of Population Health Sciences | |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | |
| POP HLTH 801 | Epidemiology of Infectious Diseases | |
| POP HLTH 805 | Advanced Epidemiology: Causal Inference in Epidemiological Studies | |
| POP HLTH 847 | Cardiovascular Epidemiology | |
| POP HLTH/ AN SCI/ GENETICS 849 | Genomic Epidemiology | |
| MICROBIO 303 | Biology of Microorganisms | |
| MICROBIO 450 | Diversity, Ecology and Evolution of Microorganisms | |
| MICROBIO 526 | Physiology of Microorganisms | |
| BIOCHEM 501 | Introduction to Biochemistry | |
| GENETICS 466 | Principles of Genetics | |
| GENETICS 467 | General Genetics 1 | |
| GENETICS 468 | General Genetics 2 | |
| GENETICS/ MD GENET 565 | Human Genetics | |
| GENETICS/ BIOCHEM/ MD GENET 620 | Eukaryotic Molecular Biology | |
| GENETICS/ CHEM 626 | Genomic Science | |
| GENETICS 633 | Population Genetics | |
| GENETICS/ MD GENET 662 | Cancer Genetics | |
| GENETICS/ MD GENET 677 | Advanced Topics in Genetics | |
| **Research Ethics Course** | | |
| To be completed by the end of year two. B M I 738 is recommended. If a student is unable to take B M I 738, one of the courses in the Alternatives list may be substituted. | | 1-2 |
| B M I 738 | Ethics for Data Scientists (recommended) | |
| *Alternatives* | | |
| BIOCHEM 729 | Advanced Topics (Topic: Responsible Conduct of Research) | |
| NURSING 802 | Ethics and the Responsible Conduct of Research | |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students | |
| OBS&GYN 956 | Advanced Responsible Conduct of Research for Biomedical Students | |
| MED HIST 950 | Responsible Conduct of Research | |
| **Professional Development Elective** | | |
| B M I 800 | Becoming a Biomedical Data Scientist | 1 |
| **Second-Year Literature Seminar** | | |
| B M I 881 | Biomedical Data Science Scholarly Literature 1 | 2 |
| **Third-Year Professional Skills Seminar** | | |
| B M I 883 & B M I 884 | Biomedical Data Science Professional Skills 1 and Biomedical Data Science Professional Skills 2 | 2 |
| **Electives** | | |
| Electives are selected in consultation with the student's faculty advisor. | | 6 |
| **Pre-Dissertator Research** | | |
| At least two rotations (4-6 credits in following course), each spanning 4 weeks during the fall semester need to be completed. | | 4-6 |
| B M I 899 | Pre-dissertator Research | |
| **Additional Coursework** | | |
| Students take additional research and elective credits to satisfy minimum credit requirement. | | 4-11 |
| **Total Credits** | | **51** |

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs

may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate course work from other institutions toward the graduate degree credit and graduate course work (50%) requirements. Course work earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are required to conduct a yearly progress report meeting with their advisor, scheduled by December 17 and completed by April 30.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

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## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate the biological context of a research question and the scientific relevance of analysis results.
2. Communicate with scientific and quantitative (computational and statistical) colleagues about data analysis goals, methods, and results.
3. Extract the statistical or computational problems from a scientific problem. Develop, characterize, and implement suitable analysis methods to answer questions from biomedical data. Evaluate the validity of analysis methods.
4. Analyze data; extract knowledge and guide decisions based on biomedical data. Organize data and software so that quantitative analyses are meaningful and reproducible.
5. Critically evaluate quantitative approaches in the scientific literature.
6. Evaluate and develop study designs and recognize limitations and potential biases in research data sets.
7. Identify the ethical and regulatory issues surrounding a research project.
8. As part of a biological, biomedical or population health investigative team, serve as the leader in the area of rigorous computational and statistical investigation.

# BOTANY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Botany, Doctoral Minor (p. 267)
- Botany, MS (p. 267)
- Botany, PhD (p. 273)


# BOTANY, DOCTORAL MINOR

Any student enrolled in a UW–Madison doctoral program can pursue a doctoral minor in botany. The doctoral minor offers training in the field of botany and can be tailored to a student's specific interests. A doctoral minor in botany is an excellent way to gain a fundamental breadth of understanding of the basic properties of plant life.

## ADMISSIONS

# ADMISSIONS

All Graduate School students must use the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Graduate students who wish to pursue an Option A external minor in the botany department should consult a faculty member within botany (their potential minor professor) or the chair of the botany graduate committee.

## REQUIREMENTS

# REQUIREMENTS

Students must complete at least 9 credits in BOTANY (https://guide.wisc.edu/courses/botany/), including a seminar course, while in residence. Courses must be selected in consultation with the minor and departmental advisor. All 9 credits must be either exclusively graduate-level botany courses or courses numbered 300 and above with the "Grad 50%" designation. Directed study courses do not satisfy minor requirements.

# BOTANY, MS

Graduate students in Botany work with faculty and staff on a range of projects in plant biology at all levels of organization — from molecules, through cells and organs, to populations, communities, and lineages of organisms. Major research areas include evolution and systematics; molecular, cellular, and developmental biology; plant biology; biochemistry; and ecology. We also provide advanced instruction and opportunities for research in phycology, bryology, mycology, ethnobotany, paleoecology, conservation and restoration ecology, taxonomy, genetics, and physiology. Increasingly, graduate student projects encompass two or more of these categories.

Students interested in fields bordering botany will find rich opportunities for coursework, collaborative research, and seminars in many other departments and schools such as Bacteriology, Biochemistry, Chemistry, Engineering, Entomology, Forest and Wildlife Ecology, Genetics, Geography, Geoscience, Integrative Biology, Physics, Plant and Agroecosystem Sciences, Plant Breeding/Plant Genetics, Plant Pathology, Statistics, Soil Science, and the Nelson Institute for Environmental Studies. Interdisciplinary work is encouraged.

Graduate study in the Department of Botany requires a combination of advanced coursework, participation in seminars, and original research. Course requirements follow one of four pathways: general botany; ecology; evolution; or molecular, cellular, and developmental biology. The department encourages students to pursue independent research soon after arriving. In consultation with the faculty advisor, each student selects a pathway that includes courses and research topics related to their interests as well as training in the array of techniques and approaches needed to pursue research.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GRE subject test in Biology or in Cell and Molecular Biology is not required. |
| Letters of Recommendation Required | 3 |

Please submit all your application materials before the fall deadline to ensure full review of your application. Applications submitted after the above deadline through April 15 will be considered if space is still available. Space for students is typically limited by the department's ability to provide financial support (https://botany.wisc.edu/financial-support/). To check if space is available, please email: gradinfo@botany.wisc.edu or contact faculty (https://botany.wisc.edu/botany-faculty/) with whom you are interested in working to ask if they have graduate student funding available.

The Department of Botany considers applicants for graduate degrees who surpass the minimum admissions requirements of the Graduate School. Neither the general Graduate Record Exam (GRE) nor the Graduate Record Exam subject test in Biology or in Cell and Molecular Biology is required. Admission is based on the applicant's statement of purpose, undergraduate record, letters of recommendation, experience in research, and the interests they share with one or more potential faculty advisors.

Courses may be required to address deficiencies in the following: GENETICS 466 Principles of Genetics or equivalent; CHEM 103 General Chemistry I and CHEM 104 General Chemistry II or equivalent; CHEM 341 Elementary Organic Chemistry or equivalent; a physics course including electricity and light; one semester of statistics; one semester of calculus. Contact the department for more information.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is available to qualified graduate students in the form of teaching, research, and project assistantships and fellowships. Typically, there are approximately 35 graduate students who hold assistantships or fellowships in the botany department. In addition, graduate students are eligible for a number of intradepartmental awards and grants.

Graduate students who have a teaching, research, or project assistantship of at least a 33% appointment for a fall or spring term are eligible to receive remission of full tuition. Fellowships or traineeships that are payrolled through the university and that carry stipends equivalent to at least a 33% research assistantship also qualify for remission of nonresident tuition. Tuition remission is conditionally awarded at the start of the semester based on the expectation that actual earnings during the semester will be at least 33% of the full-time rate. All students pay segregated fees. The only exception is that fellowships paid through the Graduate School have segregated fees waived in addition to tuition.

Assistantships and fellowships also provide eligibility for an excellent health insurance program, an extremely valuable benefit that provides single or family coverage that is more comprehensive than individuals can usually purchase on their own.

## TEACHING ASSISTANTSHIPS

The most common source of support is a teaching assistantship.

To receive a teaching assistantship, candidates for admission must meet the following requirements:

- evidence (usually from the undergraduate transcript) of an appropriate background in the relevant subject matter of the course(s) to which appointment is being considered;
- evidence (usually from letters of recommendation or verbal communication) of the candidate's potential as a teaching assistant;
- an undergraduate GPA of 3.0 or above (on a 4.0 scale); and
- for students whose native language is not English, evidence of competence in spoken English through the SPEAK test that is administered by the UW. International applicants should note that a TA appointment is not normally possible during the first year of graduate study.

Current students who apply for their first teaching assistantship are also subject to the above criteria, as well as their performance as a graduate student. Reappointment as a teaching assistant depends upon satisfactory progress as a graduate student, satisfactory performance as a teaching assistant, and completing TA Training.

Teaching assistants may be eligible for University teaching awards (https://grad.wisc.edu/taawards/), including the UW–Madison Early Excellence in Teaching Award, UW–Madison Exceptional Service Award, UW–Madison Innovation in Teaching Award, UW–Madison Capstone PhD Teaching Award, and the College of Letters & Science Teaching Fellow.

## RESEARCH OR PROJECT ASSISTANTSHIPS

Research and project assistantships are made possible by grants awarded to individual professors for particular research programs. Recipients are selected by the individual professor concerned. Availability of research and project assistantships varies.

## ADVANCED OPPORTUNITY FELLOWSHIPS

Advanced Opportunity Fellowships (AOF) are granted to the UW–Madison's Graduate School by the State of Wisconsin and are combined with other graduate education funds to support the recruitment and retention of highly qualified students in UW–Madison graduate programs. Fellowships are competitive and merit-based. AOF fellowships are paid through the Graduate School by the College of Letters & Science's **Community of Graduate Research Scholars (http://ls.wisc.edu/current-students/graduate-students/cgrs/)** (C-GRS) program.

## EXTERNAL FELLOWSHIPS

Fellowships from professional societies and outside agencies provide another important source of aid for which students may apply either before or after commencing graduate work at UW–Madison. If necessary, external fellowships can often be supplemented with university funds up to prevailing university fellowship rates.

All qualified students who are U.S. citizens, nationals, or permanent resident aliens of the U.S. are urged to apply to the National Science Foundation for the pre-doctoral fellowship competition. Students apply directly to NSF; the closing date is usually in early November. Please check the NSF website (http://www.nsf.gov/) for the application instructions and deadline.

## INTRADEPARTMENTAL FELLOWSHIPS AND AWARDS

For more information on Intradepartmental Fellowships and Awards, please see the latest descriptions (https://botany.wisc.edu/financial-support/) on the botany website.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all pathway coursework. |
| Assessments and Examinations | A written thesis or research report based on work conducted in a formal research course and a final oral exam are required of all students who expect to continue for the PhD degree. All master's theses must be deposited at Memorial Library.<br><br>Students who wish to terminate their graduate studies at the master's level may submit a literature review instead of a thesis. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Botany** [1] | | |
| A minimum of 6 credits in graduate-level BOTANY courses must be completed at UW–Madison. [1] | | 6 |
| **Seminar** | | |
| Two (2) seminar courses (at least one in BOTANY; see full list of seminars below). | | 2–4 |
| **Committee Assigned** | | |
| Courses assigned by the Academic Advisory Committee and/or the student's MS committee. | | 0–9 |
| **Research** | | |
| See full list of research courses below. | | 1–12 |
| **Pathway** [2] | | |
| Courses required for their selected pathway (see below). | | 12–18 |
| **Total Credits** | | **30** |

[1] Seminars and research credits do not count toward the 6 credits in botany (BOTANY (https://guide.wisc.edu/courses/botany/)).

[2] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names

do not appear in the Graduate School admissions application, and they will not appear on the transcript.

A minimum of 30 credits in natural sciences (undergraduate and graduate program courses combined) is required.

Each graduate student in botany selects one of the following pathways:

## General Botany Pathway [1]

Complete one course from at least six of the following seven categories:

| Code | Title | Credits |
|---|---|---|
| **Genetics** | | |
| BOTANY/ PL PATH 563 | Phylogenetic Analysis of Molecular Data | 3 |
| **Biochemistry, Cell or Molecular Biology** | | |
| BOTANY/ BIOCHEM 621 | Plant Biochemistry | 3 |
| **Plant Physiology or Plant Developmental Biology** | | |
| BOTANY 500 | Plant Physiology | 3-4 |
| **Cryptogamic Botany** | | |
| BOTANY/ GENETICS/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | 3 |
| **Plant Anatomy or Morphology** | | |
| BOTANY 300 | Plant Anatomy | 4 |
| BOTANY 305 | Plant Morphology and Evolution | 4 |
| **Ecology** | | |
| BOTANY 802 | Physiological Plant Ecology | 3 |
| **Evolution or Systematics** | | |
| BOTANY/ENTOM/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Ecology Pathway [1]

Complete a minimum of five courses as follows:

| Code | Title | Credits |
|---|---|---|
| **Ecology** | | |
| Complete at least three courses (minimum 9 credits) in ecology; example includes: | | |
| BOTANY 455 | The Vegetation of Wisconsin | 4 |
| **Evolution** | | |
| Complete one course in evolution; example includes: | | |
| BOTANY/ENTOM/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |
| **Elective** | | |
| Complete one course in any of the following: systematics; cryptogamic botany; biochemistry, cell or molecular biology; plant physiology or plant developmental biology; plant anatomy or morphology; or genetics. | | |
| BOTANY/ENTOM/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |
| BOTANY/ GENETICS/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | 3 |
| BOTANY/ BIOCHEM 621 | Plant Biochemistry | 3 |
| BOTANY 500 | Plant Physiology | 3-4 |
| BOTANY 300 | Plant Anatomy | 4 |
| BOTANY 305 | Plant Morphology and Evolution | 4 |
| BOTANY/ PL PATH 563 | Phylogenetic Analysis of Molecular Data | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Evolution Pathway [1]

Complete a minimum of five courses, at least one from each of the following:

| Code | Title | Credits |
|---|---|---|
| **Evolution** | | |
| BOTANY/ENTOM/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |
| **Systematics or Cryptogamic Botany** | | |
| BOTANY/ GENETICS/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | 3 |
| **Population or Quantitative Genetics** | | |
| GENETICS 633 | Population Genetics | 3 |
| **Ecology** | | |
| BOTANY/ ZOOLOGY 460 | General Ecology | 4 |
| **Elective** | | |
| One course in any of the following: biochemistry, cell or molecular biology; plant physiology or plant developmental biology; or plant anatomy or morphology. | | |
| BOTANY/ BIOCHEM 621 | Plant Biochemistry | 3 |
| BOTANY 500 | Plant Physiology | 3-4 |
| BOTANY 300 | Plant Anatomy | 4 |
| BOTANY 305 | Plant Morphology and Evolution | 4 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Molecular, Cellular, and Developmental Biology (MCDB) Pathway [1]

Complete a minimum of five courses, at least one from each of the following:

| Code | Title | Credits |
|---|---|---|
| **Plant Anatomy or Morphology** | | |
| BOTANY 300 | Plant Anatomy | 4 |
| **Biochemistry, Cell or Molecular Biology** | | |
| BOTANY/ BIOCHEM 621 | Plant Biochemistry | 3 |
| **Plant Physiology** | | |
| BOTANY 500 | Plant Physiology | 3-4 |
| **Plant Developmental Biology or Genetics** | | |
| BOTANY/BIOCHEM/ GENETICS 840 | Regulatory Mechanisms in Plant Development | 3 |
| **Elective** | | |
| Complete one course in any of the following: ecology; systematics; evolution; or cryptogamic botany. | | |
| BOTANY 802 | Physiological Plant Ecology | 3 |
| BOTANY/ENTOM/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |
| BOTANY/ GENETICS/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Seminar Course Options

| Code | Title | Credits |
|---|---|---|
| BOTANY/ATM OCN/ CIV ENGR/ ENVIR ST/GEOSCI/ ZOOLOGY 911 | Limnology and Marine Science Seminar | 1 |
| BOTANY/ PL PATH 930 | Seminar-Mycology | 1 |
| BOTANY 940 | Seminar in Plant Systematics and Evolution | 1 |
| BOTANY 950 | Seminar-Plant Ecology | 1 |
| BOTANY/ AGROECOL/ ATM OCN/ENTOM/ ENVIR ST/GEOG/ ZOOLOGY 953 | Introduction to Ecology Research at UW-Madison | 1-2 |
| BOTANY 960 | Seminar-Plant Physiology | 1 |
| BOTANY/ATM OCN/ ENVIR ST/ GEOG/GEOSCI/ ZOOLOGY 980 | Earth System Science Seminar | 1 |
| ENTOM 901 | Seminar in Organismal Entomology | 1 |
| GENETICS/AN SCI/ DY SCI 951 | Seminar in Animal Breeding | 1 |
| GENETICS 993 | Seminar in Genetics | 1 |
| GEOG 900 | Seminar in Geography | 1-3 |
| GEOG 901 | Seminar in Cultural Geography | 2-3 |
| GEOG 918 | Seminar in Political Geography | 2-3 |
| GEOG 920 | Seminar in Physical Geography | 1-3 |
| GEOG 930 | Seminar in People-Environment Geography | 2-3 |
| GEOG 970 | Seminar in Geographic Information Science | 1-3 |
| GEOG/ATM OCN/ BOTANY/ ENVIR ST/GEOSCI/ ZOOLOGY 980 | Earth System Science Seminar | 1 |
| GEOG/A A E/ ANTHRO/C&E SOC/ HISTORY/LACIS/ POLI SCI/PORTUG/ SOC/SPANISH 982 | Interdepartmental Seminar in the Latin-American Area | 1-3 |
| GEOG/AFRICAN/ ANTHRO/ ECON/HISTORY/ POLI SCI 983 | Interdepartmental Seminar in African Studies Topics | 3 |
| SOIL SCI 728 | Graduate Seminar | 1 |
| ZOOLOGY/ ATM OCN/BOTANY/ CIV ENGR/ ENVIR ST/ GEOSCI 911 | Limnology and Marine Science Seminar | 1 |
| ZOOLOGY/AN SCI/ OBS&GYN 954 | Seminar in Endocrinology-Reproductive Physiology | 1 |
| ZOOLOGY 955 | Seminar-Limnology | 1 |
| ZOOLOGY 956 | Seminar-Ecology | 1 |
| ZOOLOGY 957 | Seminar-Evolution | 1 |
| ZOOLOGY 960 | Seminar in Cellular Biology | 1 |
| ZOOLOGY/ ATM OCN/BOTANY/ ENVIR ST/GEOG/ GEOSCI 980 | Earth System Science Seminar | 1 |
| ENVIR ST/ PUB AFFR/ URB R PL 810 | Energy Analysis and Policy Capstone | 3 |
| ENVIR ST 900 | Seminar | 1-3 |
| ENVIR ST 950 | Environmental Monitoring Seminar | 2 |
| GEOSCI 920 | Seminar in Glacial and Pleistocene Geology | 1-3 |
| GEOSCI 929 | Seminar-Hydrogeology | 1-2 |
| GEOSCI 970 | Seminar-Geochemistry | 2 |
| ATM OCN 900 | Seminar-Meteorology | 1-2 |
| ATM OCN 965 | Seminar-Oceanography | 1-2 |
| M S & E 900 | Materials Research Seminar | 1 |
| M&ENVTOX 800 | Seminar | 1 |
| PLANTSCI 920 | Seminar in Plant Science and Technology | 1 |
| PLANTSCI 957 | Seminar in Plant Breeding and Plant Genetics | 1 |

## Research Course Options

| Code | Title | Credits |
|---|---|---|
| BOTANY 699 | Directed Study | 1-4 |
| BOTANY 698 | Directed Study | 1-4 |
| BOTANY 990 | Research-Phycology | 1-12 |
| BOTANY 993 | Research: Fungal Biology | 1-12 |

| | | |
|---|---|---|
| BOTANY 994 | Research-Plant Systematics | 1-12 |
| BOTANY 995 | Research-Plant Ecology | 1-12 |
| BOTANY 996 | Research-Plant Physiology | 1-12 |
| BOTANY 999 | Independent Work | 1-3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

No credits from an undergraduate degree are allowed to transfer toward the minimum graduate degree credit requirement and the minimum graduate coursework requirement.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits from a UW-Madison professional degree are allowed to transfer toward the minimum credit requirement and the minimum graduate coursework requirement.

### Credits Earned as a University Special student at UW–Madison

No credits earned as a UW–Madison University Special student are allowed to transfer toward the minimum residence credit requirement, the minimum credit requirement, or the minimum graduate coursework requirement.

## PROBATION

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

## ADVISOR / COMMITTEE

A major professor must be chosen as soon as possible after beginning graduate study and in all cases by the end of the first year. A vice major professor is required.

Students meet with an advisory committee before their first semester and with their MS committee by the end of their first year to plan their coursework.

Students meet with their advisor on a regular basis to assess progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The master's degree should be completed within two and one-half years of study.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

### OTHER

Assistantships are only available for thesis MS and PhD degrees.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Acquire and demonstrate fundamental understanding of the basic properties of plant life from the subcellular to the ecosystem level of organization.
2. Use critical elements of the methodological or theoretical framework in a specialized botanical subdiscipline to develop hypotheses, acquire scientific information, and interpret results in the context of the historical scientific literature.
3. Develop the skills of communicating scientific information, especially in written form.
4. Engage in the critical evaluation of botanical scientific data and its interpretation.
5. Recognize and apply ethical conduct in the collection, analysis, and presentation of scientific data.
6. Develop the skills essential to critical debate, discussion, and exchange of scientific information among peers and audiences of diverse intellectual and personal backgrounds.

# BOTANY, PHD

Graduate students in Botany work with faculty and staff on a range of projects in plant biology at all levels of organization – from molecules, through cells and organs, to populations, communities, and lineages of organisms. Major research areas include evolution and systematics; molecular, cellular, and developmental biology; plant biology; biochemistry; and ecology. We also provide advanced instruction and opportunities for research in phycology, bryology, mycology, ethnobotany, paleoecology, conservation and restoration ecology, taxonomy, genetics, and physiology. Increasingly, graduate student projects encompass two or more of these categories.

Students interested in fields bordering botany will find rich opportunities for coursework, collaborative research, and seminars in many other departments and schools such as Bacteriology, Biochemistry, Chemistry, Engineering, Entomology, Forest and Wildlife Ecology, Genetics, Geography, Geoscience, Integrative Biology, Physics, Plant and Agroecosystem Sciences, Plant Breeding/ Plant Genetics, Plant Pathology, Statistics, Soil Science, and the Nelson Institute for Environmental Studies. Interdisciplinary work is encouraged.

Graduate study in the Department of Botany requires a combination of advanced coursework, participation in seminars, and original research. Course requirements follow one of four pathways: general botany; ecology; evolution; or molecular, cellular, and developmental biology. The department encourages students to pursue independent research soon after arriving. In consultation with the faculty advisor, each student selects a pathway that includes courses and research topics related to their interests as well as training in the array of techniques and approaches needed to pursue research.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed

admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GRE subject test in Biology or in Cell and Molecular Biology is not required. |
| Letters of Recommendation Required | 3 |

Please submit all your application materials before the fall deadline to ensure full review of your application. Applications submitted after the above deadline through April 15 will be considered if space is still available. Space for students is typically limited by the department's ability to provide financial support (https://botany.wisc.edu/financial-support/). To check if space is available, please email: gradinfo@botany.wisc.edu or contact faculty (https://botany.wisc.edu/botany-faculty/) with whom you are interested in working to ask if they have graduate student funding available.

The Department of Botany will consider applicants for graduate degrees who surpass the minimum admissions requirements of the Graduate School. Neither the general Graduate Record Exam (GRE) nor the Graduate Record Exam subject test in Biology or in Cell and Molecular Biology is required. Admission is based on the applicant's statement of purpose, undergraduate record, letters of recommendation, experience in research, and the interests they share with one or more potential faculty advisors.

Courses may be required to address deficiencies in the following: GENETICS 466 Principles of Genetics or equivalent; CHEM 103 General Chemistry I and CHEM 104 General Chemistry II or equivalent; CHEM 341 Elementary Organic Chemistry or equivalent; a physics course including electricity and light; one semester of statistics; one semester of calculus. Contact the department for more information.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is available to qualified graduate students in the form of teaching, research, and project assistantships and fellowships. Typically, there are approximately 35 graduate students who hold assistantships or fellowships in the botany department. In addition, graduate students are eligible for a number of intradepartmental awards and grants.

Graduate students who have a teaching, research, or project assistantship of at least a 33% appointment for a fall or spring term are eligible to receive remission of full tuition. Fellowships or traineeships that are payrolled through the university and that carry stipends equivalent to at least a 33% research assistantship also qualify for remission of nonresident tuition. Tuition remission is conditionally awarded at the start of the semester based on the expectation that actual earnings during the semester will be at least 33% of the full-time rate. All students pay segregated fees. The only exception is that fellowships paid through the Graduate School have segregated fees waived in addition to tuition.

Assistantships and fellowships also provide eligibility for an excellent health insurance program, an extremely valuable benefit that provides single or family coverage that is more comprehensive than individuals can usually purchase on their own.

## TEACHING ASSISTANTSHIPS

The most common source of support is a teaching assistantship.

To receive a teaching assistantship, candidates for admission must meet the following requirements:

- evidence (usually from the undergraduate transcript) of an appropriate background in the relevant subject matter of the course(s) to which appointment is being considered;
- evidence (usually from letters of recommendation or verbal communication) of the candidate's potential as a teaching assistant;
- an undergraduate GPA of 3.0 or above (on a 4.0 scale); and
- for students whose native language is not English, evidence of competence in spoken English through the SPEAK test that is administered by the UW. International applicants should note that a TA appointment is not normally possible during the first year of graduate study.

Current students who apply for their first teaching assistantship are also subject to the above criteria, as well as their performance as a graduate student. Reappointment as a teaching assistant depends upon satisfactory progress as a graduate student, satisfactory performance as a teaching assistant, and completing TA Training.

Teaching assistants may be eligible for University teaching awards (https://grad.wisc.edu/taawards/), including the UW–Madison Early Excellence in Teaching Award, UW–Madison Exceptional Service Award, UW–Madison Innovation in Teaching Award, UW–Madison Capstone PhD Teaching Award, and the College of Letters & Science Teaching Fellow.

## RESEARCH OR PROJECT ASSISTANTSHIPS

Research and project assistantships are made possible by grants awarded to individual professors for particular research programs. Recipients are

selected by the individual professor concerned. Availability of research and project assistantships varies.

## ADVANCED OPPORTUNITY FELLOWSHIPS

Advanced Opportunity Fellowships (AOF) are granted to the UW–Madison's Graduate School by the State of Wisconsin and are combined with other graduate education funds to support the recruitment and retention of highly qualified students in UW–Madison graduate programs. Fellowships are competitive and merit-based. AOF fellowships are paid through the Graduate School by the College of Letters & Science's **Community of Graduate Research Scholars (http://ls.wisc.edu/current-students/graduate-students/cgrs/)** (C-GRS) program.

## EXTERNAL FELLOWSHIPS

Fellowships from professional societies and outside agencies provide another important source of aid for which students may apply either before or after commencing graduate work at UW–Madison. If necessary, external fellowships can often be supplemented with university funds up to prevailing university fellowship rates.

All qualified students who are U.S. citizens, nationals, or permanent resident aliens of the U.S. are urged to apply to the National Science Foundation for the pre-doctoral fellowship competition. Students apply directly to NSF; the closing date is usually in early November. Please check the NSF website (http://www.nsf.gov/) for the application instructions and deadline.

## INTRADEPARTMENTAL FELLOWSHIPS AND AWARDS

For more information on Intradepartmental Fellowships and Awards, please see the latest descriptions (https://botany.wisc.edu/financial-support/) on the botany website.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 37 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all pathway coursework and maintain a 3.00 GPA in all minor coursework. |
| Assessments and Examinations | The preliminary examination should be taken by the end of the fourth semester in residence and must be taken by the end of the fifth semester. The preliminary exam includes a written research proposal, an oral presentation of the proposal to committee members, and an oral exam.<br><br>At least one semester of at least a 33% Teaching Assistantship appointment is required.<br><br>During the final semester, candidates must present a department seminar on their dissertation research and complete a final oral exam. A written dissertation based on work conducted in a formal research course is required. All PhD dissertations must be deposited at the Graduate School. |
| Language Requirements | Language requirements are determined on an individual basis with the major professor and will depend on the area concentration within the department. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>For an "Option A" minor, the department signs the minor agreement.<br><br>For an "Option B" minor between two or more departments, the Botany chair signs the minor agreement. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Botany** [1] | | |
| A minimum of 6 credits in graduate-level BOTANY courses must be completed at UW–Madison. [1] | | 6 |
| **Seminar** | | |
| Two (2) seminar courses (at least one in BOTANY; see full list of seminars below). | | 2–4 |
| **Breadth** | | **9** |
| **Additional Coursework** | | |
| Students complete a combination of coursework chosen in consultation with their PhD committee and those based on research interests. These courses may consist of committee assigned, pathway and/or research. See below for pathway, seminar and research course options. | | 34 |
| **Total Credits** | | **53** |

[1] Seminars and research credits do not count toward the 6 credits in botany (BOTANY (https://guide.wisc.edu/graduate/botany/botany-phd/courses/botany/)).

A minimum of 51 credits in natural sciences (undergraduate and graduate program courses combined) is required.

For students completing a Botany MS (https://guide.wisc.edu/graduate/botany/botany-ms/) at UW-Madison, credits taken toward that program can be used to satisfy these requirements. These credits complete the following requirements:

- Courses required for their selected pathway (see below)
- Six (6) credits within the botany department (can also fulfill track requirements)
- Two (2) seminar courses (at least one in BOTANY; see full list of seminars below)
- Courses for the student's minor field of study
- Courses assigned by the Academic Advisory Committee and/or the student's PhD committee
- Research credits (see full list of research courses below)

Each graduate student in botany selects one of the following pathways[1]:

### General Botany Pathway [1]

Complete one course from each of the following:

| Code | Title | Credits |
|---|---|---|
| **Genetics** | | |
| BOTANY/ PL PATH 563 | Phylogenetic Analysis of Molecular Data | 3 |
| **Biochemistry, Cell or Molecular Biology** | | |
| BOTANY/ BIOCHEM 621 | Plant Biochemistry | 3 |
| **Plant Physiology or Plant Developmental Biology** | | |
| BOTANY 500 | Plant Physiology | 3-4 |
| **Cryptogamic Botany** | | |
| BOTANY/ GENETICS/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | 3 |
| **Plant Anatomy or Morphology** | | |
| BOTANY 300 | Plant Anatomy | 4 |
| BOTANY 305 | Plant Morphology and Evolution | 4 |
| **Ecology** | | |
| BOTANY 802 | Physiological Plant Ecology | 3 |
| **Evolution or Systematics** | | |
| BOTANY/ENTOM/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Ecology Pathway [1]

Complete a minimum of five courses as follows:

| Code | Title | Credits |
|---|---|---|
| **Ecology** | | |
| Complete at least three courses (minimum 9 credits) in ecology; examples include: | | |
| BOTANY 455 | The Vegetation of Wisconsin | 4 |
| **Evolution** | | |
| Complete one course in evolution; example includes: | | |
| BOTANY/ENTOM/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |
| **Elective** | | |
| Complete one course in any of the following: systematics; cryptogamic botany; biochemistry, cell or molecular biology; plant physiology or plant developmental biology; plant anatomy or morphology; or genetics. | | |
| BOTANY/ENTOM/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |
| BOTANY/ GENETICS/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | 3 |
| BOTANY/ BIOCHEM 621 | Plant Biochemistry | 3 |
| BOTANY 500 | Plant Physiology | 3-4 |
| BOTANY 300 | Plant Anatomy | 4 |
| BOTANY 305 | Plant Morphology and Evolution | 4 |
| BOTANY/ PL PATH 563 | Phylogenetic Analysis of Molecular Data | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Evolution Pathway [1]

Complete a minimum of five courses, at least one from each of the following:

| Code | Title | Credits |
|---|---|---|
| **Evolution** | | |
| BOTANY/ENTOM/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |
| **Systematics or Cryptogamic Botany** | | |
| BOTANY/ GENETICS/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | 3 |
| **Population or Quantitative Genetics** | | |
| GENETICS 633 | Population Genetics | 3 |
| **Ecology** | | |
| BOTANY/ ZOOLOGY 460 | General Ecology | 4 |
| **Elective** | | |
| Complete one course in any of the following: biochemistry, cell or molecular biology; plant physiology or plant developmental biology; or plant anatomy or morphology. | | |
| BOTANY/ BIOCHEM 621 | Plant Biochemistry | 3 |
| BOTANY 500 | Plant Physiology | 3-4 |
| BOTANY 300 | Plant Anatomy | 4 |
| BOTANY 305 | Plant Morphology and Evolution | 4 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Molecular, Cellular, and Developmental Biology (MCDB) Pathway [1]

Complete a minimum of five courses, at least one from each of the following:

| Code | Title | Credits |
|---|---|---|
| **Plant Anatomy or Morphology** | | |
| BOTANY 300 | Plant Anatomy | 4 |
| **Biochemistry, Cell or Molecular Biology** | | |
| BOTANY/ BIOCHEM 621 | Plant Biochemistry | 3 |
| **Plant Physiology** | | |
| BOTANY 500 | Plant Physiology | 3-4 |
| **Plant Developmental Biology or Genetics** | | |
| BOTANY/BIOCHEM/ GENETICS 840 | Regulatory Mechanisms in Plant Development | 3 |
| **Elective** | | |
| Complete one course in any of the following: ecology; systematics; evolution; or cryptogamic botany. | | |
| BOTANY 802 | Physiological Plant Ecology | 3 |
| BOTANY/ENTOM/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |
| BOTANY/ GENETICS/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Seminar Course Options

| Code | Title | Credits |
|---|---|---|
| BOTANY/ATM OCN/ CIV ENGR/ ENVIR ST/GEOSCI/ ZOOLOGY 911 | Limnology and Marine Science Seminar | 1 |
| BOTANY/ PL PATH 930 | Seminar-Mycology | 1 |
| BOTANY 940 | Seminar in Plant Systematics and Evolution | 1 |
| BOTANY 950 | Seminar-Plant Ecology | 1 |
| BOTANY/ AGROECOL/ ATM OCN/ENTOM/ ENVIR ST/GEOG/ ZOOLOGY 953 | Introduction to Ecology Research at UW-Madison | 1-2 |
| BOTANY 960 | Seminar-Plant Physiology | 1 |
| BOTANY/ATM OCN/ ENVIR ST/ GEOG/GEOSCI/ ZOOLOGY 980 | Earth System Science Seminar | 1 |
| ENTOM 901 | Seminar in Organismal Entomology | 1 |
| GENETICS/AN SCI/ DY SCI 951 | Seminar in Animal Breeding | 1 |
| GENETICS 993 | Seminar in Genetics | 1 |
| GEOG 900 | Seminar in Geography | 1-3 |
| GEOG 901 | Seminar in Cultural Geography | 2-3 |
| GEOG 918 | Seminar in Political Geography | 2-3 |
| GEOG 920 | Seminar in Physical Geography | 1-3 |
| GEOG 930 | Seminar in People-Environment Geography | 2-3 |
| GEOG 970 | Seminar in Geographic Information Science | 1-3 |
| GEOG/ATM OCN/ BOTANY/ ENVIR ST/GEOSCI/ ZOOLOGY 980 | Earth System Science Seminar | 1 |
| GEOG/A A E/ ANTHRO/C&E SOC/ HISTORY/LACIS/ POLI SCI/PORTUG/ SOC/SPANISH 982 | Interdepartmental Seminar in the Latin-American Area | 1-3 |
| GEOG/AFRICAN/ ANTHRO/ ECON/HISTORY/ POLI SCI 983 | Interdepartmental Seminar in African Studies Topics | 3 |
| SOIL SCI 728 | Graduate Seminar | 1 |

| | | |
|---|---|---|
| ZOOLOGY/ ATM OCN/BOTANY/ CIV ENGR/ ENVIR ST/ GEOSCI 911 | Limnology and Marine Science Seminar | 1 |
| ZOOLOGY/AN SCI/ OBS&GYN 954 | Seminar in Endocrinology-Reproductive Physiology | 1 |
| ZOOLOGY 955 | Seminar-Limnology | 1 |
| ZOOLOGY 956 | Seminar-Ecology | 1 |
| ZOOLOGY 957 | Seminar-Evolution | 1 |
| ZOOLOGY 960 | Seminar in Cellular Biology | 1 |
| ZOOLOGY/ ATM OCN/BOTANY/ ENVIR ST/GEOG/ GEOSCI 980 | Earth System Science Seminar | 1 |
| ENVIR ST/ PUB AFFR/ URB R PL 810 | Energy Analysis and Policy Capstone | 3 |
| ENVIR ST 900 | Seminar | 1-3 |
| ENVIR ST 950 | Environmental Monitoring Seminar | 2 |
| GEOSCI 920 | Seminar in Glacial and Pleistocene Geology | 1-3 |
| GEOSCI 929 | Seminar-Hydrogeology | 1-2 |
| GEOSCI 970 | Seminar-Geochemistry | 2 |
| ATM OCN 900 | Seminar-Meteorology | 1-2 |
| ATM OCN 965 | Seminar-Oceanography | 1-2 |
| M S & E 900 | Materials Research Seminar | 1 |
| M&ENVTOX 800 | Seminar | 1 |
| PLANTSCI 920 | Seminar in Plant Science and Technology | 1 |
| PLANTSCI 957 | Seminar in Plant Breeding and Plant Genetics | 1 |

### Research Course Options

| Code | Title | Credits |
|---|---|---|
| BOTANY 990 | Research-Phycology | 1-12 |
| BOTANY 993 | Research: Fungal Biology | 1-12 |
| BOTANY 994 | Research-Plant Systematics | 1-12 |
| BOTANY 995 | Research-Plant Ecology | 1-12 |
| BOTANY 996 | Research-Plant Physiology | 1-12 |
| BOTANY 999 | Independent Work | 1-3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

No credits from an undergraduate degree are allowed to transfer toward the minimum graduate degree credit requirement and the minimum graduate coursework requirement.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits from a UW-Madison professional degree are allowed to transfer toward the minimum credit requirement and the minimum graduate coursework requirement.

### Credits Earned as a University Special Student at UW–Madison

No credits earned as a UW–Madison Special student are allowed to transfer toward the minimum residence credit requirement, the minimum credit requirement, or the minimum graduate coursework requirement.

## PROBATION

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

## ADVISOR / COMMITTEE

A major professor must be chosen as soon as possible after beginning graduate study and in all cases by the end of the first year. A vice major professor is required.

Students meet with an advisory committee before their first semester and with their thesis committee by the end of their first year to plan their coursework.

Students are required to conduct a yearly progress report meeting with their thesis committee after passing the preliminary examination.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The doctoral degree is typically completed within five to six years. Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)

- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

Assistantships are only available for thesis MS and PhD degrees.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a fundamental breadth of understanding of the basic properties of plant life from the subcellular to the ecosystem level of organization, and an ability to integrate acquired botanical expertise with knowledge of related disciplines including, but not limited to, mathematics, physical sciences, and other life sciences.
2. Apply all elements of the methodological or theoretical framework within a specialized botanical subdiscipline to skillfully develop and execute original research, thereby demonstrating intellectual and technical competency appropriate to that subdiscipline.
3. Achieve a professional level of proficiency communicating scientific research proposals and/or results in written format.
4. Develop skills in oral presentation of scientific research data to peers and general audiences.
5. Evaluate, critique, and apply critical thinking skills to the generation of hypotheses, analysis of data, and interpretation of scientific results in botany and related disciplines.

6. Value and promote professional ethics in the collection, analysis, storage, and presentation of scientific data.
7. Engage in critical and respectful debate, discussion, and exchange of scientific information among peers and audiences of diverse intellectual and personal backgrounds.
8. Appreciate the importance of professional service.

# BUSINESS - SCHOOL-WIDE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Business Analytics, Graduate/Professional Certificate (p. 280)
- Business, Doctoral Minor (p. 281)
- Business, Environment, and Social Responsibility, Graduate/ Professional Certificate (p. 281)
- Business, MS (p. 283)
- Business, PhD (p. 302)
- Business: Analytics, MS (p. 327)
- Business: Data, Insights, and Analytics MS (p. 331)
- Business: Executive, MBA (p. 334)
- Business: General Management, MBA (p. 338)
- Business: Supply Chain Management, MBA (p. 344)

# BUSINESS ANALYTICS, GRADUATE/PROFESSIONAL CERTIFICATE

The Graduate Business Analytics Certificate program prepares students to use analytics for making decisions with a business mindset—seeking answers to questions in order to define the problem, gather necessary data, convert those data to decisions, arrive at and support a business# appropriate answer, and successfully communicate that answer in a form appropriate to the audience. By combining analytics with business knowledge, we prepare our students to function successfully in the data# rich business environment. Business students understand how business operates, how to communicate successfully with others in business, and are familiar with the concept of business goals and objectives. This business perspective is central to the design and differentiation of our certificate.

## ADMISSIONS

# ADMISSIONS

Graduate students in the School of Business, except those declared in the Master of Science in Business: Analytics, are eligible for this certificate. A student must discuss the certificate requirements with program directors and/or the certificate directors before declaring with the form at the certificate website. Applying earlier is better, but you must apply at least one semester (two if you graduate during the summer) prior to your graduation semester. If you graduate in the spring or summer semester, you must apply by December 15 of the previous year. If you graduate in the fall semester, you must apply by April 15 of your graduating year.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Foundation Course** | | |
| Students must complete at least 2 credits from the following courses. | | 2 |
| GEN BUS 704 | Data to Decisions | |
| or GEN BUS 307 | Business Analytics II | |
| **Specified Areas of Study** [1] | | |
| Students must complete one of the following options | | 9 |
| One course in the area of "Analytic Tools & Methods" | | |
| One course in the area of "Analytic Steps" | | |
| One additional course from "Analytic Tools & Methods" or "Analytic Steps" that is outside the School of Business department housing the student's major program. | | |
| **Total Credits** | | **11** |

[1] Depending on course selection, student may need more than 3 courses to reach the 9 credit minimum.

### Analytic Tools & Methods

| Code | Title | Credits |
|---|---|---|
| ACT SCI 654 | Regression and Time Series for Actuaries | 2-3 |
| ACT SCI 655 | Health Analytics | 3 |
| GEN BUS 656 | Foundations of Statistical Learning for Business Analytics | 2-3 |
| GEN BUS 657 | Machine Learning and Artificial Intelligence Models for Business Analytics | 2 |
| GEN BUS 720 | Data Visualization for Business Analytics | 1-2 |
| GEN BUS 730 | Prescriptive Modeling and Optimization for Business Analytics | 2-3 |
| GEN BUS 740 | Experiments and Causal Methods for Business Insights | 2-3 |

| | | |
|---|---|---|
| GEN BUS 760 | Data Technology for Business Analytics | 2-3 |
| GEN BUS 780 | Cloud Technology for Business Analytics | 1 |
| INFO SYS 322 | Introduction to Databases | 3 |
| MARKETNG 775 | Social Media Marketing | 2-3 |
| MARKETNG 815 | Marketing Analytics | 2-3 |
| OTM 714 | Supply Chain Analytics | 2-3 |
| R M I 660 | Risk Analytics and Behavioral Science | 3 |

### Analytic Steps

| Code | Title | Credits |
|---|---|---|
| ACCT I S 640 | Foundation in Accounting Analytics | 3 |
| FINANCE 635 | Business Valuation | 3 |
| M H R 614 | People Analytics | 2-3 |
| MARKETNG 710 | Marketing Research | 2-3 |
| MARKETNG/ OTM 727 | Information Technology in Supply Chains | 3 |
| MARKETNG 745 | Digital Marketing Analytics | 2-3 |
| OTM 752 | Project Management | 1-3 |
| R M I 655 | Risk Financing Techniques | 3 |

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Apply analytic tools to prepare, manage, and analyze data for projects (DESCRIPTIVE)
2. Apply analytical tools and methods to both model business issues and appropriately assess and analyze model output (PREDICTIVE)
3. Design and manage data analysis, interpret results, and communicate answers and/or recommendations to support decision making (PRESCRIPTIVE)

# BUSINESS, DOCTORAL MINOR

Non-business students may earn a doctoral minor in business from the School of Business through the completion of necessary coursework (p. 281).

## ADMISSIONS

# ADMISSIONS

Students must complete the following steps:

1. Meet with a major advisor in home department to determine the business subjects most relevant to your program and/or research.
2. Print and complete the student portion of the "minor agreement form (https://uwmadison.app.box.com/s/nhsn16g10z6z9bjogwpnf9owmjgwf2oi/)".
   a. Consult with a School of Business (WSB) faculty member in the area(s) where coursework is being considered. Faculty member must approve plan of study and sign the minor agreement form.
   b. Submit the completed form to the PhD Program Office (3115 Grainger Hall) for final approval.

**Coursework should begin only after receiving final written approval.** A copy of the approved agreement will be kept in the PhD Program Office. It is strongly recommended that you have a copy of this agreement placed in your permanent file in your home (major) department.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor (in addition to the steps above), please also log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Contact phd@wsb.wisc.edu for questions about the School of Business minor options, faculty representatives, or the minor agreement form.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

To earn this doctoral minor, students must follow these guidelines for a minor involving business coursework. Any minor earned through the School of Business appears as “Business” on a transcript and not from a specific program.

### Option 1

Complete at least 9 credits within one School of Business program (Accounting, Finance, Management and Human Resources, Marketing, Operations and Information Management, Real Estate and Urban Land Economics, or Risk Management). All courses/credits taken must be graded (A–F).

### Option 2

Complete a general business minor of at least 9 credits from multiple programs (same as above) within the School of Business.

# BUSINESS, ENVIRONMENT, AND SOCIAL RESPONSIBILITY, GRADUATE/PROFESSIONAL CERTIFICATE

The School of Business Graduate/Professional Certificate in Business, Environment, and Social Responsibility (BESR) is designed for UW–Madison graduate students who want to broaden their understanding of sustainable business practices. This certificate provides the real-world skills and knowledge needed to manage enterprises that integrate economic, environmental, and social decision-making in their daily operations.

As determined by each student’s individual course path, students will acquire deeper knowledge and skills in select domains such as risk management, diversity, green real estate, and more. Students are also encouraged but not required to participate in a variety of events and

activities that provide a forum to exchange ideas and connect the business community with students and faculty interested in sustainability.

## ADMISSIONS

# ADMISSIONS

The Business, Environment, and Social Responsibility certificate is open to students with graduate/professional standing at the University of Wisconsin–Madison. Admission is on a rolling basis. To declare the certificate, students must submit an online application form (https://business.wisc.edu/graduate/certificates/business-environment-social/) and request a certificate declaration through the Graduate Student Portal in MyUW.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

## REQUIREMENTS

# REQUIREMENTS

## GRADE REQUIREMENT

Coursework must be completed with a B or better to satisfy certificate requirements.

## REQUIRED COURSES

Students must complete at least 12 credits. Students are strongly encouraged to participate in related non-credit sustainability experiences via competitions, conferences, and speaker events.

| Code | Title | Credits |
|---|---|---|
| **Foundational** | | |
| Students must complete the following course. | | |
| M H R 710 | Challenges & Solutions in Business Sustainability (spring) | 3 |
| **School of Business - Advanced Business Sustainability Classes** | | |
| Students must complete at least 3 credits from the following list. | | 3 |
| GEN BUS 713 | Role of Business in Society | |
| GEN BUS 714 | Corporate Governance and Board Membership | |
| M H R 617 | Diversity in Organizations | |
| REAL EST 651 | Green - Sustainable Development | |
| R M I 650 | Sustainability, Environmental and Social Risk Management | |
| R M I 665 | Catastrophe Risk and Reinsurance | |
| **Other Elective Coursework** | | |
| Students may apply up to 6 credits from other elective coursework towards the minimum credit requirement. | | 0-6 |
| A A E/ F&W ECOL 430 | Decision Methods for Natural Resource Managers | |
| A A E/ECON/ F&W ECOL 531 | Natural Resource Economics | |
| A A E 642 | Foundations of Development Economics | |
| A A E 643 | Foundations of Environmental and Natural Resource Economics | |
| A A E 730 | Frontiers in Development Economics 1 | |
| A A E 731 | Frontiers in Development Economics 2 | |
| A A E 760 | Frontiers in Environmental and Natural Resource Economics 1 | |
| A A E 762 | Frontiers in Environmental and Natural Resource Economics 2 | |
| A A E 771 | Microeconomics of Resources and Energy: Theory to Practice | |
| A A E 772 | Applied Econometrics of Resource and Energy Demand | |
| A A E 773 | Seminar in Resource and Energy Demand Analysis | |
| ACCT I S 700 | Financial Accounting | |
| ACCT I S 710 | Managerial Accounting | |
| ACCT I S 771 | Analysis of Performance Measurement & Control | |
| CIV ENGR/ G L E 421 | Environmental Sustainability Engineering | |
| CIV ENGR 494 | Civil and Environmental Engineering Decision Making | |
| CIV ENGR 729 | Environmental Sustainability Tools | |
| E P D 660 | Core Competencies of Sustainability | |
| ENVIR ST/ F&W ECOL 515 | Natural Resources Policy | |
| ENVIR ST/ GEOG 534 | Environmental Governance: Markets, States and Nature | |
| ENVIR ST/ C&E SOC/ SOC 540 | Sociology of International Development, Environment, and Sustainability | |
| ENVIR ST/ SOIL SCI 575 | Assessment of Environmental Impact | |
| ENVIR ST/ A A E/ECON/ URB R PL 671 | Energy Economics | |
| ENVIR ST/ AGROECOL 724 | Agroecosystems and Global Change | |
| ENVIR ST/ POP HLTH 739 | Climate Change, Human and Planetary Health | |
| ENVIR ST/ PUB AFFR/ URB R PL 809 | Introduction to Energy Analysis and Policy | |
| ENVIR ST/ URB R PL 843 | Land Use Policy and Planning | |
| ENVIR ST/ URB R PL 865 | Water Resources Institutions and Policies | |

| | |
|---|---|
| ENVIR ST/ POLI SCI/ PUB AFFR 866 | Global Environmental Governance |
| ENVIR ST/A A E/ POP HLTH/ PUB AFFR 881 | Benefit-Cost Analysis |
| ENVIR ST 977 | Sustainable Development - Integral Perspective |
| FINANCE 700 | Introduction to Financial Management |
| GEN BUS 732 | Economics for Managers |
| GEOG 507 | Waste Geographies: Politics, People, and Infrastructures |
| LAND ARC 563 | Designing Sustainable and Resilient Regions |
| LAND ARC 621 | Designing Healthy Communities Seminar |
| LAW 845 | Water Rights Law |
| LAW 848 | Introduction to Environmental Law |
| LAW 918 | Selected Problems in International Law-Seminar ("Human Rights/ Humanitarian Law" or "Climate, Human Rights & Enviro") |
| LAW 988 | Selected Problems in Environmental Law-Seminar ("Natural Resources Law" or "Agricultural Law & the Environment") |
| LAW 989 | Environmental Law and Practice |
| M H R 723 | Business Strategy |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers |
| MARKETNG 700 | Marketing Management |
| OTM 700 | Operations and Supply Chain Management |
| R M I 700 | Principles of Risk Management |
| SOC/ C&E SOC 541 | Environmental Stewardship and Social Justice |
| URB R PL/ECON/ PUB AFFR 734 | Regional Economic Problem Analysis |
| URB R PL 550 | Transportation and the Built Environment |
| URB R PL 551 | Climate Action Planning: Sustainable Transportation |
| URB R PL 841 | Urban Functions, Spatial Organization and Environmental Form |
| **Total Credits** | **12** |

### Electives

The list of electives is dynamic and will be adjusted as new courses are offered and dropped. Students may request to substitute listed electives with courses that are currently not listed. Such a request requires the student to explain how the substitute class meets the learning outcomes of the certificate and assists the student in reaching their individual goals for taking the certificate. The request requires approval by the certificate director.

For courses with access restricted to School of Business students, non-business school students may select equivalent open-access lower-level courses numbered 300 and above (e.g., substitute M H R 723 Business Strategy with M H R 423 Strategic Management).

### Extracurricular Activities

Certificate students are encouraged, but not required, to engage in extracurricular activities that enhance the certificate's learning outcomes. These include:

- Speaker events such as the Weston Lecture Series or the Sustainable Success Speaker Series
- Sustainability oriented student organizations (https://sustainability.wisc.edu/student-organizations/) such as NetImpact (https://win.wisc.edu/organization/wisconsinmbanetimpact/) or other relevant student organizations
- UW's Green Fund Competition
- Conferences such as the Nelson's Institute Annual Earth Day (https://earthfest.wisc.edu/?utm_source=earth_day_website&utm_medium=referral&utm_id=earthfest_2024) conference

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Analyze how business, society, and the natural environment interrelate to drive sustainability challenges.
2. Synthesize knowledge of business with knowledge of the natural and societal environment to develop and implement sustainability solutions for business and policy.
3. Develop appreciation of how different professions and disciplines contribute to business sustainability.
4. Prepare for business sustainability-related career pathways in industry, consulting, government, and NGOs (non-governmental organizations).

# BUSINESS, MS

## ADMISSIONS

# ADMISSIONS

The MS is offered for work leading to the PhD if a student does not complete the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD in Business (https://guide.wisc.edu/graduate/business-school-wide/business-phd/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No curricular language requirements. |

## REQUIRED COURSES

Select a Named Option (p. 284) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MS in Business must select one of the following named options:

View as listView as grid

- **BUSINESS: ACCOUNTING, MS (P. 285)**
- **BUSINESS: FINANCE, MS (P. 287)**
- **BUSINESS: INSURANCE ECONOMICS AND ACTUARIAL ANALYSIS, MS (P. 290)**
- **BUSINESS: MANAGEMENT AND HUMAN RESOURCES, MS (P. 292)**
- **BUSINESS: MARKETING, MS (P. 295)**
- **BUSINESS: OPERATIONS AND INFORMATION MANAGEMENT, MS (P. 297)**
- **BUSINESS: REAL ESTATE AND URBAN ECONOMICS, MS (P. 299)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

View as listView as grid

- **BUSINESS: ACCOUNTING, MS (P. 285)**
- **BUSINESS: FINANCE, MS (P. 287)**
- **BUSINESS: INSURANCE ECONOMICS AND ACTUARIAL ANALYSIS, MS (P. 290)**
- **BUSINESS: MANAGEMENT AND HUMAN RESOURCES, MS (P. 292)**
- **BUSINESS: MARKETING, MS (P. 295)**
- **BUSINESS: OPERATIONS AND INFORMATION MANAGEMENT, MS (P. 297)**
- **BUSINESS: REAL ESTATE AND URBAN ECONOMICS, MS (P. 299)**

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop a proficiency in methodology relevant to the field of study.
2. Understand and adhere to ethical and professional conduct in a diverse scholarly environment.
3. Communicate complex or ambiguous ideas in a clear and understandable manner.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# BUSINESS: ACCOUNTING, MS

## ADMISSIONS

## ADMISSIONS

The MS is offered for work leading to the PhD if a student does not complete the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD in Business (https://guide.wisc.edu/graduate/business-school-wide/business-phd/).

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No curricular language requirements. |

### REQUIRED COURSES

This master's degree is earned by students on the way to earning the Accounting named option of the PhD in Business. Students must complete 30 credits of eligible coursework as detailed below.

| Code | Title | Credits |
|---|---|---|
| **Seminar Requirement** | | |
| Students must complete the following course 4 times for a total of 12 credits. | | 12 |
| ACCT I S 971 | Seminar in Accounting Research | |
| **Economics Requirement** | | |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| or A A E 635 | Applied Microeconomic Theory | |
| or A A E 705 | Applied Microeconomics | |
| Approved Economics Elective (see list below for possible course options) | | 3 |
| **Statistics and Research Methods Requirement** | | |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| Students also select two of the following: | | 6-8 |
| ECON 709 | Economic Statistics and Econometrics I | |
| ECON 710 | Economic Statistics and Econometrics II | |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | |
| PSYCH 710 | Design and Analysis of Psychological Experiments II | |
| A A E 636 | Applied Econometric Analysis I | |
| A A E 637 | Applied Econometric Analysis II | |
| **Breadth Requirement** | | |
| Students develop a specialization in a related field such as economics, psychology, or sociology. Students also build a foundation in statistics that supports their research interests. Methodology courses in economics, agricultural economics, or psychology will generally provide a strong foundation. | | 3 |
| **Additional Coursework** | | |
| This could include the following courses: ACCT I S 990, ACCT I S 999, and other non-research coursework decided with their advisor | | 2 |
| **Total Credits** | | **30** |

### Economics Electives

| Code | Title | Credits |
|---|---|---|
| ECON 461 | International Macroeconomics | 3-4 |
| ECON 464 | International Trade | 3-4 |
| ECON 467 | International Industrial Organizations | 3-4 |
| ECON 521 | Game Theory and Economic Analysis | 3-4 |
| ECON/POP HLTH/ PUB AFFR 548 | The Economics of Health Care | 3-4 |
| ECON 621 | Markets and Models | 3-4 |
| ECON 690 | Topics in Economics | 2-4 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON 716 | Econometric Methods | 3 |
| ECON 717 | Applied Econometrics | 3 |
| ECON 736 | Macroeconomic Policy | 3 |
| ECON 741 | Theory of Public Finance and Fiscal Policy | 3 |
| ECON 742 | Theory of Public Finance and Fiscal Policy | 3 |
| ECON 751 | Survey of Institutional Aspects of Labor Economics | 3 |
| ECON 761 | Industrial Organization Theory | 3 |
| ECON 762 | Empirical Analysis of Industrial Organization and Public Policy | 3 |
| A A E 722 | Machine Learning in Applied Economic Analysis | 4 |
| A A E 737 | Applied Econometric Analysis III | 3 |
| A A E 777 | Survey and Sample Design in Applied Economics | 2 |
| A A E 875 | Special Topics | 1-4 |
| A A E/ENVIR ST/ POP HLTH/ PUB AFFR 881 | Benefit-Cost Analysis | 3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS: FINANCE, MS

## ADMISSIONS

## ADMISSIONS

The MS is offered for work leading to the PhD if a student does not complete the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD in Business (https://guide.wisc.edu/graduate/business-school-wide/business-phd/).

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No curricular language requirements. |

## REQUIRED COURSES

This master's degree is earned by students on the way to earning the Finance named option of the PhD in Business. Students must complete 30 credits of eligible coursework as detailed below.

| Code | Title | Credits |
|---|---|---|
| **Finance Requirements** | | |
| FINANCE 920 | Theory of Finance | 3 |
| FINANCE 970 | Seminar- Investments (Ph.D.) | 3 |
| FINANCE 971 | Seminar-Corporate Finance (Ph.D.) | 3 |
| FINANCE 973 | Seminar-Workshop in Finance | 2 |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| **Econometrics Requirements** | | |
| ECON 709 | Economic Statistics and Econometrics I | 3-4 |
| ECON 710 | Economic Statistics and Econometrics II | 3-4 |
| **Economics Requirements** | | |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON 714 | Economic Theory; Macroeconomics Sequence | 3 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more

years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender*

*expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS: INSURANCE ECONOMICS AND ACTUARIAL ANALYSIS, MS

## ADMISSIONS

## ADMISSIONS

The MS is offered for work leading to the PhD if a student does not complete the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD in Business (https://guide.wisc.edu/graduate/business-school-wide/business-phd/).

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No curricular language requirements. |

### REQUIRED COURSES

This master's degree is earned by students on the way to earning the Insurance Economics and Actuarial Analytics named option of the PhD in Business. Students must complete 30 credits of eligible coursework as detailed below.

| Code | Title | Credits |
|---|---|---|
| **Economic Theory Requirement** | | |
| Select one of the following sequences: | | 6 |
| ECON 711 & ECON 713 | Economic Theory-Microeconomics Sequence and Economic Theory: Microeconomics Sequence | |
| ECON 712 & ECON 714 | Economic Theory-Macroeconomics Sequence and Economic Theory; Macroeconomics Sequence | |
| **Econometrics Requirement** | | |
| Select one of the following sequences: | | 6-8 |
| A A E 636 & A A E 637 | Applied Econometric Analysis I and Applied Econometric Analysis II | |
| ECON 709 & ECON 710 | Economic Statistics and Econometrics I and Economic Statistics and Econometrics II | |
| STAT 849 | Advanced Statistical Methods | |
| and an additional STAT course to be selected with advisor approval | | |
| **Other Requirements** | | |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |

| | | |
|---|---|---|
| R M I 920 | Seminar in Actuarial Science, Risk Management & Insurance I | 3 |
| R M I 765 | Contemporary Topics (Current Topics: RMI) | 3 |
| **Breadth Requirement** | | |
| Students work with a faculty advisor to set an appropriate course sequence, consisting of a combination of courses within the School of Business and a set of advanced courses that form a coherent package and enhance your research skills from outside of the School of Business. | | 6 |
| **Additional Coursework** | | |
| This could include the following courses: R M I 990, R M I 999 and other non-research coursework decided with their advisor. | | 3-5 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

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- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

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2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
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4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS: MANAGEMENT AND HUMAN RESOURCES, MS

## ADMISSIONS

## ADMISSIONS

The MS is offered for work leading to the PhD if a student does not complete the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD in Business (https://guide.wisc.edu/graduate/business-school-wide/business-phd/).

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No curricular language requirements. |

## REQUIRED COURSES

This master's degree is earned by students on the way to earning the Management and Human Resources named option of the PhD in Business. Students must complete 30 credits of eligible coursework as detailed below.

| Code | Title | Credits |
|---|---|---|
| **Seminars** | | |
| M H R 871 | Seminar-Personnel Management | 3 |
| M H R 872 | Seminar in Organizational Behavior and Design | 3 |
| M H R 973 | Doctoral Research Seminar in Business Strategy | 3 |
| M H R 975 | Doctoral Research Seminar in Management | 3 |
| M H R 976 | Doctoral Research Seminar in Management | 2 |
| M H R 977 | Emerging Entrepreneurship Theory and Research | 3 |
| **Other Requirements** | | |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| **Advanced Research Methods and Statistics** | | |
| Consists of courses in statistics, research methodology, and depth courses. Courses are selected in consultation with the student's advisor. | | 6 |
| **Breadth** | | |
| Students are required to take an additional 6 credits of coursework, numbered 700 or higher, from any department. A substantial share of coursework may be undertaken outside of the School of Business. Students take a diverse array of seminars in the economics, sociology, psychology, statistics, and computer science departments, depending on their specific research interests. These may be theory or methods courses. | | 6 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

## OTHER

n/a

# BUSINESS: MARKETING, MS

## ADMISSIONS

## ADMISSIONS

The MS is offered for work leading to the PhD if a student does not complete the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD in Business (https://guide.wisc.edu/graduate/business-school-wide/business-phd/).

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No curricular language requirements. |

### REQUIRED COURSES

This master's degree is earned by students on the way to earning the Marketing named option of the PhD in Business. Students must complete 30 credits of eligible coursework as detailed below.

| Code | Title | Credits |
|---|---|---|
| **Seminar Requirement** | | |
| MARKETNG 971 | Seminar-Marketing PhD, Contemporary Topics in Marketing (take for 3 credits twice) | 6 |
| MARKETNG 972 | Seminar-Marketing PhD, Research Methods in Marketing (take for 3 credits twice) | 6 |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| **Breadth Requirement** | | |
| Students complete four courses at the graduate level, either inside or outside the School of Business. These courses will form a coherent topic related to the student's specific research interest and will include at least one course in the methods of data collection and at least one in the methods of data analysis. Students will select these courses in consultation with their advisor. | | 12 |
| **Additional Coursework** | | |
| Students will complete additional credits of coursework, decided in consultation with their advisor. | | 5 |
| **Total Credits** | | **30** |

## POLICIES

## GRADUATE SCHOOL POLICIES

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

## MAJOR-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned

ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
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4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.

6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS: OPERATIONS AND INFORMATION MANAGEMENT, MS

## ADMISSIONS

# ADMISSIONS

The MS is offered for work leading to the PhD if a student does not complete the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD in Business (https://guide.wisc.edu/graduate/business-school-wide/business-phd/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No curricular language requirements. |

## REQUIRED COURSES

This master's degree is earned by students on the way to earning the Operations and Information Management named option of the PhD in Business. Students must complete 30 credits of eligible coursework as detailed below.

| Code | Title | Credits |
|---|---|---|
| **Mathematical Foundation** | | |
| This requirement can be met with any MATH course numbered 500 or higher or the following course: | | 3 |

| | | |
|---|---|---|
| MATH 340 | Elementary Matrix and Linear Algebra | |
| **Statistical Foundation** | | |
| This requirement can be met with any Statistics (STAT) course numbered 300 or higher. | | 3 |
| **Economics Foundation** | | |
| This requirement can be met with any Agricultural and Applied Economics (A A E) course numbered 600 or higher or Economics (ECON) course numbered 400 or higher. | | 3 |
| **Research Methodology** | | |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| *Research Electives* | | |
| Working with an advisor, each student chooses a minimum of three courses in the area of research methodology. While students are required to develop basic research background in multiple research areas, most students ultimately specialize in the research area and methodology that best suits their skills and research interests. These courses can be drawn from inside or outside the School of Business. | | 9 |
| **Breadth Requirement** | | |
| Students develop a specialization in a related field such as economics, psychology, or sociology. Students also build a foundation in statistics that supports their research interests. Methodology courses in economics, agricultural economics, or psychology will generally provide a strong foundation. | | 6 |
| **Additional Coursework** | | |
| This could include the following courses: OTM 990, OTM 999, and other non-research coursework decided with the advisor. | | 5 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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## ADVISOR / COMMITTEE

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## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

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These resources may be helpful in addressing your concerns:

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  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
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5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS: REAL ESTATE AND URBAN ECONOMICS, MS

## ADMISSIONS

## ADMISSIONS

The MS is offered for work leading to the PhD if a student does not complete the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD in Business (https://guide.wisc.edu/graduate/business-school-wide/business-phd/).

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No curricular language requirements. |

## REQUIRED COURSES

This master's degree is earned by students on the way to earning the Real Estate and Urban Economics named option of the PhD in Business. Students must complete 30 credits of eligible coursework as detailed below.

| Code | Title | Credits |
|---|---|---|
| **Real Estate Courses** | | |
| REAL EST 870 | Advanced Real Estate Finance Theory | 3 |
| REAL EST 875 | Advanced Urban Land Economics | 3 |
| *Seminar* | | |
| Starting the second semester, students take the real estate seminar. This workshop is designed to help students make progress toward completion of their second-year paper and their dissertation. Students are required to take this course 5 times for credit. Students are encouraged to audit this workshop during their first semester. | | 5 |
| REAL EST 978 | Research Seminar in Real Estate and Urban Land Economics | |
| **Finance Courses** | | |
| FINANCE 920 | Theory of Finance | 3 |
| FINANCE 970 | Seminar- Investments (Ph.D.) | 3 |
| or FINANCE 971 | Seminar-Corporate Finance (Ph.D.) | |
| or FINANCE 972 | Topics Seminar-Finance PhD | |
| **Economics Courses** | | |
| Complete 6 credits from the following: | | 6 |
| ECON 709 | Economic Statistics and Econometrics I | |
| ECON 710 | Economic Statistics and Econometrics II | |
| ECON 711 | Economic Theory-Microeconomics Sequence | |
| ECON 712 | Economic Theory-Macroeconomics Sequence | |
| ECON 713 | Economic Theory: Microeconomics Sequence | |
| ECON 714 | Economic Theory; Macroeconomics Sequence | |
| **Other Requirement** | | |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| **Breadth Requirement** | | |
| At the beginning of the second year, each student proposes a set of advanced courses that form a coherent package and enhance the student's research skills. Students are free to choose PhD level elective courses offered by the economics, finance, agricultural applied economics, mathematics, or statistics departments. It may also be appropriate to choose courses in computer science, law, psychology, accounting, marketing, or other areas taught at UW–Madison. | | 6 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

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

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.

5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS, PHD

The School of Business PhD program has a rich tradition of training scholars who can both enhance the intellectual understanding of business theory and practice and effectively transmit this knowledge to other scholars, business professionals, and students.

The high scholarly productivity and leadership of the school's faculty members are regularly noted in national rankings. Recent studies of U.S. and worldwide scholarly research productivity rated School of Business faculty among the top graduate business schools in the country. In addition to world-renowned recognition for research, the School of Business faculty bring a variety of real-world experience to the program.

The PhD degree provides advanced instruction that actively involves the student in research. School of Business doctoral candidates share with their professors the experience of exploring the frontiers of knowledge while acquiring the spirit as well as the methods of productive scholarship. At the time of enrollment, each student is assigned a major advisor to provide program counsel and to channel communication within and between School of Business departments. The mentoring relationship between the major professor and student is one of mutual agreement.

## DEGREE PROGRAM SPECIALIZATIONS

The School of Business PhD program (https://business.wisc.edu/phd/) allows students to select a specialization from one of our seven departments. Each specialization permits the student, with the assistance and direction of a major advisor, to tailor a program based on research interests and career goals.

## ADMISSIONS

## ADMISSIONS

Students apply to the PhD in Business through one of the named options:

- Accounting (p. 304)
- Finance (p. 307)
- Insurance Economics and Actuarial Analytics (p. 310)
- Management and Human Resources (p. 313)
- Marketing (p. 317)
- Operations and Information Management (p. 320)
- Real Estate and Urban Economics (p. 324)

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Virtually all PhD students in business are funded at a level that guarantees a minimum of five years of the following: full tuition remission; scholarship funding; a monthly stipend; comprehensive family health insurance plan, travel funding for students presenting at academic conferences.

Prospective students should see the program website for funding information (https://business.wisc.edu/phd/funding/).

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 33 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.2 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | See Named Options for this requirement. |
| Language Requirements | There are no curricular language requirements for Business PhD students. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required; breadth is achieved in other ways. |

### REQUIRED COURSES

Select a Named Option for required coursework.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the PhD in Business must select one of the following named options:

View as listView as grid

- **BUSINESS: ACCOUNTING, PHD (P. 304)**
- **BUSINESS: FINANCE, PHD (P. 307)**
- **BUSINESS: INSURANCE ECONOMICS AND ACTUARIAL ANALYTICS, PHD (P. 310)**
- **BUSINESS: MANAGEMENT AND HUMAN RESOURCES, PHD (P. 313)**
- **BUSINESS: MARKETING, PHD (P. 317)**
- **BUSINESS: OPERATIONS AND INFORMATION MANAGEMENT, PHD (P. 320)**
- **BUSINESS: REAL ESTATE AND URBAN ECONOMICS, PHD (P. 324)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

View as listView as grid

- **BUSINESS: ACCOUNTING, PHD (P. 304)**
- **BUSINESS: FINANCE, PHD (P. 307)**
- **BUSINESS: INSURANCE ECONOMICS AND ACTUARIAL ANALYTICS, PHD (P. 310)**
- **BUSINESS: MANAGEMENT AND HUMAN RESOURCES, PHD (P. 313)**
- **BUSINESS: MARKETING, PHD (P. 317)**
- **BUSINESS: OPERATIONS AND INFORMATION MANAGEMENT, PHD (P. 320)**
- **BUSINESS: REAL ESTATE AND URBAN ECONOMICS, PHD (P. 324)**

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate frontiers, limits and challenges with respect to theory, knowledge and practice within the field of study.
2. Create research and scholarship that makes a substantive contribution within the field of study or to the practice of the field.
3. Develop a proficiency in methodology relevant to the field of study.
4. Articulate complex or ambiguous ideas in a clear and understandable manner to students, colleagues, and society.
5. Understand and adhere to ethical and professional conduct in a diverse scholarly environment.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# BUSINESS: ACCOUNTING, PHD

The Business: Accounting, PhD prepares individuals for careers in research, teaching, and service at the university level.

The program stresses high-quality research at the frontiers of knowledge. A majority of the student's time in the program is dedicated to developing, refining, and applying their research skills.

The Business: Accounting PhD has a strong track record of producing high-quality researchers and teachers. Our approach values collegiality; students work closely with faculty in an apprenticeship-type approach.

Student research is supported by faculty in four core areas and include archival and experimental research. The four core areas are auditing, financial accounting, managerial accounting and tax.

Our faculty members contribute to significant advancements in the field, as evidenced by our recently published journal articles (https://business.wisc.edu/faculty-research/accounting-information-systems/featured-publications/).

## ADMISSIONS

## ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GMAT is accepted as an alternative to the GRE. |
| Letters of Recommendation Required | 3 |

Admission consideration requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. Work experience is not required. Applicants should have an undergraduate minimum grade point average (GPA) of 3.0 or higher on a 4.0 scale. In addition to academic credentials, test scores, personal achievements, motivation, communication skills (written and oral) and recommendation letters are considered in the admission process at both the master's and doctoral levels.

**Please note:** The Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE), taken within five years of the starting term, is required of all applicants to the School of Business PhD and MS programs.

To learn more about the application and admissions process, visit PhD Admission Requirements (https://business.wisc.edu/phd/admissions/).

### HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://admissions.wsb.wisc.edu/Phd/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 33 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.20 GPA required. |

| | |
|---|---|
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to pass a comprehensive examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | There are no curricular language requirements. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required; breadth is achieved in other ways. |

## REQUIRED COURSES

In addition to the required courses listed below, all PhD students are required to participate in the Teaching Improvement Program and Graduate Assistant Equity Workshop.

| Code | Title | Credits |
|---|---|---|
| **Seminar Requirement** | | |
| ACCT I S 971 | Seminar in Accounting Research (take four times) | 12 |
| **Economics Requirement** | | |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| or A A E 635 | Applied Microeconomic Theory | |
| or A A E 705 | Applied Microeconomics | |
| Approved Economics Elective (see list below for possible course options) | | 3 |
| **Statistics and Research Methods Requirement** | | |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| Students also select two of the following: | | 8-9 |
| ECON 709 | Economic Statistics and Econometrics I | |
| ECON 710 | Economic Statistics and Econometrics II | |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | |
| PSYCH 710 | Design and Analysis of Psychological Experiments II | |
| A A E 636 | Applied Econometric Analysis I | |
| A A E 637 | Applied Econometric Analysis II | |
| **Breadth Requirement** | | |
| Students develop a specialization in a related field such as economics, psychology, or sociology. Students also build a foundation in statistics that supports their research interests. Methodology courses in economics, agricultural economics, or psychology will generally provide a strong foundation. | | 9 |
| **Additional Coursework** | | |
| This could include the following courses: ACCT I S 990, ACCT I S 999, and other non-research coursework decided with their advisor. | | 15-17 |
| **Total Credits** | | **51** |

### Economics Electives

| Code | Title | Credits |
|---|---|---|
| ECON 461 | International Macroeconomics | 3-4 |
| ECON 464 | International Trade | 3-4 |
| ECON 467 | International Industrial Organizations | 3-4 |
| ECON 521 | Game Theory and Economic Analysis | 3-4 |
| ECON/POP HLTH/ PUB AFFR 548 | The Economics of Health Care | 3-4 |
| ECON 621 | Markets and Models | 3-4 |
| ECON 690 | Topics in Economics | 2-4 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON 716 | Econometric Methods | 3 |
| ECON 717 | Applied Econometrics | 3 |
| ECON 736 | Macroeconomic Policy | 3 |
| ECON 741 | Theory of Public Finance and Fiscal Policy | 3 |
| ECON 742 | Theory of Public Finance and Fiscal Policy | 3 |
| ECON 751 | Survey of Institutional Aspects of Labor Economics | 3 |
| ECON 761 | Industrial Organization Theory | 3 |
| ECON 762 | Empirical Analysis of Industrial Organization and Public Policy | 3 |
| A A E 722 | Machine Learning in Applied Economic Analysis | 4 |
| A A E 737 | Applied Econometric Analysis III | 3 |
| A A E 777 | Survey and Sample Design in Applied Economics | 2 |
| A A E 875 | Special Topics (Topic: Introduction to Object-Oriented Programming and Data Analytics) | 1-4 |
| A A E/ENVIR ST/ POP HLTH/ PUB AFFR 881 | Benefit-Cost Analysis | 3 |

### Independent Research

Students are required to present to the faculty an original research project (possibly co-authored with a faculty member or with another student) by the end of the student's third year in the program. Independent of the presentation requirement, students must have completed a draft of their dissertation proposal (approved by their advisor) prior to the comprehensive examination.

# POLICIES

# GRADUATE SCHOOL POLICIES

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may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

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### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

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- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
  - Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
  - Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
  - Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
  - Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
  - Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
  - Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
  - Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
  - Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

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2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student

must contact the dean's office within 60 calendar days of the alleged unfair treatment.

5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

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The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS: FINANCE, PHD

The Business: Finance, PhD prepares individuals for careers in research and teaching at the university level.

The program is highly quantitative, providing a strong foundation in financial and economic theory, as well as in mathematical statistical techniques. Through a program of elective courses and dissertation research, students specialize in particular areas of finance.

Student research is supported by faculty in five core areas including asset pricing, corporate finance, market microstructure, banking and finance theory.

Our faculty members contribute to significant advancements in the theory and practice of finance, as evidenced by our recently published journal articles (https://business.wisc.edu/faculty-research/finance-investment-banking/featured-publications/).

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GMAT is accepted as an alternative to the GRE. |
| Letters of Recommendation Required | 3 |

Admission consideration requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. Work experience is not required. Applicants should have an undergraduate minimum grade point average (GPA) of 3.0 or higher on a 4.0 scale. In addition to academic credentials, test scores, personal achievements, motivation, communication skills (written and oral) and recommendation letters are considered in the admission process at both the master's and doctoral levels.

**Please note:** The Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE), taken within five years of the starting term, is required of all applicants to the School of Business PhD and MS programs.

To learn more about the application and admissions process, visit PhD Admission Requirements (https://business.wisc.edu/phd/admissions/).

### HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://admissions.wsb.wisc.edu/Phd/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 33 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.20 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to pass a comprehensive preliminary examination in finance after they have cleared their record of all Incomplete and Progress grades (other than research and thesis) in the summer of their second year. Students are required to present their research papers each year beginning in year three. They are required to write a three signature proposal describing their proposed dissertation research. Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | There are no curricular language requirements for Business PhD students. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required; breadth is achieved via the Economics Requirement. |

## REQUIRED COURSES

In addition to the required courses listed below, all PhD students are required to participate in the Teaching Improvement Program and Graduate Assistant Equity Workshop.

| Code | Title | Credits |
|---|---|---|
| **Finance Requirements** | | |
| FINANCE 920 | Theory of Finance [1] | 3 |
| FINANCE 970 | Seminar- Investments (Ph.D.) [1] | 3 |
| FINANCE 971 | Seminar-Corporate Finance (Ph.D.) [1] | 3 |
| FINANCE 972 | Topics Seminar-Finance PhD [1] | 3 |
| FINANCE 973 | Seminar-Workshop in Finance (take twice) | 4 |
| FINANCE 974 | Advanced Topics Seminar-Finance PhD (required in year 3; also recommended in later years) | 3 |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| **Econometrics Requirement** | | |
| ECON 709 | Economic Statistics and Econometrics I | 3-4 |
| ECON 710 | Economic Statistics and Econometrics II | 3-4 |
| **Economics Requirement** | | |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON 714 | Economic Theory; Macroeconomics Sequence | 3 |
| **Additional Coursework** | | |
| This could include the following courses: additional semesters of FINANCE 974, FINANCE 990, FINANCE 999 and other non-research coursework decided with their advisor. | | 11-13 |
| **Total Credits** | | **51** |

[1] These second year courses are taught in the lecture format and comprise the material for the Finance Prelim Exam given in the summer of the second year.

### Finance Workshop and Brownbag Series

Students are required to attend the weekly finance workshop and are strongly encouraged to attend the weekly brownbag seminar. Within two semesters of passing the PhD preliminary exam, doctoral students are required to make a presentation in either the workshop or the brownbag seminar of either a thesis proposal or a literature survey. In addition, students are required to give a workshop presentation of their dissertation research. Normally this presentation occurs shortly before the student begins their job search.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the

official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
- Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the

number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.

5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS: INSURANCE ECONOMICS AND ACTUARIAL ANALYTICS, PHD

The Business: Insurance Economics and Actuarial Analytics PhD is offered by the Risk and Insurance Department at the School of Business. We aim to train students to produce scholarship advancing the frontier of insurance economics and actuarial analytics.

Our faculty are leaders in their fields. Within our four core fields of actuarial science, insurance, risk management, and decision making under uncertainty, our specific areas of expertise include the regulation and financial management of insurance, corporate risk management, behavioral economics, predictive modeling and statistical methods development, and the analytics and economics of the health care sector, among other areas. More information about faculty research contributions is available here (https://business.wisc.edu/faculty-research/risk-insurance/).

We are a nationally recognized Center of Actuarial Excellence (https://www.soa.org/cae/). We maintain close contact with industry which is reflected, among other ways, in grant support for industry-related research projects, as well as our leadership in the Creative Destruction Lab Risk Stream.

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GMAT is accepted as an alternative to the GRE. |
| Letters of Recommendation Required | 3 |

Admission consideration requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. Work experience is not required. Applicants should have an undergraduate minimum grade point average (GPA) of 3.0 or higher on a 4.0 scale. In addition to academic credentials, test scores, personal achievements, motivation, communication skills (written and oral) and recommendation letters are considered in the admission process at both the master's and doctoral levels.

**Please note:** The Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE), taken within five years of the starting term, is required of all applicants to the School of Business PhD and MS programs.

To learn more about the application and admissions process, visit PhD Admission Requirements (https://business.wisc.edu/phd/admissions/).

### HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://admissions.wsb.wisc.edu/Phd/)

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 33 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.20 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to pass a comprehensive preliminary examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). An additional oral component is also required for all doctoral students. Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | There are no curricular language requirements for Business PhD students. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required; breadth is achieved in other ways. |

## REQUIRED COURSES

The course sequence is customized to fit each student's unique research interests and background. During your first two years of study, you will work with a PhD faculty advisor to set an appropriate course sequence, consisting of a combination of courses within the School of Business and a set of advanced courses that form a coherent package and enhance your research skills from outside of the School of Business. In addition to the required courses listed below, all PhD students are required to participate in the Teaching Improvement Program and Graduate Assistant Equity Workshop.

| Code | Title | Credits |
|---|---|---|
| **Economic Theory Requirement** | | |
| Select one of the following sequences: | | 6 |
| ECON 711 & ECON 713 | Economic Theory-Microeconomics Sequence and Economic Theory: Microeconomics Sequence | |
| ECON 712 & ECON 714 | Economic Theory-Macroeconomics Sequence and Economic Theory; Macroeconomics Sequence | |
| **Econometrics Requirement** | | |
| Select one of the following sequences: | | 6-8 |
| A A E 636 & A A E 637 | Applied Econometric Analysis I and Applied Econometric Analysis II | |
| ECON 709 & ECON 710 | Economic Statistics and Econometrics I and Economic Statistics and Econometrics II | |
| STAT 849 | Advanced Statistical Methods | |
| and an additional STAT couse to be selected with advisor approval | | |
| **Other Requirements** | | |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| R M I 765 | Contemporary Topics (Current Topics: RMI) | 3 |
| R M I 920 | Seminar in Actuarial Science, Risk Management & Insurance I | 3 |
| **Breadth Requirement** | | |
| During the first two years of study, students work with a PhD faculty advisor to set an appropriate course sequence, consisting of a combination of courses within the School of Business and a set of advanced courses that form a coherent package and enhance research skills from outside of the School of Business. | | 6 |
| **Additional Coursework** | | |

| | |
|---|---|
| This could include the following courses: R M I 990, R M I 999 and other non-research coursework decided with their advisor. | 24-26 |
| **Total Credits** | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to

resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

## OTHER

n/a

# BUSINESS: MANAGEMENT AND HUMAN RESOURCES, PHD

The Business: Management and Human Resources, PhD develops scholars in the domain of management.

The program prepares individuals for careers in research and teaching at leading research universities. Our students achieve placements as assistant professors at top research universities.

Student research is supported by faculty in five core areas that include organizational behavior, human resources, organization theory, entrepreneurship and strategy.

Students work closely with faculty members to contribute to significant advancements in the theory and practice of management, as evidenced by our recently published journal articles (https://business.wisc.edu/faculty-research/management-human-resources/featured-publications/). Our faculty members are renowned scholars, leaders at the Academy of Management and the Strategic Management Society, and editors in top scholarly journals.

## ADMISSIONS

## ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GMAT is accepted as an alternative to the GRE. |
| Letters of Recommendation Required | 3 |

Admission consideration requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. Work experience is not required. Applicants should have an undergraduate minimum grade point average (GPA) of 3.0 or higher on a 4.0 scale. In addition to academic credentials, test scores, personal achievements, motivation, communication skills (written and oral) and recommendation letters are considered in the admission process at both the master's and doctoral levels.

**Please note:** The Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE), taken within five years of the starting term, is required of all applicants to the School of Business PhD and MS programs.

To learn more about the application and admissions process, visit PhD Admission Requirements (https://business.wisc.edu/phd/admissions/).

## HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://admissions.wsb.wisc.edu/Phd/)

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 33 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.20 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to pass a comprehensive preliminary examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | There are no curricular language requirements for Business PhD students. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required; breadth is achieved in other ways. |

## REQUIRED COURSES

The management and human resources department offers a slate of foundational PhD seminars across the group's core areas of research, including human resource management (HR), organizational behavior (OB), organizational theory (OT), entrepreneurship (ENT), and strategy.

The seminar offerings vary from year to year. Doctoral students are expected to take all PhD seminars offered by the department, which consists of 17 credits. In addition to the required courses listed below, all PhD students are required to participate in the Teaching Improvement Program and Graduate Assistant Equity Workshop.

| Code | Title | Credits |
|---|---|---|
| **PhD Seminars** | | |
| M H R 871 | Seminar-Personnel Management | 3 |
| M H R 872 | Seminar in Organizational Behavior and Design | 3 |
| M H R 973 | Doctoral Research Seminar in Business Strategy | 3 |
| M H R 975 | Doctoral Research Seminar in Management | 3 |
| M H R 976 | Doctoral Research Seminar in Management | 2 |
| M H R 977 | Emerging Entrepreneurship Theory and Research | 3 |
| **Other Requirements** | | |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| **Advanced Research Methods and Statistics** | | |
| See list below for possible course options. | | 18 |
| **Breadth** | | |
| Students are required to take an additional 15 credits of coursework, numbered 700 or higher, from any department. A substantial share of coursework may be undertaken outside of the School of Business. Students take a diverse array of seminars in the economics, sociology, psychology, statistics, and computer science departments, depending on their specific research interests. These may be theory or methods courses. | | 15 |
| **Total Credits** | | **51** |

### Preliminary Exams

Preliminary exams are written at the end of the second year. The exam, which takes place over two days, consists of four questions. Two questions cover the student's primary concentration, one question covers the student's secondary concentration, and there is one methods

question. (The concentrations are human resource management (HR), organizational behavior (OB), or strategy/entrepreneurship (ENT)/ organizational theory (OT).)

The subsequent two years of study are allocated to developing and defending a dissertation.

### Advanced Research Methods and Statistics

Required coursework in advanced research methods and statistics includes a minimum of 18 credits, consisting of two courses in statistics, two in research methodology, and two depth courses. Courses are selected in consultation with the student's advisor. Examples of courses that have fulfilled these requirements in the past include:

| Code | Title | Credits |
|---|---|---|
| A A E/M H R 540 | Intellectual Property Rights, Innovation and Technology | 3 |
| A A E 636 | Applied Econometric Analysis I | 3 |
| A A E 637 | Applied Econometric Analysis II | 4 |
| A A E 737 | Applied Econometric Analysis III | 3 |
| COMP SCI 838 | Topics in Computing | 1-3 |
| ECON 522 | Law and Economics | 3-4 |
| ECON 700 | Mathematics for Economists | 3 |
| ECON 701 | Microeconomics I | 3 |
| ECON 702 | Macroeconomics I | 3 |
| ECON 704 | Econometrics I | 3 |
| ECON 705 | Econometrics II | 3 |
| ECON 706 | Econometrics III | 3 |
| ECON 708 | Microeconomics II | 3 |
| ECON 709 | Economic Statistics and Econometrics I | 3-4 |
| ECON 710 | Economic Statistics and Econometrics II | 3-4 |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| ECON 717 | Applied Econometrics | 3 |
| ECON 750 | Labor Economics | 3 |
| ECON 751 | Survey of Institutional Aspects of Labor Economics | 3 |
| ED PSYCH 711 | Current Topics in Educational Psychology | 1-3 |
| ED PSYCH/ COUN PSY/ CURRIC/ED POL/ ELPA/RP & SE 719 | Introduction to Qualitative Research | 3 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | 3 |
| ED PSYCH 763 | Regression Models in Education | 3 |
| ED PSYCH/ ELPA 827 | Surveys and Other Quantitative Data Collection Strategies | 3 |
| ED PSYCH 960 | Structural Equation Modeling | 3 |
| ED PSYCH 963 | Design & Analysis of Quasi-Experiments for Causal Inference | 3 |
| ED PSYCH 964 | Hierarchical Linear Modeling | 3 |
| MARKETNG 971 | Seminar-Marketing PhD, Contemporary Topics in Marketing | 1-3 |
| MATH/STAT 431 | Introduction to the Theory of Probability | 3 |
| MATH 521 | Analysis I | 3 |
| POLI SCI 812 | Introduction to Statistical Methods in Political Science | 4 |
| POLI SCI 813 | Multivariable Statistical Inference for Political Research | 3 |
| POLI SCI 818 | Maximum Likelihood Estimation | 3 |
| POLI SCI/A A E 835 | Game Theory and Political Analysis | 3 |
| POLI SCI 919 | Seminar-Advanced Methodology | 3 |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | 4 |
| PSYCH 710 | Design and Analysis of Psychological Experiments II | 4 |
| PSYCH 711 | Current Topics in Psychology | 2-3 |
| SOC/C&E SOC 360 | Statistics for Sociologists I | 4 |
| SOC/C&E SOC 361 | Statistics for Sociologists II | 4 |
| SOC 362 | Statistics for Sociologists III | 4 |
| SOC 375 | Introduction to Mathematical Sociology | 3 |
| SOC 632 | Sociology of Organizations | 3-4 |
| SOC/C&E SOC 652 | Sociology of Economic Institutions | 3 |
| SOC 952 | Seminar-Mathematical and Statistical Applications in Sociology | 3 |
| STAT 849 | Advanced Statistical Methods | 4 |

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean

of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS: MARKETING, PHD

The Business: Marketing, PhD is designed to prepare students for academic careers at top universities. A career as a marketing faculty member offers a high degree of intellectual stimulation, creative freedom, and the opportunity to develop and disseminate new knowledge via research and teaching.

Student research is supported by faculty in four core areas that include quantitative modeling, consumer psychology, consumer culture theory, and marketing strategy.

Our faculty members contribute to significant advancements in the theory and practice of marketing, as evidenced by our recently published journal articles (https://business.wisc.edu/faculty-research/marketing/featured-publications/).

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GMAT is accepted as an alternative to the GRE. |
| Letters of Recommendation Required | 3 |

Admission consideration requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. Work experience is not required. Applicants should have an undergraduate minimum grade point average (GPA) of 3.0 or higher on a 4.0 scale. In addition to academic credentials, test scores, personal achievements, motivation, communication skills (written and oral) and recommendation letters are considered in the admission process at both the master's and doctoral levels.

**Please note:** The Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE), taken within five years of the starting term, is required of all applicants to the School of Business PhD and MS programs.

To learn more about the application and admissions process, visit PhD Admission Requirements (https://business.wisc.edu/phd/admissions/).

### HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://admissions.wsb.wisc.edu/Phd/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 33 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.20 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Students must also complete a research project/paper the summer following the students' first year in the program. Students will then present this paper during the fall of their sophomore year. Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | There are no curricular language requirements for Business PhD students. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required; breadth is achieved in other ways. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Seminar Requirement** | | |
| MARKETNG 971 | Seminar-Marketing PhD, Contemporary Topics in Marketing (take twice for 3 credits each) | 6 |
| MARKETNG 972 | Seminar-Marketing PhD, Research Methods in Marketing (take twice for 3 credits each) | 6 |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| **Breadth Requirement** | | |
| Students complete four courses at the graduate level, either inside or outside the School of Business. These courses will form a coherent topic related to the student's specific research interest and will include at least one course in the methods of data collection and at least one in the methods of data analysis. See list below for possible course options. | | 12-16 |
| **Additional Coursework** | | |
| Students will take additional credits of coursework, decided in consultation with their advisor. | | 22-26 |
| **Total Credits** | | **51** |

### Breadth Requirement Course Options

Students will select breadth courses in consultation with their advisor. Courses that have fulfilled these requirements in the past include:

| Code | Title | Credits |
|---|---|---|
| **Methods of Data Collection** | | |
| ANTHRO 909 | Research Methods and Research Design in Cultural Anthropology | 3 |
| ART HIST/ AFROAMER 801 | Historiography, Theory and Methods in Visual Culture | 3 |
| COM ARTS 762 | Communication Research Methods | 3 |
| COMP SCI/ E C E 760 | Machine Learning | 3 |
| COMP SCI/ E C E 766 | Computer Vision | 3 |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | 3 |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | 4 |
| PSYCH 710 | Design and Analysis of Psychological Experiments II | 4 |
| MARKETNG 710 | Marketing Research | 2-3 |
| MARKETNG 805 | Qualitatively-Based Marketing Insights | 2-3 |
| MARKETNG 815 | Marketing Analytics | 2-3 |
| SOC 735 | Ethnomethodology & Conversation Analysis | 3 |
| STAT 771 | Computational Statistics | 4 |
| **Methods of Data Analysis** | | |
| COMP SCI/ I SY E 719 | Stochastic Programming | 3 |
| COMP SCI/I SY E/ MATH/STAT 726 | Nonlinear Optimization I | 3 |
| COMP SCI/ E C E 761 | Mathematical Foundations of Machine Learning | 3 |
| COMP SCI/ ED PSYCH/ PSYCH 770 | Human-Computer Interaction | 3 |
| COMP SCI/E C E/ STAT 861 | Theoretical Foundations of Machine Learning | 3 |
| ECON 700 | Mathematics for Economists | 3 |
| ECON 701 | Microeconomics I | 3 |
| ECON 702 | Macroeconomics I | 3 |
| ECON 704 | Econometrics I | 3 |
| ECON 705 | Econometrics II | 3 |

| | | |
|---|---|---|
| ECON 706 | Econometrics III | 3 |
| ECON 708 | Microeconomics II | 3 |
| ECON 709 | Economic Statistics and Econometrics I | 3-4 |
| ECON 710 | Economic Statistics and Econometrics II | 3-4 |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON 717 | Applied Econometrics | 3 |
| ECON 761 | Industrial Organization Theory | 3 |
| ECON 762 | Empirical Analysis of Industrial Organization and Public Policy | 3 |
| ECON 809 | Topics in Microeconomic Theory | 1-3 |
| ECON 899 | Recent Advances in Economics | 1-3 |
| ED PSYCH 711 | Current Topics in Educational Psychology | 1-3 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 763 | Regression Models in Education | 3 |
| ED PSYCH 773 | Factor Analysis, Multidimensional Scaling and Cluster Analysis | 3 |
| ED PSYCH 960 | Structural Equation Modeling | 3 |
| ED PSYCH 964 | Hierarchical Linear Modeling | 3 |
| POLI SCI 818 | Maximum Likelihood Estimation | 3 |
| POLI SCI 919 | Seminar-Advanced Methodology | 3 |
| SOC 952 | Seminar-Mathematical and Statistical Applications in Sociology | 3 |
| STAT 609 | Mathematical Statistics I | 3 |
| STAT 610 | Introduction to Statistical Inference | 4 |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | 3 |
| STAT 849 | Advanced Statistical Methods | 4 |

### Summer Paper Requirement

Following students' first year in the program, they are required to complete a research project, typically in collaboration with a faculty member. The summer paper should be based on a student's research interests, and it may be empirical or conceptual in nature. The summer paper must be submitted to the doctoral committee no later than August 31. Students will receive written feedback from the committee, including specific comments that will be similar to what they can expect in reviews from journals. Students will present the research to the department during the fall speaker series and receive feedback from the doctoral committee on their progress.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)

  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

## OTHER

n/a

# BUSINESS: OPERATIONS AND INFORMATION MANAGEMENT, PHD

The Business: Operations and Information Management, PhD prepares individuals for careers in research and teaching at the university level.

Student research is supported by faculty with expertise in the areas of Information Systems or/and Operations Management, including digital platforms and economy, digital strategy and innovation, AI in business, social media and online communities, health care operations management, supply chain management, behavioral operations management, service operations management, and sustainability, etc.

Our faculty members contribute to significant advancements in the field, as evidenced by our recently published journal articles

(https://business.wisc.edu/faculty-research/operations-information-management/featured-publications/).

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GMAT is accepted as an alternative to the GRE. |
| Letters of Recommendation Required | 3 |

Admission consideration requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. Work experience is not required. Applicants should have an undergraduate minimum grade point average (GPA) of 3.0 or higher on a 4.0 scale. In addition to academic credentials, test scores, personal achievements, motivation, communication skills (written and oral) and recommendation letters are considered in the admission process at both the master's and doctoral levels.

**Please note:** The Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE), taken within five years of the starting term, is required of all applicants to the School of Business PhD and MS programs.

To learn more about the application and admissions process, visit PhD Admission Requirements (https://business.wisc.edu/phd/admissions/).

## HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://admissions.wsb.wisc.edu/Phd/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 33 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.2 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to pass a comprehensive preliminary examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). There is an additional requirement of a proposal examination that consists of an oral presentation of an original research paper. Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | There are no curricular language requirements for Business PhD students. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required; breadth is achieved in other ways. |

## REQUIRED COURSES

The Operations and Information Management named option is designed to be customized by each student. Each student will work directly with their advisor to determine the appropriate courses to take to meet all of the requirements listed below. For a student entering the PhD program with a master's degree in the major area, the required coursework is estimated to take two years. Students without a relevant master's degree may take an additional semester to complete the required coursework.

Before becoming a dissertator, PhD students must both complete 32 credits of coursework and pass a preliminary exam. In addition to the required courses listed below, all PhD students are required to participate in the Teaching Improvement Program and Graduate Assistant Equity Workshop.

| Code | Title | Credits |
|---|---|---|
| **Mathematical Foundation** | | |
| This requirement can be met with MATH 340 or any MATH course numbered 500 or higher. | | 3 |
| **Statistical Foundation** | | |
| This requirement can be met with any STAT course numbered 300 or higher. | | 3 |
| **Economics Foundation** | | |
| This requirement can be met with any A A E course numbered 600 or higher or any ECON course numbered 400 or higher. | | 3 |
| **Research Methodology** | | |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| OTM 971 | Frontiers in Operations Management Research | 3 |
| OTM 972 | Research in Digital Innovation | 3 |
| OTM 973 | Emerging Research Methods and Applications in Business | 3 |
| *Research Electives* | | |
| Working with an advisor, each student chooses a minimum of two additional courses in the area of research methodology. While students are required to develop basic research background in multiple research areas, most students ultimately specialize in the research area and methodology that best suits their skills and research interests. These courses can be drawn from inside or outside the School of Business. | | 6 |
| **Breadth Requirement** | | |
| Students develop a specialization in a related field such as economics, psychology, or sociology. Students also build a foundation in statistics that supports their research interests. Methodology courses in economics, agricultural economics, or psychology will generally provide a strong foundation. | | 9 |
| **Additional Coursework** | | |
| This could include the following courses: OTM 990, OTM 999, and other non-research coursework decided with the advisor. | | 17 |
| **Total Credits** | | **51** |

### Proposal Examination

An oral dissertation proposal exam is to be taken approximately one year after the successful passing of the preliminary exam. Two weeks prior to the exam, a dissertation proposal document should be submitted to the examination committee. This proposal should contain:

1. a clear statement of, and motivation for, the dissertation topic;
2. a thorough review of the literature;
3. an in-depth discussion of the research methodologies and analysis approaches that will be followed;
4. anticipated findings and contributions of the research; and
5. a time-phased plan of milestones to be reached during the remainder of the candidate's study.

The proposal exam can only be taken twice. The second exam must be taken within one year of the first exam. Failure to pass the second time, as decided by the examination committee, will lead to the student's termination from the PhD program.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment*

*complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS: REAL ESTATE AND URBAN ECONOMICS, PHD

The Business: Real Estate and Urban Economics, PhD prepares individuals for academic careers in research universities and research careers in industry and government agencies.

The program is academically rigorous and highly quantitative, providing a solid foundation in financial and economic theory and advanced empirical methodologies. In addition, through a customized program of elective courses and dissertation research, students will specialize in a particular area of real estate economics and finance.

Our faculty members contribute to significant advancements in the field, as evidenced by our recently published journal articles (https://business.wisc.edu/faculty-research/real-estate/featured-publications/).

Student research is supported by faculty in the core areas of urban and real estate economics, affordable housing and policy analysis, real estate finance and investment, securitization and real estate capital markets, investment of commercial property, household finance, environmental economics and sustainable development and international real estate markets.

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Gradute Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GMAT is accepted as an alternative to the GRE. |
| Letters of Recommendation Required | 3 |

Admission consideration requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. Work experience is not required. Applicants should have an undergraduate minimum grade point average (GPA) of 3.0 or higher on a 4.0 scale. In addition to academic credentials, test scores, personal achievements, motivation, communication skills (written and oral) and recommendation letters are considered in the admission process at both the master's and doctoral levels.

**Please note:** The Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE), taken within five years of the starting term, is required of all applicants to the School of Business PhD and MS programs.

To learn more about the application and admissions process, visit PhD Admission Requirements (https://business.wisc.edu/phd/admissions/).

### HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://admissions.wsb.wisc.edu/Phd/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |

| | |
|---|---|
| Minimum Residence Credit Requirement | 33 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.20 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to pass a comprehensive preliminary examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Students are also required pass the Microeconomics Theory Exam at the end of their first year in the program. Students must also complete a research paper the second summer of the program and an oral presentation of the research paper in the fall of the third year. Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | There are no curricular language requirements for Business PhD students. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required; breadth is achieved in other ways. |

## REQUIRED COURSES

This program prepares individuals for careers in research and teaching at the university level. The program is academically rigorous and highly quantitative, providing a strong foundation in financial and economic theory, as well as in mathematical and statistical techniques. Through a customized program of elective courses and dissertation research, students specialize in a particular area of real estate economics and finance. In addition to the required courses listed below, all PhD students are required to participate in the Teaching Improvement Program and Graduate Assistant Equity Workshop.

| Code | Title | Credits |
|---|---|---|
| **Real Estate Courses** | | |
| REAL EST 870 | Advanced Real Estate Finance Theory | 3 |
| REAL EST 875 | Advanced Urban Land Economics | 3 |
| *Seminar* | | |
| Starting in the second semester, students take the real estate seminar. This workshop is designed to help students make progress toward completion of their second-year paper and their dissertation. Students are required to take this course 5 times for credit. Students are encouraged to audit this workshop during their first semester and while working on their dissertation. | | 5 |
| REAL EST 978 | Research Seminar in Real Estate and Urban Land Economics | |
| **Finance Courses** | | |
| Complete two of the following: | | 6 |
| FINANCE 920 | Theory of Finance | |
| FINANCE 970 | Seminar- Investments (Ph.D.) | |
| FINANCE 971 | Seminar-Corporate Finance (Ph.D.) | |
| FINANCE 972 | Topics Seminar-Finance PhD | |
| FINANCE 974 | Advanced Topics Seminar-Finance PhD | |
| **Economics Courses** | | |
| ECON 709 | Economic Statistics and Econometrics I | 3-4 |
| ECON 710 | Economic Statistics and Econometrics II | 3-4 |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON 714 | Economic Theory; Macroeconomics Sequence | 3 |
| **Other Requirement** | | |
| GEN BUS 933 | Beginning a Research Career in Business | 1 |
| **Breadth Requirement** | | |
| At the beginning of the second year, each student proposes a set of three advanced courses that form a coherent package and enhance the student's research skills. Students are free to choose PhD level elective courses offered by the economics, finance, agricultural & applied economics, mathematics, or statistics departments. It may also be appropriate to choose courses in computer science, law, psychology, accounting, marketing, or other areas taught at UW–Madison. | | 9 |
| **Additional Coursework** | | |
| This could include the following courses: ECON 715, ECON 899, REAL EST 990, REAL EST 999, and other non-research coursework decided with their advisor. | | 4-6 |
| **Total Credits** | | **51** |

### Summer Paper Requirement

During the first summer, students are normally preparing for the Microeconomics preliminary exam. During subsequent summers they are involved with research activities or supplementary course work. They may also be employed in assistantship positions or internships which enhance their knowledge and research skills. During the second summer, there is also a specific requirement to complete a research paper. This paper should be on a real estate Economics or finance topic and contain elements of original research which extend the existing literature. The topic may be either theoretical or empirical and should be chosen in consultation with one or more of the real estate faculty, who may also provide guidance during the paper's development. The written paper should be submitted no later than the first day of the fall semester. The student will make an oral presentation of the paper to the real estate faculty early during that fall semester. In order to successfully complete this requirement, it is important for the students to choose a topic and begin data gathering and other preliminary work in the spring semester.

### Examinations
Students must take the Microeconomics Theory Exam at the end of their first year in the program.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions
With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison
No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)
Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison
With program approval students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

## ADVISOR / COMMITTEE
Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED
15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS
Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS
These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to

resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

# BUSINESS: ANALYTICS, MS

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badger graduates are prepared to lead their organizations to success and transform the world of business. Together Forward!

## MASTER OF SCIENCE IN BUSINESS: ANALYTICS

The ability to turn data into decisions is crucial in our fast-paced world, and with our accelerated, STEM-designated degree in Business Analytics, you can learn to leverage data to answer complex business questions.

The Business Analytics curriculum includes the following topics:

- Machine learning
- Data visualization
- Data technology
- Statistics
- Programming
- Experimental design
- Optimization
- Cloud computing
- Artificial Intelligence

You will also benefit from experiential learning through real-world consulting projects and choose electives from various industry-specific analytics courses.

## ADMISSIONS

## ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | See program webpage: https://business.wisc.edu/graduate/masters/business-analytics/admissions (https://business.wisc.edu/graduate/masters/business-analytics/admissions/)/ |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 0* |

* Submission of up to two letters of recommendation is optional.

The following will be required for admission to the Master of Science: Business: Analytics program:

- Undergraduate degree. Common majors interested in this program include business, computer science, economics, engineering, mathematics, statistics, or other quantitative fields. Any undergraduate university degree is acceptable. Expected completion of an undergraduate degree is required prior to starting the Master of Science: Business: Analytics program.
- Resume.
- Response to essay(s) question.
- Interview (by invitation only).
- English Proficiency Test requirement satisfied per Graduate School policy.

All undergraduate and masters degree transcripts will be evaluated. Schools outside the United States may be verified by World Education Services at the individual class level.

## HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/masters/business-analytics/admissions/)

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

While tuition remission is not available, students are eligible to receive a stipend and health insurance should they accept a graduate assistantship appointment.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | No language requirement. |

## REQUIRED COURSES

22 core credits, in addition to 8 credits of electives, are required for the Business: Analytics MS.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GEN BUS 656 | Foundations of Statistical Learning for Business Analytics | 2 |
| GEN BUS 657 | Machine Learning and Artificial Intelligence Models for Business Analytics | 2 |
| GEN BUS 705 | Statistics and Programming for Business Analytics | 3 |
| GEN BUS 720 | Data Visualization for Business Analytics | 1 |
| GEN BUS 730 | Prescriptive Modeling and Optimization for Business Analytics | 2 |
| GEN BUS 740 | Experiments and Causal Methods for Business Insights | 2 |
| GEN BUS 746 | Advanced SQL & Data Warehousing | 2 |
| GEN BUS 760 | Data Technology for Business Analytics | 2 |
| GEN BUS 777 | Consulting Skills Bootcamp | 1 |
| GEN BUS 780 | Cloud Technology for Business Analytics | 1 |
| GEN BUS 790 | Consulting Project Capstone | 3 |
| GEN BUS 840 | Current Topics in Business Analytics and Artificial Intelligence | 1 |
| **Electives** | | |
| Choose 8 credits from the following. | | 8 |
| ACT SCI 654 | Regression and Time Series for Actuaries | |
| ACT SCI 655 | Health Analytics | |
| ACT SCI 657 | Risk Analytics | |
| FINANCE 635 | Business Valuation | |
| GEN BUS 745 | Business Process Automation Using Artificial Intelligence | |
| INFO SYS 723 | Text Analytics and Business Application | |
| MARKETNG 710 | Marketing Research | |
| MARKETNG/ OTM 727 | Information Technology in Supply Chains | |
| MARKETNG 745 | Digital Marketing Analytics | |
| MARKETNG 755 | Marketing in a Digital Age | |
| MARKETNG 775 | Social Media Marketing | |
| MARKETNG 779 | Bayesian Machine Learning for Marketing | |
| MARKETNG 815 | Marketing Analytics | |
| MARKETNG 840 | Current Topics in Marketing | |
| M H R 614 | People Analytics | |
| M H R 640 & M H R 641 | Creative Destruction Lab I and Creative Destruction Lab II | |
| M H R 723 | Business Strategy | |
| OTM 701 | Product Management | |
| OTM 714 | Supply Chain Analytics | |
| OTM 752 | Project Management | |
| REAL EST 710 | Real Estate Finance | |
| R M I 660 | Risk Analytics and Behavioral Science | |
| R M I 705 | Risk Management and Technologies in a Digital Age | |
| **Total Credits** | | **30** |

In addition to the Approved Electives, students may request alternative business school elective courses based on their interests. These requests will need to be approved by the MSBA academic leadership team.

### Other policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, up to 6 credits of coursework at the graduate level from an AACSB-accredited school, and in which a grade of B or better was earned, may transfer toward the degree. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Up to 6 credits from another institution or numbered 300 or above of required or elective courses from undergraduate work completed at UW–Madison in which a B or better was earned may transfer. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. These are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW-Madison. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 700 or above taken as a UW–Madison

University Special student. Coursework earned seven or more years prior to the master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender*

*expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Not applicable.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

During the program, you will have access to the Career Management Center and its services to help you develop your professional and career interests.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Apply business analytic tools and methods across various business functions (marketing, finance, supply chain, etc.) and industries (health care, finance, technology, etc.)
2. Leverage expertise in data management software (e.g., SQL) & statistical programming (e.g., R, Python) to go from data to decisions
3. Deliver insights and recommendations for organizations using cutting-edge descriptive, predictive, and prescriptive analytics techniques
4. Manage analytics projects, communicate professionally, and influence data-based changes within an organization

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# BUSINESS: DATA, INSIGHTS, AND ANALYTICS MS

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badger graduates are prepared to lead their organizations to success and transform the world of business. Together Forward!

# MS IN DATA, INSIGHTS, AND ANALYTICS

This online, part-time program helps students turn data into meaningful business insights. It includes a comprehensive analytics curriculum taught by top-ranked faculty. It's also designed to be approachable for students with a variety of backgrounds.

Through the program, you will learn to:

- Deliver data-driven insights and recommendations.
- Utilize popular analytics tools, like Python, SQL, Tableau, AWS, and Snowflake.
- Build machine learning models for predictive purposes.
- Use artificial intelligence to augment your analysis.
- Effectively communicate your analytical findings.

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/masters/data-insights-analytics/admissions (https://business.wisc.edu/graduate/masters/data-insights-analytics/admissions/)/ |
| Spring Deadline | See program webpage: https://business.wisc.edu/graduate/masters/data-insights-analytics/admissions (https://business.wisc.edu/graduate/masters/data-insights-analytics/admissions/)/ |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | Not required, however GMAT may be considered. |
| Letters of Recommendation Required | 0* |

* Submission of up to two letters of recommendation is optional.

The following will be required for admission to the Master of Science: Business: Data, Insights, and Analytics program:

- Application and application fee.
- Undergraduate degree. Expected completion of an undergraduate degree is required prior to starting the Master of Science: Business: Data, Insights, and Analytics program.
- Resume.
- Response to essay(s) question(s).
- English Proficiency Test requirement satisfied per Graduate School policy.

All undergraduate and master's degree transcripts will be evaluated. Schools outside the United States may be verified by World Education Services at the individual class level.

### HOW TO APPLY

Applicants interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/masters/data-insights-analytics/admissions/)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 22 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | No language graduation requirement. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| GEN BUS 656 | Foundations of Statistical Learning for Business Analytics | 2 |
| GEN BUS 657 | Machine Learning and Artificial Intelligence Models for Business Analytics | 2 |
| GEN BUS 730 | Prescriptive Modeling and Optimization for Business Analytics | 2 |
| GEN BUS 740 | Experiments and Causal Methods for Business Insights | 2 |
| GEN BUS 745 | Business Process Automation Using Artificial Intelligence | 2 |
| GEN BUS 746 | Advanced SQL & Data Warehousing | 2 |
| GEN BUS 881 | Business Statistics Using Python | 2 |
| GEN BUS 882 | Data Exploration with SQL and Artificial Intelligence (AI) | 2 |
| GEN BUS 883 | Data Visualization & Cloud Technologies | 2 |
| GEN BUS 884 | Applied Analytics - Case Studies | 2 |
| GEN BUS 885 | Python Fundamentals | 2 |
| GEN BUS 891 | Text Mining and Generation for Business Analytics | 2 |

| | | |
|---|---|---|
| GEN BUS 893 | Analytics Consulting Project Management | 2 |
| GEN BUS 894 | Pitfalls, Ethics, Communication, and Leadership in Business Analytics | 2 |
| GEN BUS 895 | Masters Capstone in Business Analytics | 2 |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, up to 6 credits of coursework at the graduate level from an AACSB-accredited school, and in which a grade of B or better was earned, may transfer toward the degree. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Up to 6 credits from another institution or numbered 300 or above of required courses from undergraduate work completed at UW–Madison in which a B or better was earned may transfer. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. These are not allowed to transfer toward the 50% graduate coursework minimum unless numbered 700 or above from UW-Madison. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 8 credits of coursework numbered 700 or above taken as a UW–Madison University Special student. Coursework earned seven or more years prior to the master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Not applicable.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Apply business analytic tools and methods to solve business problems
2. Deliver insights and recommendations for organizations using cutting-edge descriptive, predictive, and prescriptive analytics techniques
3. Manage analytics projects, communicate professionally, and influence data-based changes within an organization
4. Use software tools to go from data collection to solution implementation

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# BUSINESS: EXECUTIVE, MBA

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badger graduates are prepared to lead their

organizations to success and transform the world of business. Together Forward!

# EXECUTIVE MBA

The Wisconsin Master of Business Administration in Business: Executive (Executive MBA) is a professional degree for the student advancing their business career. Designed for mid- to senior-level working professionals on the path to leadership or the C-suite, it focuses on helping students expand their leadership, strategy, decision-making, and executive communication skills.

This part-time program that allows students to complete an MBA while continuing full-time employment. The accelerated, hybrid program is delivered 50% on-campus, 50% online. Students attend weekly online classes, as well as in-person classes on campus one weekend per month (Saturday and Sunday), and complete the program in just 18 months.

The curriculum reflects the evolving business landscape and equips students to succeed in executive leadership through classes organized into four modules:

- Develop as a Leader: leadership, negotiations, and management
- Run the Business: finance and operations
- Grow the Business: strategy and growth
- Transform the Business: innovation and change

The program includes two in-person residencies, focusing on transformational leadership and executive-level communications, as well as programming designed to enhance team skills and networking opportunities. Students will also dive deep into current business topics like sustainability, ethics, DEI, and technology.

Developing executive presence is a signature element of the program. Students have access to personalized leadership assessments and career visioning and coaching, as well as a variety of career services.

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/mba/executive/admissions (https://business.wisc.edu/graduate/mba/executive/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | Not required, however GMAT or Executive Assessment may be considered. |
| Letters of Recommendation Required | 1* |

* Submission of a second letter of recommendation is optional.

Graduate admission to the Business: Executive Program follows the guidelines set by the Graduate School for the University of Wisconsin-Madison. The Graduate School at the University of Wisconsin–Madison offers an open, dynamic and respectful learning and working environment for all members of our community.

We are committed to a strong, conscious effort to build diversity across our learning community, so it can reflect the richness of the world around us in race, ethnicity, sexual orientation, economic status, physical limitation, religious beliefs or cultural background.

The Admissions Team conducts a holistic review that considers many factors - including personal and professional achievements.

## ADMISSIONS REQUIREMENTS FOR THE BUSINESS: EXECUTIVE MBA PROGRAM

- Complete an online application
- One essay
- Current résumé
- One professional recommendation
- Official transcripts
- English Proficiency Test requirement satisfied per Graduate School policy
- Copy of H1-B Visa or Permanent Resident Status (international applicants only)

### Other Requirements

- A target of ten years of full-time professional work experience
- Admissions interview (by invitation of the admissions committee)
- Application fee

## HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/mba/executive/admissions/)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | Yes | No | Yes | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | N/A |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 714 | Corporate Governance and Board Membership | 2 |
| GEN BUS 791 | EMBA Consulting Practicum I | 1 |
| GEN BUS 792 | EMBA Consulting Practicum II | 1 |
| M H R 611 | Strategic Talent Management | 2 |
| M H R 628 | Negotiations | 2 |
| M H R 700 | Leading People and Organizations | 2 |
| M H R 716 | Accelerating Innovation | 2 |
| M H R 720 | Leading Change in Organizations | 2 |
| M H R 723 | Business Strategy | 2 |
| M H R 724 | Growth Strategies: Multi Business and Global Arenas | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| MARKETNG 760 | Growth Marketing Strategies | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| OTM 702 | Digital Strategy | 2 |
| OTM 703 | Competing Through Analytics | 2 |
| **Total Credits** | | **32** |

#### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

## GRADUATE SCHOOL POLICIES

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

## MAJOR-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

No credits of graduate coursework from other institutions are allowed to satisfy requirements.

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

No credits from a UW–Madison undergraduate degree are allowed to count toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary Careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

No credits from the UW–Madison University Special student career are allowed to satisfy requirements.

## PROBATION

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

## ADVISOR/COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

In many cases, an advisor is assigned to incoming students. An advisor is a staff member from the program department responsible for providing advice and guidance regarding graduate studies.

## CREDIT PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
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5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
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*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students in this program are not permitted to seek dual, joint, or double degrees. Students must plan to attend on the dates of the academic calendar for the respective year of graduation. Merit scholarships are awarded at admission for the entirety of the academic program as long as student is in good academic standing. Veterans scholarships also available. Please contact the program office (via the information noted within the contact information box) for details on merit veterans scholarships.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate the ability to diagnose and solve problems by drawing on accumulated knowledge, understanding correlation vs. causation, integrating inductive and deductive reasoning, and being aware of perceptual and conceptual biases.
2. Demonstrate the ability to lead and operate effectively with uncertainty and conflicting directions in an unpredictable situation or environment.
3. Demonstrate skills in presenting ideas and reasoning effectively and persuasively in a business setting, through both written and oral means.
4. Demonstrate an understanding of leadership skills that empower, influence, motivate, and stimulate creative problem solutions and innovative ideas.
5. Understand the advantages of a diverse and inclusive workforce and demonstrate the cultural competencies necessary to manage such a workforce. Exhibit openness, awareness, appreciation, and ability to adjust to diversity across cultures and markets; seeking experiences to explore intercultural and socio-cultural systems.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# BUSINESS: GENERAL MANAGEMENT, MBA

The Master of Business Administration (MBA) is a professional degree for the student preparing for a career in the business world. The cross-functional/interdisciplinary program exposes the student to each of the functional areas of business combined with a specialization in a specific area of business. Areas of specialization include corporate finance and investment banking, applied security analysis, arts administration, brand and product management, general management, marketing research, operations and technology management, real estate and urban land economics, risk management and insurance, strategic human resource management, and supply chain management.

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. Together Forward!

# PROFESSIONAL MBA

The School of Business offers the Professional MBA (p. 340)—a part-time program that allows students to complete an MBA while continuing full-time employment. The professional MBA is a flexible, 50% on-campus, 50% online program, which can be completed in two to five years. Classes meet on campus one weekend per month, and virtually throughout the school year. Students earn badges in business areas important to them and gain strategic insights to help them throughout their career.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Business Administration in Business: General Management through the named option:

- Business: General Management: Professional, MBA (p. 340)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Prospective students to the Professional MBA program should see the program website for funding information (https://business.wisc.edu/graduate/mba/professional/tuition/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 44 credits |
| Minimum Residence Credit Requirement | 22 credits |
| Minimum Graduate Coursework Requirement | 22 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 339) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MBA in Business: General Management must select one of the following named options:

View as listView as grid

- **BUSINESS: GENERAL MANAGEMENT: PROFESSIONAL, MBA (P. 340)**

## POLICIES

# POLICIES

Students should refer to the named option for policy information:

- Business: General Management: Professional, MBA (p. 340)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Strategic problem solving: Demonstrate the ability to diagnose and solve problems by drawing on accumulated knowledge, understanding correlation vs. causation, integrating inductive and deductive reasoning, and being aware of perceptual and conceptual biases.
2. Managing ambiguity: Demonstrate the ability to lead and operate effectively with uncertainty and conflicting directions in an unpredictable situation or environment.
3. Effective communication: Demonstrate skills in presenting ideas and reasoning effectively and persuasively in a business setting, through both written and oral means. Develop skills in sending and receiving information in a logical manner while considering the audience and the nature of the information.
4. Transformational leadership: Demonstrate an understanding of leadership skills that empower, influence, motivate, and stimulate creative problem solutions and innovative ideas.
5. Cultural competence and perspective: Understand the advantages of a diverse and inclusive workforce, and demonstrate the cultural competencies necessary to manage such a workforce. Exhibit openness, awareness, appreciation, and ability to adjust to diversity across cultures and markets; seeking experiences to explore intercultural and socio-cultural systems.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026-2027.

# BUSINESS: GENERAL MANAGEMENT: PROFESSIONAL, MBA

This is a named option in the Business: General Management MBA. (p. 338)

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/mba/professional/admissions (https://business.wisc.edu/graduate/mba/professional/admissions/)/ |
| Spring Deadline | See program webpage: https://business.wisc.edu/graduate/mba/professional/admissions (https://business.wisc.edu/graduate/mba/professional/admissions/)/ |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | Not required, however GMAT or Executive Assessment may be considered. |
| Letters of Recommendation Required | 1* |

* Submission of a second letter of recommendation is optional.

Graduate admission to the Business: General Management: Professional MBA Program follows the guidelines set by the Graduate School for the University of Wisconsin-Madison. The Graduate School at the University of Wisconsin–Madison offers an open, dynamic and respectful learning and working environment for all members of our community.

We are committed to a strong, conscious effort to build diversity across our learning community, so it can reflect the richness of the world around us in race, ethnicity, sexual orientation, economic status, physical limitation, religious beliefs or cultural background.

The Admissions Team conducts a holistic review that considers many factors - including personal and professional achievements.

## ADMISSIONS REQUIREMENTS

Students must complete an online application and include the following materials:

- Essay
- Current résumé
- One professional recommendation
- Unofficial transcripts
- Standardized test scores may be an optional part of the application. Consider the information below before choosing to waive a test score; submit a GMAT, GRE, or Executive Assessment score (for domestic students).
    - If you have two or more years of professional work experience, a GMAT or GRE core is optional. You will not be disadvantaged in the admission review process if you do not submit a test score. You may still choose to submit a test score if you feel it will strengthen your application.
        - If you have five-plus years of professional work experience, a third standardized test called the Executive Assessment is an option. The Executive Assessment is specifically designed to evaluate the business school readiness of seasoned professionals. The assessment focuses on skills that are critical both at work and in the classroom: higher-order reasoning, critical thinking, analysis, and problem-solving. Learn more about the Executive Assessment by visiting gmac.com/ea (http://gmac.com/ea/).
        - If you have below a 3.0 GPA or equivalent, you are strongly encouraged to provide a test assessment to show the admissions committee you have the academic ability to handle the rigors of the MBA program.
- English Proficiency test score
- Copy of H1-B Visa or Permanent Resident Status (international applicants only)

## OTHER REQUIREMENTS

- A target of two years of full-time professional work experience
- Admissions interview (by invitation of the admissions committee)
- Application fee

## HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/mba/professional/admissions/)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

While tuition remission is not available, students are eligible to receive a stipend and health insurance should they accept a graduate assistantship appointment.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | Yes | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 44 credits |
| Minimum Residence Credit Requirement | 22 credits |
| Minimum Graduate Coursework Requirement | 22 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The Business: General Management: Professional MBA named option requires:

- 8 credits in the Functional Core,
- 12 credits in the Leadership Core, and
- 24 credits in the Elective Pathways.

Coursework in the Functional and Leadership Cores is completed in the first year in the program; the Elective Pathways coursework is completed in the second and subsequent years.

| Code | Title | Credits |
|---|---|---|
| **Functional Core** | | |
| The Functional Core courses represent the essential business competency areas in finance, marketing, operations, and accounting. Each listed course is required totaling 8 credits in the Functional Core. | | |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Leadership Core** | | |
| The Leadership Core courses focus on key concepts and skills through strategic thinking, team building, managing projects, economics, analytics, and negotiations. Each listed course is required totaling 12 credits in the Leadership Core. | | |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 628 | Negotiations | 2 |
| M H R 704 | Managing Behavior in Organizations | 2 |
| M H R 723 | Business Strategy | 2 |
| OTM 752 | Project Management | 2 |
| **Elective Pathways** | | |
| Students must complete required coursework in four of the below Elective Pathways, totaling 6 credits in each pathway for 24 total credits among the Elective Pathways. These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the admissions application, and they will not appear on the transcript. | | 24 |

*Artificial Intelligence*

| | |
|---|---|
| Analytical and strategic frameworks to capture AI opportunities for real world challenges of the AI spectrum. | |
| GEN BUS 707 | Foundations of Artificial Intelligence in Business |
| GEN BUS 708 | Artificial Intelligence and the Enterprise |
| GEN BUS 709 | Artificial Intelligence and the Future of Management |
| *Business Analytics* | |
| Skills for making data-driven decisions, including database management, data visualization and communication, and distinguishing correlation from causation. | |
| GEN BUS 720 | Data Visualization for Business Analytics |
| GEN BUS 740 | Experiments and Causal Methods for Business Insights |
| GEN BUS 760 | Data Technology for Business Analytics |
| *Business Sustainability* | |
| Effective strategies for managing diversity in organizations, frameworks for incorporating sustainability and risk management into business decision making, and business practices to lead ethical organizations. | |
| GEN BUS 713 | Role of Business in Society |
| M H R 617 | Diversity in Organizations |
| M H R 710 | Challenges & Solutions in Business Sustainability |
| *Consulting* | |
| Emphasizes internal consulting and focuses on applied problem-solving and experiential learning. | |
| GEN BUS 790 | Consulting Project Capstone |
| M H R 720 | Leading Change in Organizations |
| M H R 765 | Contemporary Topics (Management Consulting) |
| *Customer Insight* | |
| Fundamentals of modern marketing, including methods for understanding the consumer, conducting market research, and marketing in digital environments. | |
| MARKETNG 705 | Consumer Behavior |
| MARKETNG 710 | Marketing Research |
| MARKETNG 755 | Marketing in a Digital Age |
| *Entrepreneurship* | |
| Become skilled in analytical and strategic frameworks to evaluate and capture entrepreneurial opportunities, alongside demonstrated expertise in designing and implementing new strategies for development and operational considerations. | |
| M H R 716 | Accelerating Innovation |
| M H R 722 | Entrepreneurial Management |
| M H R 734 | Venture Creation |
| *Financial Insight* | |
| Skills to manage an organization's internal finances and budgeting, including course work in capital allocation, managerial accounting and risk management. | |
| ACCT I S 710 | Managerial Accounting |
| FINANCE 725 | Corporation Finance Theory and Practice |
| R M I 710 | Risk Management |
| *Global Business* | |
| Develop a global business mindset by embarking on an immersive global trip and learning about international management strategies. | |
| INTL BUS 766 | Global Business Management |
| INTL BUS 767 | Global Learning Experience |
| OTM 737 | Global Supply Chain |
| *Real Estate* | |
| Gain Real Estate fundamentals with courses covering the development process, property analysis and commercial investment. This will provide an understanding of the built world we live in. | |
| REAL EST 701 | The Real Estate Process |
| REAL EST 702 | Commercial Property Analysis |
| REAL EST 703 | Real Estate Investment Analysis |
| *Strategic Growth* | |
| Provides a strategic overview of the growth opportunities available to modern firms and how to chart a company's growth successfully. | |
| M H R 724 | Growth Strategies: Multi Business and Global Arenas |
| MARKETNG 760 | Growth Marketing Strategies |
| OTM 702 | Digital Strategy |
| *Strategic Innovation* | |
| Effective strategies for managing innovation and change as well as tools/frameworks for encouraging innovation such as design thinking and agile methodologies. | |
| M H R 715 | Strategic Management of Innovation |
| OTM 701 | Product Management |
| OTM 760 | Managing by Design |
| **Total Credits** | **44** |

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program review and approval, students may be allowed to transfer up to 12 credits of graduate coursework up to seven years from the course completion date. Grade B or better (3.0 on a 4.0 scale) or higher is required.

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

With program review and approval, UW-Madison BBA undergraduate alumni with an accumulative 3.0 GPA and courses with a grade B or above who have taken courses in the last seven years may apply to transfer the Functional core requirements and possibly one (1) elective pathway, transferring a maximum of 14 credit hours. Students are required to satisfy all other program requirements.

With program review and approval, up to 6 credits from another institution or courses numbered 300 or above completed at UW-Madison in which a B or better was earned may transfer towards fulfillment of required or elective courses and the minimum degree credit requirement. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. This work is not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Students are allowed to transfer up to 12 credits of coursework in elective pathway options taken as a UW–Madison University Special student status. If students choose to pursue the Professional MBA program, they will have up to five (5) years to enroll from the completion date of their last elective course to have credits applied.

UW-Madison alumni may take unlimited elective pathways as a Special student status. The graduate tuition rate applies. If applying to the Professional MBA program, only two (2) elective pathways can be transferred. Students will have up to five (5) years to enroll from the completion date of their last elective course to have credits applied.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

In many cases, an advisor is assigned to incoming students. An advisor is a staff member from the program department responsible for providing advice and guidance regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

This program is to be completed in 5 years from matriculation date. It does not follow the Graduate School's time limit standard.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's

supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.

2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# BUSINESS: SUPPLY CHAIN MANAGEMENT, MBA

**The Business: Supply Chain Management, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

The Wisconsin MBA in Business: Supply Chain Management, supported by the Grainger Center for Supply Chain Management, provides students with a personalized, industry-focused program which partners with companies known for supply chain excellence. The program provides students with an exceptional interdisciplinary education that builds on fundamental knowledge and incorporates the latest in supply chain thinking. The strategic, cross-functional curriculum takes an integrated business process view of supply chains, including marketing, sourcing, logistics, operations, and customer service. Students connect with and learn from real-world supply chain leaders and are part of a strong, close-knit community. See the program website (https://business.wisc.edu/graduate/mba/full-time/specializations/supply-chain/) for more information.

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. Together Forward!

## ADMISSIONS

# ADMISSIONS

**The Business: Supply Chain Management, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/mba/full-time/admissions (https://business.wisc.edu/graduate/mba/full-time/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations | May be required in certain cases; consult program. |
| English Proficiency Test | All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), or the Intensive English as a Second Language (IELTS). A minimum iBT TOEFL score of 100 or equivalent, computer-based PTE score of 73 or equivalent, or IELTS score of 7.5 or equivalent, obtained within two years of the intended start term, is required. International applicants who have completed a degree at an institution whose primary language of instruction was English may request a waiver of this requirement on the application. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 1* |

* Submission of a second letter of recommendation is optional.

Admission consideration for the MBA program requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. The School of Business prefers a minimum of two years of professional work experience along with a strong undergraduate performance. In addition to academic credentials, a GMAT or GRE score, and work experience, personal achievements, motivation, communication skills (written and oral), and recommendation letters are all considered in the admission process at the master's and doctoral levels.

**Note:** The Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) must have been taken within five years prior to receiving an offer of admission.

## HOW TO APPLY

Students interested in Business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/mba/full-time/admissions/)

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 53 credits |
| Minimum Residence Credit Requirement | 47 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |

| | |
|---|---|
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Required Core Courses** | | |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Required Specialization Courses** | | |
| MARKETNG/ OTM 722 | Logistics Management | 3 |
| MARKETNG/ OTM 724 | Strategic Global Sourcing | 3 |
| MARKETNG 725 | Route to Market Strategies | 2 |
| MARKETNG/ OTM 726 | Supply Chain Strategy | 3 |
| MARKETNG/ OTM 727 | Information Technology in Supply Chains | 3 |
| MARKETNG 765 | Contemporary Topics (Contemp Tpc: Supply Chain Mgt - take once per semester for a total of 4 times) | 4 |
| OTM 714 | Supply Chain Analytics | 3 |
| **Elective Courses** | | |
| Students are eligible to take as electives any School of Business course that is numbered 600 or higher without prior approval. Students may take School of Business courses numbered 599 or lower, and/or courses outside School of Business with approval from the Center Director. Students are responsible for understanding and meeting any pre-requisite requirements. | | 15 |
| *Recommended* | | |
| The following electives are strongly recommended as part of a comprehensive supply chain education: | | |
| ACCT I S 710 | Managerial Accounting | |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | |
| MARKETNG/ OTM 728 | Supply Chain Capital Management | |
| OTM 752 | Project Management | |
| R M I 660 | Risk Analytics and Behavioral Science | |
| **Total Credits** | | **53** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program and department approval, up to 6 credits of graduate coursework completed two years prior to admission at an AACSB accredited institution, in which a grade of B or better was earned, may transfer toward the degree.

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No credits earned as a University Special Student at UW-Madison are allowed to transfer toward the degree.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, responsible for providing advice regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)

- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

## OTHER

Students are expected to be enrolled full-time for all semesters. Exceptions may be granted in the final semester.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop appropriate supply chain strategies, and will be able to assess the financial, marketing and operational implications of such strategies.
2. Apply foundational knowledge in operations, marketing and other core business disciplines to support decision making within and across the fundamental dimensions of supply chain management planning, sourcing, making and delivering products.
3. By engaging in a wide range of applied activities, students will develop the ability to make supply chain decisions in real-world settings.
4. Identify relevant sources of data, know how to access that data, and will be able to analyze it using both statistical and optimization techniques to support supply chain decision making.
5. Identify and assess the opportunities and risks associated with global sources of supply and global markets for goods.
6. Develop a professional network of supply chain professionals in a wide variety of industries through engagement with the Executive Advisory Board, program alumni and affiliated companies and professional organizations.
7. Communicate their ideas and recommendations to individuals in all functional areas within an organization.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# CELL AND REGENERATIVE BIOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Developmental, Stem Cell and Regenerative Biology, Doctoral Minor (p. 348)

# DEVELOPMENTAL, STEM CELL AND REGENERATIVE BIOLOGY, DOCTORAL MINOR

The 9#credit doctoral minor in Developmental, Stem Cell and Regenerative Biology provides graduate students with solid course training in the field. In order to coax the human body to regenerate damaged or diseased tissue, a fundamental understanding of developmental and stem cell biology is required. Through the many courses offered in this minor program, students will gain foundational knowledge in the field with a focus on critical thinking, oral and written presentation of material. Students interested in advanced academic pursuits in developmental, stem cell and regenerative biology and those interested in pursuing work in stem cell and regenerative medicine for their future careers are encouraged to apply.

## ADMISSIONS

# ADMISSIONS

All graduate students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor.

To apply to this minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change programs. The minor coordinator will review your application for admittance, and reach out to you if there are any further questions.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Required coursework** | | |
| CRB/GENETICS 710 | Developmental Genetics | 3 |
| **Electives** | | |
| Students can choose up to 6 credits from the courses listed below. | | 6 |
| CRB/ MED HIST 615 | Regenerative Medicine Ethics and Society | |
| CRB 625 | Stem Cell Seminar [1] | |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology | |
| CRB 650 | Molecular and Cellular Organogenesis | |
| CRB 670 | Biology of Cardiac Function and Disease | |
| CRB 720 | Experimental Approaches to Development and Organogenesis: Methods, Techniques, and Insights | |
| **Total Credits** | | **9** |

[1] Students can take CRB 625 Stem Cell Seminar for up to 3 credits.

# CHEMICAL AND BIOLOGICAL ENGINEERING

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE PROFESSIONAL/ CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Chemical Engineering, Doctoral Minor (p. 349)
- Chemical Engineering, MS (p. 349)
- Chemical Engineering, PhD (p. 352)


# CHEMICAL ENGINEERING, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

A PhD candidate in another department who wishes to earn a doctoral minor in Chemical Engineering should contact the Chemical and Biological Engineering (CBE) Graduate Program Office.

## REQUIREMENTS

## REQUIREMENTS

To earn a doctoral minor, students must complete 9 credits of courses in Chemical and Biological Engineering (CBE (https://guide.wisc.edu/courses/cbe/)) numbered 300 and above with an average GPA of 3.0 or above.

# CHEMICAL ENGINEERING, MS

The Department of Chemical and Biological Engineering does not consider applications for a terminal MS degree; the department admits only to the PhD program. The MS degree can be awarded post-admission for work completed leading to the PhD degree. The MS degree is not a prerequisite for the PhD degree.

The Department of Chemical and Biological Engineering (CBE) (https://engineering.wisc.edu/departments/chemical-biological-engineering/) at UW-Madison was established in 1905. It has a tradition of excellence dating back to its founding and consistently ranks among the best programs in the world (https://engineering.wisc.edu/facts-and-stats/). The department has 24 core faculty and 5 affiliate faculty (https://engineering.wisc.edu/departments/chemical-biological-engineering/people/) who conduct experimental and theoretical research to address pressing societal, economic, and environmental challenges. R (https://engineering.wisc.edu/departments/chemical-biological-engineering/research/)esearch in CBE (https://engineering.wisc.edu/departments/chemical-biological-engineering/research/) is highly collaborative and often involves diverse teams from within the department, across campus, at other campuses, and in industry. CBE researchers address the most pressing challenges facing society including developing approaches to sustainably produce new fuels and chemicals, combat the plastic pollution crisis, create new therapeutic molecules and materials, optimize energy infrastructure, computationally design new materials and chemical processes, understand transport in complex environments, engineer bacteria to produce biofuels, and more.

Research on campus is highly interdisciplinary, benefiting from prominent centers such as the Center for the Chemical Upcycling of Waste Plastics (CUWP) (https://cuwp.org/), Center for Cell Manufacturing Technologies (CMaT) (https://cellmanufacturingusa.org/), Materials Research Science and Engineering Center (MRSEC) (https://mrsec.wisc.edu/), Great Lakes Bioenergy Research Center (GLBRC) (https://www.glbrc.org/), Wisconsin Institute for Discovery (WID) (https://wid.wisc.edu/), and the Stem Cell and Regenerative Medicine Center (https://stemcells.wisc.edu/).

CBE is strategically located in Engineering Hall (https://map.wisc.edu/s/p82kgyxu/) at the heart of the science and engineering areas of campus, facilitating interactions with students and researchers in other leading departments.

Graduate students in the department are encouraged to participate in international research experiences, industry internships, and entrepreneurial activities. For research interests and activities of faculty members, please see the department's research website (https://engineering.wisc.edu/departments/chemical-biological-engineering/research/) and faculty directory (https://engineering.wisc.edu/departments/chemical-biological-engineering/people/).

## ADMISSIONS

## ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD. (p. 352)

## FUNDING

## FUNDING

Students admitted to the graduate program may receive financial support in the form of research assistantships, teaching assistantships, and fellowships. Support is dependent on availability of funds and students maintaining satisfactory progress towards their degree.

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of B or better are required for all courses in the professional and elective groups. |
| Assessments and Examinations | An MS candidate not planning to petition to return to the PhD program must successfully complete an oral examination before a departmental examining committee of the advisor(s) plus two other CBE faculty members, for a total of 3-4 committee members. The candidate may defend an MS thesis or an independent study project report that will comprise a minimum of three credits of supervised CBE 790 and may involve a lab project, theoretical work, or a critical review of an advanced engineering topic.<br><br>An MS candidate who is planning to petition to return to the PhD program must successfully complete an oral examination before a departmental examining committee of the advisor(s) plus three other CBE faculty members, for a total of 4-5 committee members. The candidate must defend an MS thesis in order to petition to return to the PhD. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

To qualify for the MS degree, students must complete a minimum of 30 graduate-level credits (numbered 300 and above).

| Code | Title | Credits |
|---|---|---|
| **Coursework** | | |
| Complete coursework based on group: | | 9-21 |
| *Professional Group* | | |
| Minimum of 12 credits of chemical engineering courses. At least 6 credits must be numbered 600–899 (excluding research). | | |
| *Elective Group* | | |
| Minimum of 9 credits of graduate courses from two or more departments, including chemical and biological engineering. They shall be chosen in consultation with the advisor(s) for their relevance to chemical and biological engineering. | | |
| **Research** | | |
| To satisfy minimum credit requirement, complete research based on intended project: | | 3-14 |
| *Independent Study Project Report* | | |
| Minimum 3 credits and maximum 12 credits of supervised CBE 790 may be counted toward the 30-credit-total requirement. It may involve a lab project, theoretical work, or a critical review of an advanced engineering topic. | | |
| *Thesis* | | |
| Minimum 5 credits and maximum 14 credits of supervised CBE 790 may be counted toward the 30-credit-total requirement. | | |
| **Additional Coursework** | | |
| Any additional credits needed to meet the 30-credit minimum can come from other coursework. | | 0-6 |
| **Total Credits** | | **30** |

Students who enter the program without a Bachelor of Science in Chemical Engineering may be required to take remedial coursework.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

Students matriculating with an MS degree from another university may, with department approval, use up to two courses from their prior MS work toward the elective group category, with departmental approval.

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

Undergraduate coursework credits are not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

An MS candidate not planning to petition to return to the PhD program must successfully complete an oral examination before a departmental examining committee of the advisor(s) plus two other chemical and biological engineering faculty members. An MS candidate who is planning to petition to return to the PhD program must successfully complete an oral examination before a departmental examining committee of the advisor(s) plus three other chemical and biological engineering faculty members.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). For more information see the Graduate School Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

### Procedures

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the CBE Graduate Associate Chair, or Department Chair

if the grievance involves the Graduate Associate Chair, to discuss the grievance. The Graduate Associate Chair or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: https://oed.wisc.edu/. Other campus resources include:

- The Graduate School – www.grad.wisc.edu (http://www.grad.wisc.edu/)
- McBurney Disability Resource Center – www.mcburney.wisc.edu (http://www.mcburney.wisc.edu/)
- Employee Assistance Office – www.eao.wisc.edu (http://www.eao.wisc.edu/)
- Ombuds Office – www.ombuds.wisc.edu (http://www.ombuds.wisc.edu/)
- University Health Services – www.uhs.wisc.edu (http://www.uhs.wisc.edu/)

3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Graduate Associate Chair in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the Graduate Associate Chair to manage the grievance. The faculty committee will obtain a written response from the person, organization, or governing committee toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The Graduate Associate Chair will report on the action taken by the committee in writing to both the student and the person, organization, or governing committee toward whom the complaint was directed within 20 working days from the date the complaint was received.
6. At this point, if either party (the student or the person, organization, or governing committee toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering. The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the College of Engineering level. These policies are described in the Graduate School's Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and solve advanced engineering problems.
3. Demonstrate creative, independent problem solving skills.
4. Apply the latest scientific and technological advancements, advanced techniques, and modern engineering tools to these problems.
5. Recognize and apply principles of ethical and professional conduct.

# CHEMICAL ENGINEERING, PHD

The Department of Chemical and Biological Engineering (CBE) (https://engineering.wisc.edu/departments/chemical-biological-engineering/)at UW-Madison was established in 1905. It has a tradition of excellence dating back to its founding and consistently ranks among the best programs in the world (https://engineering.wisc.edu/facts-and-stats/). The department has 24 core faculty and 5 affiliate faculty (https://engineering.wisc.edu/departments/chemical-biological-engineering/people/) who conduct experimental and theoretical research to address pressing societal, economic, and environmental challenges. R (https://engineering.wisc.edu/departments/chemical-biological-engineering/research/)esearch in CBE (https://engineering.wisc.edu/departments/chemical-biological-engineering/research/) is highly collaborative and often involves diverse teams from within the department, across campus, at other campuses, and in industry. CBE researchers address the most pressing challenges facing society including developing approaches to sustainably produce new fuels and chemicals, combat the plastic pollution crisis, create new therapeutic molecules and materials, optimize energy infrastructure, computationally design new materials and chemical processes, understand transport in complex environments, engineer bacteria to produce biofuels, and more.

Research on campus is highly interdisciplinary, benefiting from prominent centers such as the Center for the Chemical Upcycling of Waste Plastics (CUWP) (https://cuwp.org/), Center for Cell Manufacturing Technologies (CMaT) (https://cellmanufacturingusa.org/), Materials Research Science and Engineering Center (MRSEC) (https://mrsec.wisc.edu/), Great Lakes Bioenergy Research Center (GLBRC) (https://www.glbrc.org/), Wisconsin Institute for Discovery (WID) (https://wid.wisc.edu/), and the Stem Cell and Regenerative Medicine Center (https://stemcells.wisc.edu/).

CBE is strategically located in Engineering Hall (https://map.wisc.edu/s/p82kgyxu/) at the heart of the science and engineering areas of campus,

facilitating interactions with students and researchers in other leading departments.

Graduate students in the department are encouraged to participate in international research experiences, industry internships, and entrepreneurial activities. For research interests and activities of faculty members, please see the department's research website (https://engineering.wisc.edu/departments/chemical-biological-engineering/research/) and faculty directory (https://engineering.wisc.edu/departments/chemical-biological-engineering/people/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants with a strong background in chemical engineering or related disciplines and a serious interest in research are encouraged to apply for admission. Applications are accepted for both Fall (September) and Spring (January) admission, although historically most students start in the Fall and admission is seldom offered for the Spring semester. The Department of Chemical and Biological Engineering does not consider applications for a terminal MS degree; the department admits only to the PhD. An MS degree can be awarded post admission as an alternative to the PhD degree. The MS degree is not a prerequisite for the PhD degree.

Applications for Fall admission must be received **by noon (CST) on the deadline**. Admissions decisions are made by a committee of faculty with research expertise spanning the four research areas (https://engineering.wisc.edu/departments/chemical-biological-engineering/research/) of the department. Individual faculty do not recommend admissions decisions and advisors are not determined at the time of application. Instead, students will match with advisors (https://engineering.wisc.edu/blog/program-information-and-milestones/) after meeting with all faculty during the fall semester. Additional information about the application process, detailed information on required application materials, advice for preparing a competitive application, information on application fee waivers, and frequently asked questions are available here (https://engineering.wisc.edu/blog/how-to-apply-to-the-phd-program/).

## FUNDING

# FUNDING

## DEPARTMENT RESOURCES

Students admitted to the graduate program are provided financial support in the form of research assistantships, teaching assistantships, and fellowships. Support is dependent on availability of funds and students maintaining satisfactory progress towards their degree.

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | At least two of the core Chemical and Biological Engineering graduate classes must be taken in the first semester of residence in the graduate program, and at least four core graduate classes must be completed with grades of B or better, preferably by the end of the second semester of residence. A student who receives one grade of BC or lower in a core graduate class but who wishes to remains in the PhD program must take the fifth core course or re-take the low graded core course, preferably in the third semester, and the student must receive a B or better.<br><br>A student who receives more than one grade of BC or lower in core graduate classes will be placed in the MS program. Upon successful completion of the MS program, the student may petition the full faculty for to return to the PhD program.<br><br>A student who receives an average of 3.0 or higher on their preliminary exam becomes a candidate for the PhD program. A student who does not receive an average score of 3.0 or higher in the qualifying process is placed in the MS program. Upon successful completion of the MS program, the student may petition the full faculty to return to the PhD program. |
| Assessments and Examinations | A doctoral student who has met the grade requirements must complete a preliminary exam in the second semester of their second year. The preliminary exam consists of a written report and oral examination.<br><br>During the first semester of the fourth year of the program, PhD Candidates will participate in a mandatory research progress meeting with their thesis committee. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Research Credits** | | |
| Complete at least 30 research credits | | 30 |
| CBE 790 | Master's Research or Thesis | |
| CBE 890 | Pre-Dissertator's Research | |
| CBE 990 | Thesis-Research | |
| **Coursework** | | |
| Complete 4 out of 5 Chemical and Biological Engineering (CBE) Core Courses | | 12 |
| CBE 620 | Intermediate Transport Phenomena | |
| CBE 660 | Intermediate Problems in Chemical Engineering | |
| CBE 710 | Advanced Chemical Engineering Thermodynamics | |
| CBE 735 | Kinetics and Catalysis | |
| CBE 781 | Biological Engineering: Molecules, Cells & Systems | |
| **Breadth** | | **9** |
| **Total Credits** | | **51** |

- Grades of B or better are required in all Chemical and Biological Engineering courses used towards degree requirements.
- The requirement of four core Chemical and Biological Engineering graduate courses shall not be met by substitution of other courses.

### Breadth Requirement

The breadth requirement is designed to represent a coherent body of work and should not be simply an after-the-fact ratification of a number of courses taken outside the major department. To ensure coherence, the student must consult with his or her advisor. The minor/certificate should be submitted for approval at an early date, before the student is halfway through the proposed course sequence.

### Teaching Assistantship

Each student in the PhD program is required to serve as a teaching assistant (TA) for two semesters. Under normal circumstances, each student should serve as a teaching assistant one semester of the second year and one semester of the third year. Requests for alternate arrangements, partial or full waiver of the requirement, should be submitted in writing to the Graduate Program Committee.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

Students matriculating with an MS degree from another university may, with department approval, use up to two courses from their MS work toward the breadth requirement, if the minor department or graduate/professional certificate program approves, and with departmental approval.

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

Undergraduate coursework credits are not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies. Students should refer to the departmental Graduate Handbook of Academic Policies and Procedures for more information.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The Chemical and Biological Engineering department expects students to complete their PhD degree within five years. Any student unable to defend their thesis in this period must petition the faculty for an extension by May 1 of the fifth year, specifying reasons for the request and length of requested extension.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). For more information see the Graduate School Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

### Procedures

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.

2. Should a satisfactory resolution not be achieved, the student should contact the CBE Graduate Associate Chair, or Department Chair if the grievance involves the Graduate Associate Chair, to discuss the grievance. The Graduate Associate Chair or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found above.

3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Graduate Associate Chair in writing, within 60 calendar days of the alleged unfair treatment.

4. On receipt of a written complaint, a faculty committee will be convened by the Graduate Associate Chair to manage the grievance. The faculty committee will obtain a written response from the person, organization, or governing committee toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The Graduate Associate Chair will report on the action taken by the committee in writing to both the student and the person, organization, or governing committee toward whom the complaint was directed within 20 working days from the date the complaint was received.
6. At this point, if either party (the student or the person, organization, or governing committee toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering. The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the College of Engineering level. These policies are described in the Graduate School's Academic Policies & Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

### OTHER

Admitted students are offered research assistantships to support the pursuit of dissertation or degree research in chemical engineering. The stipend, after tuition and fees, is guaranteed for the duration of a student's graduate studies provided satisfactory progress is made toward their degree. Support for students receiving external funding or other program opportunities is reviewed case by case. Although students can be awarded MS degrees, there is no direct admission to the MS program.

Students placed in the MS program are expected to finish the MS program within five semesters of admission into the PhD program.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### DEPARTMENT RESOURCES

The CBE Graduate Program office coordinates ongoing professional development workshops. Topics have included: life in industry, ethical decision making, intellectual property agreements, maintaining self-motivation, how to utilize software in creating figures, effective management of undergraduate researchers, effective management of your thesis advisor, and individual development plans (IDPs).

The Graduate School Office of Professional Development also offers training opportunities for graduate students and this information is emailed to all of the CBE grad students on a regular basis. Examples of these training offerings include sharing of information about The DELTA Program (https://grad.wisc.edu/delta/), dissertation writing, grant writing, and job search strategies.

In order to foster effective teaching among our graduate students, all students are required to serve as a TA for two semesters. Before graduate students are allowed to TA, each must participate in the New Educator's Orientation (NEO) training offered each semester. They are also encouraged to connect with the University's DELTA Program.

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an ability to synthesize knowledge from a subset of the biological, physical, and social sciences to help frame problems critical to the future of their discipline.
2. Conduct original research.
3. Demonstrate an ability to create new knowledge and communicate it to their peers.
4. Fosters ethical and professional conduct.

# CHEMISTRY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Chemistry, Doctoral Minor (p. 356)
- Chemistry, MS (p. 357)
- Chemistry, PhD (p. 360)

# CHEMISTRY, DOCTORAL MINOR

The mission of the Department of Chemistry at the University of Wisconsin–Madison is to conduct world-class, groundbreaking research in the chemical sciences while offering the highest quality of education to undergraduate students, graduate students, and postdoctoral associates. Our leadership in research includes the traditional areas of physical, analytical, inorganic, and organic chemistry, and has rapidly evolved to encompass environmental chemistry, chemical biology, biophysical chemistry, soft and hard materials chemistry, and nanotechnology. We pride ourselves on our highly interactive, diverse, and collegial scientific environment. Our emphasis on collaboration connects us to colleagues across campus, around the country, and throughout the world.

## ADMISSIONS

# ADMISSIONS

The associate chair of the Department of Chemistry approves all minors for the department.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

The Department of Chemistry follows the guidelines of the Graduate School with regard to minor requirements. For a student in an external department, a minimum of 9 credits in chemistry must be completed to fulfill the minor requirement. All grade requirements of the Graduate School must be adhered to.

A student in chemistry may fulfill their minor requirement in the chemistry department by taking courses in a single path outside of their major path. For example, a chemistry graduate student who majors in the analytical path may fulfill their minor requirement by successfully completing 9 credits in the physical path.

# CHEMISTRY, MS

The mission of the Department of Chemistry at the University of Wisconsin–Madison is to conduct world-class, groundbreaking research in the chemical sciences while offering the highest quality of education to undergraduate students, graduate students, and postdoctoral associates. Our leadership in research includes the traditional areas of physical, analytical, inorganic, and organic chemistry, and has rapidly evolved to encompass environmental chemistry, chemical biology, biophysical chemistry, soft and hard materials chemistry, nanotechnology and chemistry education research. We pride ourselves on our highly interactive, diverse, and collegial scientific environment. Our emphasis on collaboration connects us to colleagues across campus, around the country, and throughout the world.

The Department of Chemistry offers a master of science in chemistry to a limited number of students. Specializations within the program are analytical, inorganic, materials, organic, physical chemistry, chemical biology as well as chemistry education research. Breadth coursework may be taken in other departments including physics, mathematics, computer sciences, biochemistry, chemical engineering, and in fields other than the student's specialization within the Department of Chemistry.

Excellent facilities are available for research in a wide variety of specialized fields including synthetic and structural chemistry; natural product and bio-organic chemistry; molecular dynamics and photochemistry; biophysical, bioanalytical, and bioinorganic chemistry; spectroscopy (including magnetic resonance and microwave), theoretical and experimental chemical physics, chemical dynamics, quantum and statistical mechanics; macromolecular and polymer chemistry, materials science, surface and solid-state chemistry; x-ray crystallography, lasers, and light scattering; and chemical education. Programs are assisted by department computing and instrument centers and by other facilities on campus including those of the Division of Information Technology (DoIT).

Information on the research fields of faculty members is available on the chemistry website (http://www.chem.wisc.edu/).

Financial assistance is not guaranteed to master's candidates, but it may be possible to obtain a position as a teaching assistant.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission to the MS Chemistry program is highly competitive; only a few students are admitted every year. Strong candidates typically participate in the UW Bridge to Chemistry Doctorate Program, are funded by the U.S. armed forces, or want career advancement with a current local Wisconsin employer. Each application is reviewed using a holistic rubric that assesses the candidate on a variety of criteria, including academic preparation, research potential, alignment with our program, leadership experience, and persistence. Evidence informing the admission committee's scores on any of these criteria can be drawn from all components of the application.

Prospective master's candidates are expected to have satisfactorily completed the equivalent in class and lab of the fundamental courses in chemistry offered at UW–Madison, one year of physics, and mathematics through calculus. Students who have not completed all the prerequisites may be admitted in exceptional cases, but any deficiencies must be made up in the first year of graduate study.

A grade point average of 3.0 (on a 4.0 scale) in the last 60 hours of undergraduate work is the minimum required for admission to graduate

studies. Before teaching assistant appointments can be finalized, students for whom English is a second language must participate in the SPEAK Test, the institutional version of the Test of Spoken English (TSE).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | There are currently no assessments or examinations required by the chemistry department for the coursework-based MS degree. Research-based MS degree requires either a thesis or a written document approved by the research advisor. Students must meet all Graduate School grade requirements. |
| Language Requirements | None. |

### REQUIRED COURSES

Of the 30 credits required for the master's degree, at least 24 must be completed in the Chemistry (CHEM (https://guide.wisc.edu/courses/chem/)) department. The remaining 6 credits must be a STEM course, approved by your advisor. This may include courses in chemistry, physics, or other physical sciences; courses from the many biological disciplines including pharmacy- and medical-related courses; courses in engineering; or courses with a computer science, statistics, math, or computational focus. The selection of courses must be approved by the student's advisor.

#### Recommended Course Options

In consultation with faculty advisor, students select at least 15 credits from the following courses.

| Code | Title | Credits |
|---|---|---|
| CHEM 641 | Advanced Organic Chemistry | 3 |
| CHEM 661 | Chemical and Statistical Thermodynamics | 3 |
| CHEM 613 | Chemical Crystallography | 3 |
| CHEM 624 | Electrochemistry | 2-3 |
| CHEM 608 | Symmetry, Bonding, and Molecular Shapes | 1-3 |
| CHEM/ BIOCHEM 704 | Chemical Biology | 3 |
| CHEM 721 | Instrumental Analysis | 3-4 |
| CHEM 622 | Organic Analysis | 2 |
| CHEM 623 | Experimental Spectroscopy | 2-3 |
| CHEM 606 | Physical Methods for Structure Determination | 1-3 |
| CHEM 713 | Inorganic and Organometallic Chemistry of the Main Group Elements | 1-3 |
| CHEM 664 | Physical Chemistry of Macromolecules | 2-3 |
| CHEM 841 | Advanced Organic Chemistry | 3 |
| CHEM 675 | Introductory Quantum Chemistry | 3 |

There are two pathways leading to the Master of Science in Chemistry.

### Research Master's Degree Pathway [1]

The Research MS requires 30 credits, at least 15 credits from coursework, see list above, and 15 credits from research or advanced lab work. A thesis or written final report, submitted to the advisor, is also required. The research credits obtained before the student joins a research group do not satisfy degree requirements. The credits from CHEM 607 Laboratory Safety, CHEM 980 Seminar: Review of Current Research, and CHEM 901 Seminar-Teaching of Chemistry do not satisfy degree requirements.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Coursework Master's Degree Pathway [1]

The Coursework MS requires 30 credits, at least 22 credits from coursework, see list above, and no more than 8 credits from research or advanced lab work. The research credits obtained before the student joins a research group do not satisfy degree requirements. The credits from CHEM 607 Laboratory Safety, CHEM 980 Seminar: Review of Current Research, and CHEM 901 Seminar-Teaching of Chemistry do not satisfy degree requirements.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 12 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates, critiques, and elaborates the theories, research methods, and approaches to inquiry in an area of chemistry.
2. Identifies sources and assembles evidence pertaining to questions or challenges in an area of chemistry.
3. Demonstrates understanding of chemical science in a historical, social, or global context.
4. Demonstrates the ability to select and utilize appropriate methodologies and practices to solve chemical problems.
5. Evaluates and synthesizes information pertaining to questions and challenges in an area of chemistry.
6. Communicates clearly in both written and oral formats.
7. Recognizes and applies principles of ethical and professional conduct.

# CHEMISTRY, PHD

The mission of the Department of Chemistry at the University of Wisconsin–Madison is to conduct world-class, groundbreaking research in the chemical sciences while offering the highest quality of education to undergraduate students, graduate students, and postdoctoral associates. Our leadership in research includes the traditional areas of physical, analytical, inorganic, and organic chemistry, and has rapidly evolved to encompass environmental chemistry, chemical biology, biophysical chemistry, soft and hard materials chemistry, nanotechnology and chemistry education research. We pride ourselves on our highly interactive, diverse, and collegial scientific environment. Our emphasis on collaboration connects us to colleagues across campus, around the country, and throughout the world.

The Department of Chemistry is ranked very highly in all recent national rankings of graduate programs. We offer a doctor of philosophy in chemistry. Specializations within the program are analytical, inorganic, materials, organic, physical chemistry, chemical biology as well as chemistry education research. Breadth coursework may be taken in other departments including physics, mathematics, computer sciences, biochemistry, chemical engineering, and in fields other than the student's specialization within the Department of Chemistry.

Excellent facilities are available for research in a wide variety of specialized fields including synthetic and structural chemistry; natural product and bio-organic chemistry; molecular dynamics and photochemistry;

biophysical, bioanalytical, and bioinorganic chemistry; spectroscopy (including magnetic resonance and microwave), theoretical and experimental chemical physics, chemical dynamics, quantum and statistical mechanics; macromolecular and polymer chemistry, materials science, surface and solid-state chemistry; x-ray crystallography, lasers, and light scattering; and chemical education. Programs are assisted by department computing and instrument centers and by other facilities on campus including those of the Division of Information Technology (DoIT).

Information on the research fields of faculty members is available on the chemistry website (http://www.chem.wisc.edu/).

The department offers opportunities for graduate students to obtain teaching experience. Financial assistance is available to most graduate students in the form of teaching or research assistantships, fellowships, or traineeships.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Prospective graduate students are expected to have satisfactorily completed the equivalent in classes and labs of the fundamental courses in chemistry offered at UW–Madison, one year of physics, and mathematics through calculus. Students who have not completed all the prerequisites may be admitted in exceptional cases, but any deficiencies must be made up in the first year of graduate study.

A grade point average of 3.0 (on a 4.0 scale) in the last 60 hours of undergraduate work is the minimum required for admission to graduate studies. Before teaching assistant appointments can be finalized, students for whom English is a second language must participate in the SPEAK Test, the institutional version of the Test of Spoken English (TSE).

Admission for the spring semester is not the norm, and applications for spring should only be submitted following discussion with a faculty member and/or the Graduate Program Office. Most summer admissions are applicants who were already admitted for the fall semester and decided to start earlier so they could serve as a teaching assistant or research assistant.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

With few exceptions, students admitted to the PhD program in the Department of Chemistry are offered support for five continuous academic years contingent on satisfactory academic progress and availability of funds. The support will be at the level of at least 50% time, and may come from a variety of sources—teaching assistantships, research assistantships, project assistantships, traineeships, and fellowships. This funding support also requires that your teaching or other assigned responsibilities are satisfactorily performed.

Currently, graduate students who have at least a 33% appointment for a fall or spring term are eligible to receive a full tuition (but not segregated fee) waiver.

Although serving as a teaching assistant is not a requirement of the chemistry department at this time, teaching can be an important part of the graduate training you receive. Most students will serve at least two semesters as a teaching assistant, and many will serve for two years. Whether or not an individual student will be appointed as a teaching assistant, research assistant, trainee or fellow depends on the availability of funding from the major professor, and eligibility for traineeships and fellowships from other sources.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 39 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | The Department of Chemistry will not allow courses in which a student received a grade below a C to satisfy degree requirements. |
| Assessments and Examinations | During the second year, students complete the Thesis Background Exam (TBE). Students write a paper describing the background of their research, research progress, and future research plans and orally defend their understanding and research to their mentoring committee.<br><br>During the third year, students complete the Original Research Proposal (RP) Exam. Students propose an original research project outside their area of study and write a paper describing the project. They orally defend their proposed project to their mentoring committee.<br><br>At the end of the fourth year, students complete the fourth-year Review which determines the progress on dissertation and outlines final steps toward PhD completion. Student answers questions about their research and discusses responses with PI. If student and advisor agree on timeline and tasks, a formal meeting may not be required. If disagreements arise, the committee meets to provide guidance.<br><br>At the end of the fifth year, if not defending their dissertation, students complete the 5th-Year review which determines the progress on dissertation and outlines final steps toward PhD completion. Student answers questions about their research and discusses responses with PI. If student and advisor agree on timeline and tasks, a formal meeting may not be required. If disagreements arise, the committee meets to provide guidance.<br><br>In the 5th or 6th year, students write, defend, and submit their dissertation. |
| Language Requirements | There are currently no language requirements to obtain the PhD in Chemistry. |
| Graduate School Breadth Requirement | Doctoral students in Chemistry are not required to complete a doctoral minor or graduate/professional certificate as breadth is built into the major requirements. |

## REQUIRED COURSES

The Department of Chemistry has designated specific graduate courses as "core" courses. These courses are aligned with the various research areas (or paths) within the department and cover the fundamental concepts essential for conducting research in these areas. However, due to the interdisciplinary nature of research, students can choose core courses from any path that best support their research objectives. Any deviations from a path's recommended courses should be approved by the student's advisor (or faculty advisor at the start of their first semester). **To meet the requirement of a core course, students must take the course for the maximum number of credits offered.**

### General PhD Requirements

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| CHEM 901 | Seminar-Teaching of Chemistry [1] | 1 |
| CHEM 607 | Laboratory Safety [1] | 1 |
| CHEM 980 | Seminar: Review of Current Research [2] | 4 |

| | | |
|---|---|---|
| CHEM 990 | Research [3] | 1-12 |
| **Seminar Requirement** | | |
| Students must enroll in one of the seminar courses below every fall and spring term for 0 credits until they obtain candidacy (dissertator status). | | 0-2 |
| CHEM 900 | Seminar-Inorganic Chemistry | |
| CHEM 920 | Seminar-Analytical Chemistry | |
| CHEM 940 | Seminar-Organic Chemistry | |
| CHEM 960 | Seminar-Physical Chemistry [4] | |
| **Breadth Requirement** | | |
| Students in the Chemistry PhD complete breadth by completing a minimum of 3 courses and a minimum of 8 credits with the following requirements: | | 8 |
| 1. Only STEM courses may count toward the breadth requirements. STEM courses must be approved by your advisor and may include courses in chemistry, physics, or other physical sciences; courses from the many biological disciplines including pharmacy- and medical-related courses; courses in engineering; or courses with a computer science, statistics, math, or computational focus. | | |
| 2. The Department of Chemistry encourages the graduate students to take graduate-level courses but will count undergraduate mid- or upper-level STEM courses (numbered 300-500) toward the breadth requirement if these courses are approved by the research advisor. | | |
| 3. The Department of Chemistry will only count repeatable STEM courses once (for example, courses for traineeships, RCR courses). However, special topics courses that have different topics can be counted more than once. | | |
| 4. CHEM 607, CHEM 901, CHEM 980, and CHEM 990 do not satisfy the breadth requirement. | | |
| **Path Courses** | | |
| Complete appropriate path coursework. | | 5-8 |
| **Electives** | | |
| To satisfy minimum credit requirement, students work with advisor to identify elective courses numbered 300 or above. | | 8-15 |
| **Total Credits** | | **51** |

1. Students must complete CHEM 901 Seminar-Teaching of Chemistry in the fall of their first year and CHEM 607 Laboratory Safety in the spring of their first year.
2. After joining a research lab, usually in the fall semester of the first year, students enroll in CHEM 980 Seminar: Review of Current Research in subsequent semesters. Students do not enroll in this course after reaching dissertator status.
3. Students enroll in CHEM 990 Research credits to bring their semester load to 15 credits after enrolling in lecture courses and seminars; if the latter courses already total 15, no Research credits are required for that semester. After reaching dissertator status, students enroll in 3 credits.
4. Students taking CHEM 960 Seminar-Physical Chemistry for their seminar enroll in a 0-credit section every semester. They also enroll in a 2-credit literature course section of CHEM 960 Seminar-Physical Chemistry one time during their graduate career, usually in the spring of their first year.

## Analytical Chemistry Path [1]

| Code | Title | Credits |
|---|---|---|
| CHEM 721 | Instrumental Analysis | 3-4 |
| Select any one of the following for the maximum credits offered: | | 2-3 |
| CHEM 622 | Organic Analysis | |
| CHEM 623 | Experimental Spectroscopy | |
| CHEM 624 | Electrochemistry | |
| CHEM/ GENETICS 626 | Genomic Science | |
| CHEM 629 | Atmospheric Chemical Mechanisms | |
| CHEM 630 | Selected Topics in Analytical Chemistry | |
| CHEM 675 | Introductory Quantum Chemistry | |
| CHEM 725 | Separations in Chemical Analysis | |
| CHEM 728 | Electronics for Chemical Instrumentation | |

1. These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Chemical Biology Path [1]

| Code | Title | Credits |
|---|---|---|
| CHEM/ BIOCHEM 704 | Chemical Biology | 3 |
| Select any one of the following for the maximum credits offered: | | 2-4 |
| CHEM 606 | Physical Methods for Structure Determination | |
| CHEM 622 | Organic Analysis | |
| CHEM 630 | Selected Topics in Analytical Chemistry | |
| CHEM 665 | Biophysical Chemistry | |
| CHEM 668 | Biophysical Spectroscopy | |
| CHEM 721 | Instrumental Analysis | |

1. These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Chemistry Education Research Path [1]

| Code | Title | Credits |
|---|---|---|
| CHEM 758 | Chemistry Education Research | 2 |
| CHEM 858 | Special Topics in Chemistry Education | 1-3 |
| CURRIC/ COUN PSY/ED POL/ ED PSYCH/ELPA/ RP & SE 719 | Introduction to Qualitative Research | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Inorganic Chemistry Path [1]

| Code | Title | Credits |
|---|---|---|
| Complete the following for the maximum credits offered: | | |
| CHEM 608 | Symmetry, Bonding, and Molecular Shapes | 3 |
| CHEM 713 | Inorganic and Organometallic Chemistry of the Main Group Elements | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Materials Chemistry Path [1]

| Code | Title | Credits |
|---|---|---|
| Select any one of the following for the maximum credits offered: | | 3 |
| CHEM 624 | Electrochemistry | |
| CHEM 652 | Chemistry of Inorganic Materials | |
| CHEM 653 | Chemistry of Nanoscale Materials | |
| Select any one of the following for the maximum credits offered: | | 3 |
| CHEM 654 | Materials Chemistry of Polymers | |
| CHEM 664 | Physical Chemistry of Macromolecules | |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Organic Chemistry Path [1]

| Code | Title | Credits |
|---|---|---|
| CHEM 641 | Advanced Organic Chemistry | 3 |
| CHEM 841 | Advanced Organic Chemistry | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Physical Chemistry Path [1]

| Code | Title | Credits |
|---|---|---|
| Complete two of the following courses for the maximum number of credits offered. | | |
| CHEM 661 | Chemical and Statistical Thermodynamics | 3 |
| CHEM 675 | Introductory Quantum Chemistry | 3 |
| CHEM 721 | Instrumental Analysis | 3-4 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may be allowed to transfer up to 12 credits of graduate coursework from other institutions. In cases where a new faculty member brings a student advisee with them from their prior institution, more than 12 credits may be considered and approved for that student. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credits. 12 credits maximum of research.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Explain research problems, potentials, and limits with respect to theory, knowledge, and practice within an area of chemistry.
2. Formulates ideas, concepts, designs, and techniques beyond the current boundaries of knowledge within an area of chemistry.

3. Creates scholarship that makes a substantive contribution to an area of chemistry.
4. Engages in coursework, collaborations, and/or enrichment opportunities beyond their immediate area of expertise.
5. Communicates complex scientific ideas in a clear and understandable manner.

# CHICANX/E AND LATINX/E STUDIES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Chicanx/e and Latinx/e Studies, Doctoral Minor (p. 366)

# CHICANX/E AND LATINX/E STUDIES, DOCTORAL MINOR

In 2007, the University of Wisconsin–Madison Graduate School approved the Chicanx/e and Latinx/e Studies doctoral minor. It became the first such program to be offered in this field at UW–Madison as well as the University of Wisconsin System. The Chicanx/e and Latinx/e Studies minor program offers a comparative and transnational approach to the study of Mexican- and Latin-American-origin communities in the United States, including the Commonwealth of Puerto Rico. The curriculum offers students the opportunity to study issues of race, ethnicity, class, gender, and sexuality from both historical and contemporary perspectives. The interdisciplinary program is designed to provide students with an extensive knowledge base and the intellectual tools to understand the unity and diversity of US Latinx/e populations. The primary objective of the program is to offer students a multidisciplinary, broad-based perspective on the study of those populations, as well as to introduce them to the central questions, topics, and applications within this field of inquiry. The program offers a variety of courses, some focusing on particular national-origin groups or specific academic disciplines, and others organized comparatively and across disciplinary boundaries.

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

### REQUIRED COURSES

Graduate students interested in a minor in Chicanx/e and Latinx/e Studies (CLS) are required to take a minimum of 9 credits of graduate-level coursework (numbered 300 and above and with the Grad 50% designation) that has been reviewed and approved for its relevance to the CLS program. A list of current Chicanx/e and Latinx/e Studies (CHICLA) courses can be found here (https://guide.wisc.edu/courses/chicla/). In addition to these courses, CLS faculty members offer courses in their home departments which may satisfy minor requirements.

These courses have a specific emphasis on Chicanx/e and Latinx/e issues or have a central focus on comparative cultures with which Chicanx/e and Latinx/e issues are emphasized. Graduate students are expected to complete graduate-level work (e.g., research and/or scholarly papers and classroom presentations) and meet with faculty to supplement their graduate learning experience. Because many courses taught by faculty across the campus can fulfill these criteria, the program has been designed to be flexible enough to accommodate students' primary fields of study and interests. Each student's focus will be determined in consultation between the student, the CLS faculty mentor, and the CLS director.

# CIVIL AND ENVIRONMENTAL ENGINEERING

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Civil and Environmental Engineering, Doctoral Minor (p. 367)
- Civil and Environmental Engineering, MEng (p. 367)
- Civil and Environmental Engineering, MS (p. 372)
- Civil and Environmental Engineering, PhD (p. 385)
- Environmental Chemistry and Technology, Doctoral Minor (p. 390)
- Environmental Chemistry and Technology, MS (p. 391)
- Environmental Chemistry and Technology, PhD (p. 395)
- Geological Engineering, Doctoral Minor (p. 400)
- Geological Engineering, MS (p. 400)
- Geological Engineering, PhD (p. 404)

# CIVIL AND ENVIRONMENTAL ENGINEERING, DOCTORAL MINOR

Students from departments outside of the Civil and Environmental Engineering Department can receive a doctoral minor in civil and environmental engineering (CEE). The minor must be approved by the Department of Civil and Environmental Engineering. To learn more or receive a copy of the minor approval form, please contact the program admissions team.

## ADMISSIONS

## ADMISSIONS

PhD students from departments outside Civil and Environmental Engineering may receive a doctoral minor in Civil and Environmental Engineering. Students interested in the doctoral minor should first contact the department Graduate Coordinator to learn the requirements, process, and complete the required paperwork.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/professional certificate. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

The doctoral minor must be approved by the Civil and Environmental Engineering Department. Contact the Civil and Environmental Engineering Graduate Coordinator for the form, process, and questions.

Students must complete the following:

1. At least 9 formal course credits (not independent study or research credits) taken in Civil and Environmental Engineering (CIV ENGR) (https://guide.wisc.edu/courses/civ_engr/).
2. Courses must be numbered 300 or above in Civil and Environmental Engineering.
3. Two courses must be numbered 500 or above in Civil and Environmental Engineering.
4. Only one course may be cross listed in the student's major department and cannot be used to satisfy the student's major requirements.
5. No examinations are required other than those given in each course.

# CIVIL AND ENVIRONMENTAL ENGINEERING, MENG

Students interested in the Civil and Environmental Engineering MEng degree should see information on its named option in Environmental Engineering (p. 368).

## ADMISSIONS

## ADMISSIONS

Students apply to the Master of Engineering in Civil and Environmental Engineering through the named option:

- Environmental Engineering (p. 368)

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Refer to the named option for more information (p. 369).

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Courses with grades D and F do not satisfy degree requirements. Refer to the Graduate School: Failing Grades policy: https://policy.wisc.edu/library/UW-1210 (https://policy.wisc.edu/library/UW-1210/). |

| | |
|---|---|
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 368) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Engineering in Civil and Environmental Engineering must select the named option:

View as listView as grid

- **CIVIL AND ENVIRONMENTAL ENGINEERING: ENVIRONMENTAL ENGINEERING, MENG (P. 368)**

## POLICIES

## POLICIES

Students should refer to the named option for policy information:

- Environmental Engineering (p. 368)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and solve advanced engineering problems.
3. Demonstrate creative, independent problem solving skills.
4. Apply the latest scientific and technological advancements, advanced techniques, and modern engineering tools to these problems.
5. Fosters ethical and professional conduct.

# CIVIL AND ENVIRONMENTAL ENGINEERING: ENVIRONMENTAL ENGINEERING, MENG

This is the named option in Civil and Environmental Engineering MEng.

This fully online Master of Engineering named option in Environmental Engineering (MEng) includes a full curriculum of courses incorporating the latest research and practices in water supply, wastewater reclamation and reuse, resource recovery, and urban storm water management. The MEng degree gives practicing environmental engineers and scientists the skills needed to meet contemporary and future challenges. For more information about the online MEng degree, visit the program website (https://pdc.wisc.edu/degrees/environmental-engineering/).

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | June 15 |
| Spring Deadline | November 15 |
| Summer Deadline | March 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

### APPLICATION PROCESS AND REQUIREMENTS

All applicants must meet the Graduate School's admission requirements (http://grad.wisc.edu/admissions/requirements/) to be considered for admission. Departmental admission is by committee review. Any application material submitted after the deadline is not guaranteed to be reviewed by the graduate admissions committee.

In addition, applicants must also meet the department's requirements listed below to be considered for admission:

### Grades
A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

On a case-by-case basis the admissions committee may consider an applicant with a GPA lower than 3.00 for applicants with exceptional circumstances, if supported by a strong career track and references.

### Degree
A bachelor's degree from an ABET-accredited engineering program or from a recognized international institution is required.

On a case-by-case basis the admissions committee may consider an applicant with a non#ABET#accredited BS degree depending on the applicant's academic record, career track, and references. Academic records must include calculus and physics coursework. For more details, see the program website (https://pdc.wisc.edu/degrees/environmental-engineering/).

### Funding
No financial support from the university is available to students in the online MEng in Civil and Environmental Engineering-Environmental Engineering degree program.

## COMPLETE APPLICATION
A complete graduate application is required before an application will be reviewed by the faculty. A complete graduate application contains the following:

### Graduate School Application
Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose
Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, coursework emphasis, work experience, professional goals, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Two Letters of Recommendation
Two letters of recommendation must be submitted through the online application. These letters should be from people who can judge the applicant's academic and/or work performance. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding these letters.

### Academic Transcripts
Upload the most recent copies of your transcripts to the online application, from each institution attended. Study abroad transcripts are not required if coursework is reflected on the degree granting university's transcript. Unofficial copies of transcripts will be accepted for departmental review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission. Please do not send transcripts or any other application materials to the Graduate School or the Department of Civil and Environmental Engineering unless requested.

### Resume/Curriculum Vitae
Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score
Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee
A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/) for fee information. Fee grants (https://grad.wisc.edu/apply/fee-grant/) are offered by the Graduate School on a limited basis and under certain conditions. The department does not offer an application fee waiver due to the large volume of applications received.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES
The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION
Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## PROGRAM RESOURCES
Students in the Engineering MEng programs are allowed to accept teaching assistantships, project assistantships, and research assistantships, but will not receive tuition remission.

Students in these programs cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with other academic programs at UW–Madison, please contact the department (see contact box).

### Scholarships
Learn about scholarship opportunities (http://scholarships.wisc.edu/).

### Employer Support
Many students receive some financial support from their employers. Often, students find it beneficial to sit down with their employer and discuss how this program applies to their current and future responsibilities. Other key points to discuss include how participation will not interrupt your work schedule.

### Federal Loans
Students who are U.S. citizens or permanent residents are eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the Fall and Spring semesters, and two credits

during Summer. Private loans are also available. Learn more about financial aid (https://financialaid.wisc.edu/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Courses with grades D and F do not satisfy degree requirements. Refer to the Graduate School: Failing Grades policy: https://policy.wisc.edu/library/UW-1210 (https://policy.wisc.edu/library/UW-1210/). |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| CIV ENGR 820 | Hydraulics and Applied Fluid Mechanics for Environmental Engineers | 3 |
| CIV ENGR 823 | Environmental Engineering Design Project | 3 |
| CIV ENGR 929 | Seminar-Environmental Engineering | 1 |
| Complete at least two of the following three courses | | 6-9 |
| CIV ENGR 721 | Biological Principles of Environmental Engineering | |
| CIV ENGR 722 | Chemical Principles of Environmental Engineering | |
| CIV ENGR 723 | Energy Principles of Environmental Engineering | |
| Complete at least one of the following two courses | | 3-6 |
| CIV ENGR 821 | Environmental Engineering: Biological Treatment Processes | |
| CIV ENGR 822 | Environmental Engineering: Physical/Chemical Treatment Process | |
| **Electives** | | |
| Other courses may be applicable with faculty advisor approval | | 14 |
| CIV ENGR 320 | Environmental Engineering | |
| CIV ENGR 414 | Hydrologic Design | |
| CIV ENGR 423 | Air Pollution Effects, Measurement and Control | |
| CIV ENGR 426 | Design of Wastewater Treatment Plants | |
| CIV ENGR 427 | Solid and Hazardous Wastes Engineering | |
| CIV ENGR 428 | Water Treatment Plant Design | |
| CIV ENGR 522 | Hazardous Waste Management | |
| CIV ENGR 525 | Case Studies Exploring Infrastructure Sustainability and Climate Change | |
| CIV ENGR 621 | Biological Treatment Process Modeling | |
| CIV ENGR 629 | Special Topics in Environmental Engineering | |
| CIV ENGR 699 | Independent Study | |
| CIV ENGR 729 | Environmental Sustainability Tools | |
| E P D 600 | Special Topics in Engineering Professional Development | |
| E P D 701 | Writing for Professionals | |
| E P D 702 | Professional Presentations | |

| | | |
|---|---|---|
| E P D 708 | Creating Breakthrough Innovations | |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 14 credits of graduate coursework from other institutions. Approved credits will be allowed to count toward the minimum credit requirement and the minimum graduate coursework requirement, but will not count toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Upon approval from a student's graduate advisor and the program's Admissions Committee, students may transfer up to 7 credits from another institution or numbered 300 or above from the undergraduate career completed at UW–Madison. Exceptions to this limit must be approved by the Graduate School. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison Civil and Environmental Engineering courses numbered 300 and above. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW- Madison. The credits are noted on the transcript in the graduate career as transfer credits, but the courses remain in the undergraduate career if taken at UW-Madison.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval students may transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison special student. Coursework earned ten or more year prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Civil and Environmental Engineering Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor to discuss the grievance. Currently, the Civil and Environmental Engineering Grievance Advisors are:

Daniel Wright, Professor and Associate Chair for Graduate Programs
danielb.wright@wisc.edu, (608) 262-1978

Greg Harrington, Professor and CEE Department Chair
gwharrin@wisc.edu 2205 Engineering Hall Phone: (608) 695-3380

If the student prefers to talk with someone outside of the Civil and Environmental Engineering department, contact:
Joanna Gurstelle, Assistant Dean

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

- The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Compliance website and are included in the next section.
- If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.
- Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines.

## OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# CIVIL AND ENVIRONMENTAL ENGINEERING, MS

The Department of Civil and Environmental Engineering (CEE) offers MS degrees with research (p. 381) and professional (p. 374) named options. The research option is a two-year, research thesis-based program. The professional option is a one-year, face-to-face coursework program.

In addition, an online program in Civil & Environmental Engineering: Environmental Engineering MEng (p. 368) is offered.

The mission of the civil and environmental engineering program is to develop leaders in education, industry, and government who can use their acquired skills to improve society. The academic program provides a comprehensive framework of courses in the broad area of civil and environmental engineering with opportunities to develop specialized expertise. It also emphasizes the development of integrated teamwork abilities, communication, leadership, entrepreneurship, and creative research skills.

Graduate study in the department offers an opportunity to undertake advanced study and research in various areas of specialization including:

- **Construction engineering and management:** construction labor productivity management, integrated lean project delivery systems, risk management, advanced computer applications to construction, and change management
- **Environmental engineering:** water supply, water quality, water treatment, wastewater treatment, solid and hazardous waste management, air pollution, biotechnology, and alternative energy
- **Geo and pavement engineering:** geotechnical and geological engineering, pavement materials and design, asphalt binders and mixtures, geosynthetics, in-situ testing and engineering geophysics, recycled materials in sustainable construction
- **Structural engineering**: behavior, analysis and design of reinforced/prestressed concrete, steel, and wood structures; design for earthquake and wind loading; seismic rehabilitation
- **Transportation engineering:** highway and traffic engineering, intelligent transportation systems, connected and automated vehicles, transportation planning, freight, infrastructure management, transportation safety, user comprehension and behavior, advanced driving- and micro-simulation, big data
- **Water resources/environmental fluid mechanics:** analysis, measurement, modeling of currents, flows, and waves in natural and constructed systems; surface and groundwater hydrology; hydraulic engineering; coastal engineering; sedimentation and transport

processes; infrastructure impacts of extreme weather events, hydroecology and stream restoration

Students may also pursue studies in the broad fields of environmental engineering/science and systems analysis. Areas of specialization are organized into a constructed facilities division (including transportation engineering, structural engineering, construction engineering and management, pavement engineering, materials for constructed facilities, and geotechnical engineering) and an environmental engineering division (including geoenvironmental engineering, environmental fluid mechanics and water resources engineering, environmental science and technology, and environmental and water chemistry).

Degrees require a coordinated core program of courses, selected from CEE and other department/program offerings. Graduate degree programs closely associated with the department include engineering mechanics, human factors, environmental chemistry and technology, water resources management, geological engineering, land resources, and limnology and marine science.

In support of the instructional and research programs are laboratory facilities for structural engineering; highway materials; transportation systems; driving simulation and human factors; soil mechanics, geotechnical and geoenvironmental engineering; coastal and hydraulic engineering; environmental fluid mechanics; environmental engineering processes and engineering chemistry. Water resources engineering, environmental engineering, and water chemistry have additional research facilities in the Water Science and Engineering Laboratory on the shore of Lake Mendota. The Environmental Engineering Field Laboratory is located at the Nine-Springs Madison Metropolitan Wastewater Treatment Plant.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Civil and Environmental Engineering through one of the named options:

- Research (p. 381)
- Professional (p. 374)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Financial support is available through fellowships, project/program assistantships (PA), research assistantships (RA), and teaching assistantships (TA). Faculty will contact successful MS/PhD applicants directly regarding funding opportunities. Admission is not a guarantee of funding.

Students enrolled in the Professional MS named option and MEng (named option in Environmental Engineering) online programs are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Refer to specific named option: Research or Professional |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 373) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Civil and Environmental Engineering must select one of the following named options:

View as listView as grid

- **CIVIL AND ENVIRONMENTAL ENGINEERING: PROFESSIONAL, MS (P. 374)**
- **CIVIL AND ENVIRONMENTAL ENGINEERING: RESEARCH, MS (P. 381)**


## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Research (p. 381) (p. 381)
- Professional (p. 374)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and solve advanced engineering problems.
3. Apply the latest scientific and technological advancements, advanced techniques, and modern engineering tools to these problems.
4. Recognize and apply principles of ethical and professional conduct.

# CIVIL AND ENVIRONMENTAL ENGINEERING: PROFESSIONAL, MS

This is a named option in the Civil and Environmental Engineering MS (p. 372). It is one year, face-to-face coursework-based program.

The mission of the civil and environmental engineering (CEE) program is to develop leaders in education, industry, and government who can use their acquired skills to improve society. The academic program provides a comprehensive framework of courses in the broad area of civil and environmental engineering with opportunities to develop specialized expertise. It also emphasizes the development of integrated teamwork abilities, communication, leadership, entrepreneurship, and creative research skills.

Graduate study in the department offers an opportunity to take coursework in various areas of specialization including:

- **Construction engineering and management:** construction labor productivity management; integrated lean project delivery systems; risk management; advanced computer applications to construction; change management
- **Environmental science and engineering:** water supply; water quality; water treatment; wastewater treatment; solid and hazardous waste management; air pollution; biotechnology; alternative energy
- **Geological/geotechnical engineering:** geotechnical and geological engineering; geosynthetics; in-situ testing and engineering geophysics; recycled materials in sustainable construction
- **Structural engineering:** behavior, analysis and design of reinforced/prestressed concrete, steel, and wood structures; design for earthquake and wind loading; seismic rehabilitation
- **Transportation engineering:** highway and traffic engineering; intelligent transportation systems; connected and automated vehicles; transportation planning; infrastructure management; transportation safety; user comprehension and behavior; advanced driving- and micro-simulation; big data
- **Water resources engineering:** analysis, measurement, modeling of currents, flows, and waves in natural and constructed systems; surface and groundwater hydrology; hydraulic engineering; coastal engineering; sedimentation and transport processes; infrastructure impacts of extreme weather events; hydroecology; stream restoration

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g. GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Please submit all application materials by the fall deadline to ensure full review of your application. Applications submitted after the fall deadline through March 15 will be reviewed if complete and will be considered for

admission by the department if space is still available. To check if space is available, please email: ceegradadmission@engr.wisc.edu

## APPLICATION PROCESS AND REQUIREMENTS

All applicants must meet the Graduate School's admission requirements (http://grad.wisc.edu/admissions/requirements/) to be considered for admission. Departmental admission is by committee review. Any application material submitted after the deadline is not guaranteed to be reviewed by the graduate admissions committee.

In addition, applicants must also meet the department's requirements listed below to be considered for admission:

### Grades

A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

### Degree

Have a bachelor's degree in civil and environmental engineering from an ABET-accredited engineering program or from a recognized international institution or have a bachelor's degree in a different field of engineering (e.g., Mechanical Engineering, Biological Systems Engineering, Chemical and Biological Engineering, etc.) with relevant undergraduate coursework in the specific area of interest (e.g., environmental, transportation, geological, etc.).

### Funding

This program is self-funded. (No funding or scholarships are available through the university). Admitted applicants are strongly discouraged to pursue graduate assistantship positions (i.e., project assistants, teaching assistants, or research assistants) during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Admitted applicants in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## COMPLETE APPLICATION

A complete graduate application is required before an application will be reviewed by the faculty. A complete graduate application contains the following:

### Graduate School Application

Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose

Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, coursework emphasis, work experience, professional goals, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/)(scroll to bottom of page).

### Three Letters of Recommendation

Three letters of recommendation must be submitted through the online application. These letters should be from people who can judge the applicant's academic, research, and/or work performance. See the Graduate School for FAQs (https://grad.wisc.edu/apply/prepare/) regarding these letters.

### Academic Transcripts

Upload the most recent copies of your transcripts to the online application, from each institution attended. Study abroad transcripts are not required if coursework is reflected on the degree granting university's transcript. Unofficial copies of transcripts will be accepted for departmental review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission. Please do not send transcripts or any other application materials to the Graduate School or the Department of Civil and Environmental Engineering unless requested.

### Resume/Curriculum Vitae

Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score

Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee

A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/) for fee information. Fee grants are offered by the Graduate School on a limited basis and under certain conditions, as outlined here (https://grad.wisc.edu/apply/fee-grant/). The department does not offer an application fee waiver due to the large volume of applications received. However, if you are working with a specific faculty member, then they may offer you a fee voucher.

# FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | There are no degree-specific assessments and examinations outside of those given in individual courses. |
| Language Requirements | n/a |

## REQUIRED COURSES

This is a face-to-face, accelerated program:

- Complete the program in one academic year (e.g., fall, spring, summer)
- Courses may begin in the fall or spring semester

### Core Courses

- At least 15 of the 30 credit hours must be taken within one curriculum pathway.[1] Please see curriculum pathways below
- 21 of the 30 credit hours must be taken in Civil and Environmental Engineering (CIV ENGR) (https://guide.wisc.edu/courses/civ_engr/) or Geological Engineering (G L E) (https://guide.wisc.edu/courses/g_l_e/).
- 15 of the 30 credit hours must be at the graduate level ("Grad 50%" designation).

### Professional Development

- May enroll in up to 5 credits of CIV ENGR 999 Advanced Independent Study or G L E 999 Independent Work.

### Elective Courses

- Up to 2 credit hours of seminar. Please see seminar options listed below.
- Additional electives beyond CIV ENGR 999, G L E 999, and/or seminar(s) may be taken based on your career interests and advisor approval.

### Seminars

| Code | Title | Credits |
|---|---|---|
| CIV ENGR 579 | Seminar-Transportation Engineering | 1 |
| CIV ENGR 760 | Research Methods in Construction Engineering Management | 1 |
| G L E 900 | Seminar | 1 |
| CIV ENGR 909 | Graduate Seminar - Environmental Chemistry & Technology | 1 |
| CIV ENGR 919 | Seminar-Hydraulic Engineering and Fluid Mechanics | 1 |
| CIV ENGR 929 | Seminar-Environmental Engineering | 1 |
| CIV ENGR 939 | Geotechnical Engineering Seminar | 1 |
| CIV ENGR 949 | Seminar-Structural Engineering | 1 |

## CURRICULUM PATHWAYS

### Construction Engineering and Management [1]

| Code | Title | Credits |
|---|---|---|
| CIV ENGR 360 | Construction Systems | 3 |
| CIV ENGR 392 | Building Information Modeling (BIM) | 3 |
| CIV ENGR/ G L E 430 | Introduction to Slope Stability and Earth Retention | 1 |
| CIV ENGR/ G L E 432 | Introduction to Shallow and Deep Foundation Systems | 1 |
| CIV ENGR/ G L E 434 | Introduction to Underground Openings Engineering | 1 |
| CIV ENGR 445 | Steel Structures I | 3 |
| CIV ENGR 447 | Concrete Structures I | 3 |
| CIV ENGR 451 | Architectural Design | 3 |
| CIV ENGR 461 | Construction Project Management | 3 |
| CIV ENGR 465 | Data Sensing and Analysis in Construction | 3 |
| CIV ENGR 491 | Legal Aspects of Engineering | 3 |
| CIV ENGR 492 | Integrated Project Estimating and Scheduling | 3 |
| CIV ENGR 494 | Civil and Environmental Engineering Decision Making | 3 |
| CIV ENGR 495 | Sustainable Building and Materials | 3 |
| CIV ENGR 496 | Electrical Systems for Construction | 3 |

| | | |
|---|---|---|
| CIV ENGR 497 | Mechanical Systems for Construction | 3 |
| CIV ENGR 525 | Case Studies Exploring Infrastructure Sustainability and Climate Change | 3 |
| CIV ENGR/ G L E 532 | Foundations | 3 |
| CIV ENGR 545 | Steel Structures II | 3 |
| CIV ENGR 547 | Concrete Structures II | 3 |
| CIV ENGR 575 | Advanced Highway Materials and Construction | 3 |
| CIV ENGR 576 | Advanced Pavement Design | 3 |
| CIV ENGR 649 | Special Topics in Structural Engineering | 1-3 |
| CIV ENGR 669 | Special Topics in Construction Engineering and Management | 1-4 |
| CIV ENGR 760 | Research Methods in Construction Engineering Management | 1 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Environmental Science and Engineering [1]

| Code | Title | Credits |
|---|---|---|
| CIV ENGR 410 | Hydraulic Engineering | 3 |
| CIV ENGR 411 | Open Channel Hydraulics | 3 |
| CIV ENGR 412 | Groundwater Hydraulics | 3 |
| CIV ENGR 414 | Hydrologic Design | 3 |
| CIV ENGR 415 | Hydrology | 3 |
| CIV ENGR 416 | Water Resources Systems Analysis | 3 |
| CIV ENGR/G L E 421 | Environmental Sustainability Engineering | 3 |
| CIV ENGR 423 | Air Pollution Effects, Measurement and Control | 3 |
| CIV ENGR 426 | Design of Wastewater Treatment Plants | 3 |
| CIV ENGR 427 | Solid and Hazardous Wastes Engineering | 3 |
| CIV ENGR 428 | Water Treatment Plant Design | 3 |
| CIV ENGR 494 | Civil and Environmental Engineering Decision Making | 3 |
| CIV ENGR 500 | Water Chemistry | 3 |
| CIV ENGR 501 | Water Analysis-Intermediate | 3 |
| CIV ENGR/G L E 511 | Mixing and Transport in the Environment | 3 |
| CIV ENGR 514 | Coastal Engineering | 2-3 |
| CIV ENGR 515 | Hydroclimatology for Water Resources Management | 3 |
| CIV ENGR 516 | Hydrologic Data Analysis | 3 |
| CIV ENGR 521 | Membrane Science and Technology | 3 |
| CIV ENGR 522 | Hazardous Waste Management | 3 |
| CIV ENGR 525 | Case Studies Exploring Infrastructure Sustainability and Climate Change | 3 |
| CIV ENGR/ G L E 530 | Seepage and Slopes | 3 |
| CIV ENGR 609 | Special Topics in Water Chemistry | 1-3 |
| CIV ENGR/G L E 612 | Ecohydrology | 3 |
| CIV ENGR 618 | Special Topics in Hydraulics and Fluid Mechanics | 1-3 |
| CIV ENGR 619 | Special Topics in Hydrology | 1-3 |
| CIV ENGR 621 | Biological Treatment Process Modeling | 1 |
| CIV ENGR 629 | Special Topics in Environmental Engineering | 1-3 |
| CIV ENGR/ M&ENVTOX/ SOIL SCI 631 | Toxicants in the Environment: Sources, Distribution, Fate, & Effects | 3 |
| CIV ENGR/ ATM OCN 701 | The Chemistry of Air Pollution | 2 |
| CIV ENGR 703 | Environmental Geochemistry | 3 |
| CIV ENGR 704 | Environmental Chemical Kinetics | 3 |
| CIV ENGR 721 | Biological Principles of Environmental Engineering | 3 |
| CIV ENGR 722 | Chemical Principles of Environmental Engineering | 3 |
| CIV ENGR 723 | Energy Principles of Environmental Engineering | 3 |
| CIV ENGR 729 | Environmental Sustainability Tools | 3 |
| CIV ENGR/ G L E 732 | Unsaturated Soil Geoengineering | 3 |
| CIV ENGR 820 | Hydraulics and Applied Fluid Mechanics for Environmental Engineers | 3 |
| CIV ENGR 821 | Environmental Engineering: Biological Treatment Processes | 3-4 |
| CIV ENGR 822 | Environmental Engineering: Physical/Chemical Treatment Process | 3-4 |
| CIV ENGR 823 | Environmental Engineering Design Project | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Geosystems Engineering [1]

| Code | Title | Credits |
|---|---|---|
| G L E 401 | Special Topics in Geological Engineering | 1-3 |
| CIV ENGR 411 | Open Channel Hydraulics | 3 |
| CIV ENGR 412 | Groundwater Hydraulics | 3 |
| CIV ENGR 414 | Hydrologic Design | 3 |
| GEOSCI/GEOG 420 | Glacial and Pleistocene Geology | 3 |
| CIV ENGR 427 | Solid and Hazardous Wastes Engineering | 3 |
| CIV ENGR/ G L E 430 | Introduction to Slope Stability and Earth Retention | 1 |

| | | |
|---|---|---|
| CIV ENGR/ G L E 432 | Introduction to Shallow and Deep Foundation Systems | 1 |
| CIV ENGR/ G L E 434 | Introduction to Underground Openings Engineering | 1 |
| G L E/CIV ENGR/ ENVIR ST/ GEOSCI 444 | Practical Applications of GPS Surveying | 2 |
| G L E/CIV ENGR/ GEOSCI/ M S & E 474 | Rock Mechanics | 3 |
| CIV ENGR 514 | Coastal Engineering | 2-3 |
| CIV ENGR/ G L E 530 | Seepage and Slopes | 3 |
| G L E/ CIV ENGR 532 | Foundations | 3 |
| G L E/ CIV ENGR 534 | Nondestructive Evaluation | 3 |
| G L E/ CIV ENGR 535 | Wind Energy Balance-of-Plant Design | 3 |
| G L E/GEOSCI 537 | Quantitative Methods for Geoscience | 3 |
| CIV ENGR 575 | Advanced Highway Materials and Construction | 3 |
| CIV ENGR 576 | Advanced Pavement Design | 3 |
| G L E/GEOSCI 594 | Introduction to Applied Geophysics | 3 |
| G L E/GEOSCI 595 | Field Methods in Applied and Engineering Geophysics | 1 |
| G L E/GEOSCI 596 | Geomechanics | 3 |
| G L E/GEOSCI 627 | Hydrogeology | 3-4 |
| G L E/GEOSCI 629 | Contaminant Hydrogeology | 3 |
| G L E/ CIV ENGR 635 | Remediation Geotechnics | 3 |
| GEOSCI 720 | Glaciology | 3 |
| G L E/GEOSCI 724 | Groundwater Flow Modeling | 3 |
| G L E/ CIV ENGR 730 | Engineering Properties of Soils | 3 |
| G L E/ CIV ENGR 732 | Unsaturated Soil Geoengineering | 3 |
| G L E/ CIV ENGR 733 | Physicochemical Basis of Soil Behavior | 3 |
| CIV ENGR 744 | Structural Dynamics and Earthquake Engineering | 4 |
| G L E/GEOSCI 747 | Tectonophysics | 3 |
| GEOSCI 755 | Advanced Structural Geology | 3 |
| G L E/GEOSCI 757 | Advanced Rock Mechanics | 3 |
| GEOSCI 758 | Mechanics of Earthquakes and Faulting | 3 |
| GEOSCI 793 | Geophysical Inverse Theory | 3 |
| G L E 801 | Special Topics in Geological Engineering | 1-3 |
| GEOSCI 875 | Advanced Topics in Geology | 1-3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Structural Engineering [1]

| Code | Title | Credits |
|---|---|---|
| CIV ENGR 392 | Building Information Modeling (BIM) | 3 |
| E M A 405 | Practicum in Finite Elements | 3 |
| E M A 406 | Aerospace Structures | 3 |
| CIV ENGR/ G L E 430 | Introduction to Slope Stability and Earth Retention | 1 |
| CIV ENGR/ G L E 432 | Introduction to Shallow and Deep Foundation Systems | 1 |
| CIV ENGR/ G L E 434 | Introduction to Underground Openings Engineering | 1 |
| CIV ENGR 440 | Structural Analysis II [2] | 3 |
| CIV ENGR 461 | Construction Project Management | 3 |
| CIV ENGR 491 | Legal Aspects of Engineering | 3 |
| CIV ENGR/E M A/ M E 508 | Composite Materials | 3 |
| CIV ENGR/ G L E 532 | Foundations | 3 |
| CIV ENGR/ G L E 534 | Nondestructive Evaluation | 3 |
| CIV ENGR 545 | Steel Structures II [2] | 3 |
| CIV ENGR 547 | Concrete Structures II [2] | 3 |
| E M A 605 | Introduction to Finite Elements | 3 |
| CIV ENGR 643 | Prestressed Concrete | 3 |
| CIV ENGR 647 | Concrete Structures III | 3 |
| CIV ENGR 649 | Special Topics in Structural Engineering | 1-3 |
| CIV ENGR 669 | Special Topics in Construction Engineering and Management | 1-4 |
| CIV ENGR/ G L E 730 | Engineering Properties of Soils | 3 |
| CIV ENGR 744 | Structural Dynamics and Earthquake Engineering | 4 |
| CIV ENGR 749 | Special Topics in Structural Engineering | 1-4 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] NOTE: CIV ENGR 440 Structural Analysis II, CIV ENGR 545 Steel Structures II, and CIV ENGR 547 Concrete Structures II are required for students in the Structural Engineering Path unless approved by their advisor.

## Transportation Engineering [1]

| Code | Title | Credits |
|---|---|---|
| PSYCH/I SY E 349 | Introduction to Human Factors | 3 |
| CIV ENGR 370 | Transportation Engineering | 3 |
| CIV ENGR/G L E 421 | Environmental Sustainability Engineering | 3 |
| CIV ENGR 491 | Legal Aspects of Engineering | 3 |

| | | |
|---|---|---|
| CIV ENGR 494 | Civil and Environmental Engineering Decision Making | 3 |
| CIV ENGR 525 | Case Studies Exploring Infrastructure Sustainability and Climate Change | 3 |
| CIV ENGR/ G L E 534 | Nondestructive Evaluation | 3 |
| CIV ENGR 570 | Connected and Automated Transportation Systems | 3 |
| CIV ENGR 571 | Urban Transportation Planning | 3 |
| CIV ENGR 572 | Transportation Operations | 3 |
| CIV ENGR 573 | Geometric Design of Transport Facilities | 3 |
| CIV ENGR 574 | Traffic Control | 3 |
| CIV ENGR 575 | Advanced Highway Materials and Construction | 3 |
| CIV ENGR 576 | Advanced Pavement Design | 3 |
| CIV ENGR 577 | Traffic Flow Theory | 3 |
| CIV ENGR 678 | Advanced Traffic Modeling and Computer Simulation | 3 |
| CIV ENGR 679 | Special Topics in Transportation and City Planning | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Water Resources [1]

| Code | Title | Credits |
|---|---|---|
| CIV ENGR 410 | Hydraulic Engineering | 3 |
| CIV ENGR 411 | Open Channel Hydraulics | 3 |
| CIV ENGR 412 | Groundwater Hydraulics | 3 |
| CIV ENGR 414 | Hydrologic Design | 3 |
| CIV ENGR 415 | Hydrology | 3 |
| CIV ENGR 416 | Water Resources Systems Analysis | 3 |
| CIV ENGR/G L E 421 | Environmental Sustainability Engineering | 3 |
| CIV ENGR 423 | Air Pollution Effects, Measurement and Control | 3 |
| CIV ENGR 426 | Design of Wastewater Treatment Plants | 3 |
| CIV ENGR 427 | Solid and Hazardous Wastes Engineering | 3 |
| CIV ENGR 428 | Water Treatment Plant Design | 3 |
| CIV ENGR 494 | Civil and Environmental Engineering Decision Making | 3 |
| CIV ENGR 500 | Water Chemistry | 3 |
| CIV ENGR 501 | Water Analysis-Intermediate | 3 |
| CIV ENGR/G L E 511 | Mixing and Transport in the Environment | 3 |
| CIV ENGR 514 | Coastal Engineering | 2-3 |
| CIV ENGR 515 | Hydroclimatology for Water Resources Management | 3 |
| CIV ENGR 516 | Hydrologic Data Analysis | 3 |
| CIV ENGR 521 | Membrane Science and Technology | 3 |
| CIV ENGR 522 | Hazardous Waste Management | 3 |
| CIV ENGR 525 | Case Studies Exploring Infrastructure Sustainability and Climate Change | 3 |
| CIV ENGR/ G L E 530 | Seepage and Slopes | 3 |
| CIV ENGR 609 | Special Topics in Water Chemistry | 1-3 |
| CIV ENGR/G L E 612 | Ecohydrology | 3 |
| CIV ENGR 618 | Special Topics in Hydraulics and Fluid Mechanics | 1-3 |
| CIV ENGR 619 | Special Topics in Hydrology | 1-3 |
| CIV ENGR 621 | Biological Treatment Process Modeling | 1 |
| CIV ENGR 629 | Special Topics in Environmental Engineering | 1-3 |
| CIV ENGR/ M&ENVTOX/ SOIL SCI 631 | Toxicants in the Environment: Sources, Distribution, Fate, & Effects | 3 |
| CIV ENGR/ ATM OCN 701 | The Chemistry of Air Pollution | 2 |
| CIV ENGR 703 | Environmental Geochemistry | 3 |
| CIV ENGR 704 | Environmental Chemical Kinetics | 3 |
| CIV ENGR 721 | Biological Principles of Environmental Engineering | 3 |
| CIV ENGR 722 | Chemical Principles of Environmental Engineering | 3 |
| CIV ENGR 723 | Energy Principles of Environmental Engineering | 3 |
| CIV ENGR 729 | Environmental Sustainability Tools | 3 |
| CIV ENGR/ G L E 732 | Unsaturated Soil Geoengineering | 3 |
| CIV ENGR 820 | Hydraulics and Applied Fluid Mechanics for Environmental Engineers | 3 |
| CIV ENGR 821 | Environmental Engineering: Biological Treatment Processes | 3-4 |
| CIV ENGR 822 | Environmental Engineering: Physical/Chemical Treatment Process | 3-4 |
| CIV ENGR 823 | Environmental Engineering Design Project | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Up to 14 credits of relevant graduate coursework (earned post-baccalaureate) from another institution may transfer towards fulfillment of the graduate curriculum, if approved by the department. The first 9 credits of approved graduate coursework may transfer towards elective coursework. If applicable, any remaining prior coursework (beyond 9 credits) may transfer towards 5 of the 21 Civil and Environmental Engineering/Geological Engineering credits, if approved by the faculty advisor. Coursework earned ten or more years prior to admission term (start of instruction date) to a master's degree is not allowed to satisfy requirements.

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

Upon approval from a student's graduate advisor and the graduate program chair, the Civil and Environmental Engineering program may decide to transfer up to seven credits from another institution or numbered 300 or above from the undergraduate career completed at UW–Madison. Exceptions to this limit must be approved by the Graduate School. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW- Madison. The credits are noted on the transcript in the graduate career as transfer credits, but the courses remain in the undergraduate career if taken at UW-Madison.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Civil and Environmental Engineering Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor to discuss the grievance.

Currently, the Civil and Environmental Engineering Grievance Advisors are:

Daniel Wright, Professor and Associate Chair for Graduate Programs
danielb.wright@wisc.edu, Phone: (608) 262-1978

Greg Harrington, Professor and CEE Department Chair
gwharrin@wisc.edu, 2205 Engineering Hall, Phone: (608) 695-3380

If the student prefers to talk with someone outside of the Civil and Environmental Engineering department, contact:

Joanna Gurstelle, College of Engineering Assistant Dean for Graduate Affairs.

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering, and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

- The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Compliance website and are included in the next section.
- If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.
- Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines.

### OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants, or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# CIVIL AND ENVIRONMENTAL ENGINEERING: RESEARCH, MS

This is a named option in the Civil and Environmental Engineering MS (p. 372).

The MS Civil and Environmental Engineering-research degree program takes approximately two years to complete. MS research degree candidates will choose a pathway for their program of study: thesis or advanced independent study.

Students who do not have a bachelor's degree from an ABET-accredited engineering program, or from a recognized international institution, may be required to complete deficiency coursework in addition to completing either the thesis or advanced independent study curriculum requirements. Selection of a pathway is dependent upon the educational objectives of the candidate.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |

| | |
|---|---|
| Letters of Recommendation Required | 3 |

## APPLICATION PROCESS AND REQUIREMENTS

All applicants must meet the Graduate School's admission requirements (http://grad.wisc.edu/admissions/requirements/) to be considered for admission. Departmental admission is by committee review. Applications submitted after the fall deadline through March 15 will be reviewed if complete and will be considered for admission by the department if space is still available. To check if space is available, please email: ceegradadmission@engr.wisc.edu.

In addition, applicants must also meet the department's requirements listed below to be considered for admission:

### Grades

A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

### Degree

Most applicants have a bachelor's degree from an ABET-accredited engineering program or from a recognized international institution. Applicants who do not have a bachelor's degree as specified above must meet the department's deficiency requirements, some of which may be completed after admission. Credits completed to satisfy deficiency requirements are additional; they are not applied to the degree. Applicants with more than 12 credits of deficiencies are not admitted to the graduate program. Rather, they are encouraged to enroll as University Special students until most deficiencies are satisfied. Contact the department (see contact box) for more information.

### Funding

Funded offers for MS (research) and PhD admitted applicants, in the form of research assistantships, project assistantships, and/or teaching assistantships come directly from individual faculty members (https://directory.engr.wisc.edu/cee/). Please contact interested faculty before or after you have applied to inquire about assistantship opportunities. Funding is not guaranteed with admission. Faculty will contact successful applicants directly regarding funding opportunities.

## COMPLETE APPLICATION

A complete graduate application is required before an application will be reviewed by the faculty. A complete graduate application contains the following:

### Graduate School Application

Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose

Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, coursework emphasis, research experience, professional goals, faculty members you are interested in working with, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Three Letters of Recommendation

Three letters of recommendation must be submitted through the online application. These letters should be from people who can judge the applicant's academic, research, and/or work performance. See the Graduate School for FAQs (https://grad.wisc.edu/apply/prepare/) regarding these letters.

### Academic Transcripts

Upload the most recent copies of your transcripts to the online application, from each institution attended. Study abroad transcripts are not required if coursework is reflected on the degree granting university's transcript. Unofficial copies of transcripts will be accepted for departmental review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission. Please do not send transcripts or any other application materials to the Graduate School or the Department of Civil and Environmental Engineering unless requested.

### Resume/Curriculum Vitae

Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score

Refer to the Graduate School: Minimum Requirements for Admission policy.

### Application Fee

A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/#FAQ) for fee information. Fee grants are offered by the Graduate School on a limited basis and under certain conditions, as outlined here (https://grad.wisc.edu/apply/fee-grant/). The department does not offer an application fee waiver due to the large volume of applications received. However, if you are working with a specific faculty member, then they may offer you a fee voucher.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is available through fellowships, project/program assistantships (PA), research assistantships (RA), and teaching assistantships (TA). Faculty will contact successful MS/PhD applicants directly regarding funding opportunities. Admission is not a guarantee of funding.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Pathway A, Thesis: A faculty committee will conduct a final examination on the thesis research.<br><br>Pathway B, Independent Study: A faculty committee will review and approve the final report. A final examination is not required but may be requested by the faculty committee. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

#### Pathway A—Thesis [1]

Students who wish to do advanced work and research in a well-defined area of specialization are encouraged to pursue this program.

This option requires a minimum of 30 credits of graduate work including:

| Code | Title | Credits |
|---|---|---|
| **Coursework - Numbered 300 or higher** | | |
| Students must complete 18 credits, including at least 9 credits in Civil and Environmental Engineering (CIV ENGR) This may include the seminar course with approval from the faculty advisor. May not include CIV ENGR 790. [2] | | 18 |
| **Seminar** | | |
| Discuss seminar options with faculty advisor. See options below. | | 1 |
| **Research or Thesis** | | |
| A faculty committee will conduct a final examination on the thesis research. Students must complete 6 credits of following: | | 6 |
| CIV ENGR 790 | Master's Research or Thesis | |
| **Additional Coursework** | | |
| In consultation with advisor, complete coursework to reach the minimum of 30 credit requirement. | | 5 |
| **Total Credits** | | **30** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 Some courses numbered 300 or above may require special faculty approval.

#### Pathway B—Advanced Independent Study [1]

This pathway requires a minimum of 30 credits of graduate work including:

| Code | Title | Credits |
|---|---|---|
| **Coursework - Numbered 300 or higher** | | |
| Students must complete 21 credits, including at least 9 credits in Civil and Environmental Engineering (CIV ENGR). This may include the seminar course with approval from the advisor. May not include independent study or research courses. [2] | | 21 |
| **Seminar** | | |
| Discuss seminar options with faculty advisor. See options below. | | 1 |
| **Research or Thesis** | | |

| | | |
|---|---|---|
| A required written report based on the student's advanced independent study project does not have to meet UW-Madison Graduate School requirements for a thesis, but has to show independent thinking by the student. A faculty committee will review and approve the final report. A final examination is not required but may be requested by the faculty committee. Students complete 3 credits from following: | | 3 |
| CIV ENGR 790 | Master's Research or Thesis | |
| or CIV ENGR 999 | Advanced Independent Study | |
| **Additional Coursework** | | |
| In consultation with advisor, complete coursework to reach the minimum of 30 credit requirement. | | 5 |
| **Total Credits** | | **30** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 Some courses numbered 300 or above may require special faculty approval.

### Seminar Course Options

| Code | Title | Credits |
|---|---|---|
| CIV ENGR 579 | Seminar-Transportation Engineering | 1 |
| CIV ENGR/ ENVIR ST/ URB R PL 717 | Water Resources Management Practicum Planning Seminar I | 1 |
| CIV ENGR/ ENVIR ST/ URB R PL 718 | Water Resources Management Practicum Planning Seminar II | 2 |
| CIV ENGR 760 | Research Methods in Construction Engineering Management | 1 |
| CIV ENGR 909 | Graduate Seminar - Environmental Chemistry & Technology | 1 |
| CIV ENGR/ ATM OCN/BOTANY/ ENVIR ST/GEOSCI/ ZOOLOGY 911 | Limnology and Marine Science Seminar | 1 |
| CIV ENGR 919 | Seminar-Hydraulic Engineering and Fluid Mechanics | 1 |
| CIV ENGR 929 | Seminar-Environmental Engineering | 1 |
| CIV ENGR 939 | Geotechnical Engineering Seminar | 1 |
| CIV ENGR 949 | Seminar-Structural Engineering | 1 |

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Upon approval from a student's graduate advisor and the graduate program chair, the Civil and Environmental Engineering program may decide to transfer up to seven credits from another institution or numbered 300 or above from the undergraduate career completed at UW–Madison. Exceptions to this limit must be approved by the Graduate School. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW- Madison. The credits are noted on the transcript in the graduate career as transfer credits, but the courses remain in the undergraduate career if taken at UW-Madison.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)

- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Civil and Environmental Engineering Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor to discuss the grievance. Currently, the Civil and Environmental Engineering Grievance Advisors are:

Daniel Wright, Professor and Associate Chair for Graduate Programs
danielb.wright@wisc.edu, Phone: (608) 262-1978

Greg Harrington, Professor and CEE Department Chair
gwharrin@wisc.edu, 2205 Engineering Hall, Phone: (608) 695-3380

If the student prefers to talk with someone outside of the Civil and Environmental Engineering department, contact:

Joanna Gurstelle, College of Engineering Assistant Dean for Graduate Affairs

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering, and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

- The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Compliance website and are included in the next section.
- If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.
- Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# CIVIL AND ENVIRONMENTAL ENGINEERING, PHD

The mission of the civil and environmental engineering (CEE) program is to develop leaders in education, industry, and government who can use their acquired skills to improve society. The academic program provides a comprehensive framework of courses in the broad area of civil and environmental engineering with opportunities to develop specialized expertise. It also emphasizes the development of integrated teamwork abilities, communication, leadership, entrepreneurship, and creative research skills.

Graduate study in the department offers an opportunity to undertake advanced study and research in various areas of specialization including:

- **Construction engineering and management:** construction labor productivity management, integrated lean project delivery systems, risk management, advanced computer applications to construction, and change management

- **Environmental engineering:** water supply, water quality, water treatment, wastewater treatment, solid and hazardous waste management, air pollution, biotechnology, and alternative energy
- **Geo and pavement engineering:** geotechnical and geological engineering, pavement materials and design, asphalt binders and mixtures, geosynthetics, in-situ testing and engineering geophysics, recycled materials in sustainable construction
- **Structural engineering:** behavior, analysis and design of reinforced/prestressed concrete, steel, and wood structures; design for earthquake and wind loading; seismic rehabilitation
- **Transportation engineering:** highway and traffic engineering, intelligent transportation systems, connected and automated vehicles, transportation planning, freight, and infrastructure management, transportation safety, user comprehension and behavior, advanced driving- and micro-simulation, big data
- **Water resources/environmental fluid mechanics:** analysis, measurement, modeling of currents, flows, and waves in natural and constructed systems; surface and groundwater hydrology; hydraulic engineering; coastal engineering; sedimentation and transport processes; infrastructure impacts of extreme weather events, hydroecology and stream restoration

Students may also pursue studies in the broad fields of environmental engineering/science and systems analysis. Areas of specialization are organized into a constructed facilities division (including transportation engineering, structural engineering, construction engineering and management, pavement engineering, materials for constructed facilities, and geotechnical engineering) and an environmental engineering division (including geoenvironmental engineering, environmental fluid mechanics and water resources engineering, environmental science and technology, and environmental and water chemistry).

Degrees require a coordinated core program of courses, selected from CEE and other department/program offerings. Graduate degree programs closely associated with the department include engineering mechanics, human factors, environmental chemistry and technology, water resources management, geological engineering, land resources, and limnology and marine science.

In support of our instructional and research programs are laboratory facilities for structural engineering; highway materials; transportation systems; driving simulation and human factors; soil mechanics, geotechnical and geoenvironmental engineering; coastal and hydraulic engineering; environmental fluid mechanics; environmental engineering processes and engineering chemistry. Water resources engineering, environmental engineering, and water chemistry have additional research facilities in the Water Science and Engineering Laboratory on the shore of Lake Mendota. The Environmental Engineering Field Laboratory is located at the Nine-Springs Madison Metropolitan Wastewater Treatment Plant.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Records Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION PROCESS AND REQUIREMENTS

All applicants must meet the Graduate School's admission requirements (http://grad.wisc.edu/admissions/requirements/) to be considered for admission. Departmental admission is by committee review. Applications submitted after the fall deadline through March 15 will be reviewed if complete and will be considered for admission by the department if space is still available. To check if space is available, please email: ceegradadmission@engr.wisc.edu.

In addition, applicants must also meet the department's requirements listed below to be considered for admission:

### Grades

A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

### Degree

A bachelor's degree from an ABET-accredited engineering program or from a recognized international institution is recommended.

### Funding

Funded offers for MS (research) and PhD students, in the form of research assistantships, project assistantships, and/or teaching assistantships come directly from individual faculty members (https://directory.engr.wisc.edu/cee/). Please contact interested faculty before or after you have applied to inquire about assistantship opportunities. Funding is not guaranteed with admission. Faculty will contact successful applicants directly regarding funding opportunities.

## COMPLETE APPLICATION

A complete graduate application is required before an application will be reviewed by the faculty. A complete graduate application contains the following:

### Graduate School Application
Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose
Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, coursework emphasis, research experience, professional goals, faculty members you are interested in working with, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Three Letters of Recommendation
Three letters of recommendation must be submitted through the online application. These letters should be from people who can judge the applicant's academic, research, and/or work performance. See the Graduate School for FAQs (https://grad.wisc.edu/apply/#FAQ) regarding these letters.

### Academic Transcripts
Upload the most recent copies of your transcripts to the online application, from each institution attended. Study abroad transcripts are not required if coursework is reflected on the degree granting university's transcript. Unofficial copies of transcripts are used for departmental review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission. Please do not send transcripts or any other application materials to the Graduate School or the Department of Civil and Environmental Engineering unless requested.

### Resume/Curriculum Vitae
Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency
Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee
A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/#FAQ) for fee information. Fee grants are offered by the Graduate School on a limited basis and under certain conditions, as outlined here (https://grad.wisc.edu/apply/fee-grant/). The department does not offer an application fee waiver due to the large volume of applications received. However, if you are working with a specific faculty member, then they may offer you a fee voucher.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES
The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES
Financial support is available through fellowships, project/program assistantships (PA), research assistantships (RA), and teaching assistantships (TA). Faculty will contact successful applicants directly regarding funding opportunities. Admission is not a guarantee of funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS
Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions
**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |

| | |
|---|---|
| Assessments and Examinations | Doctoral students are required to complete a qualifying exam to demonstrate a sufficient depth and breadth of knowledge in their major to pursue original research, usually after the first year of study. Students must consult with their advisor and/or the exam coordinator in the major area of study for the schedule and specific procedures.<br><br>Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). In order to qualify for the preliminary examination, students must have completed 32 credits in residence and their doctoral minor.<br><br>Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | No language requirements |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students will discuss minor and certificate options with the faculty advisor. Courses must be approved before, or by the time, the student has completed 6 of the total credits for the minor or certificate. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| Major Coursework & Research [1] | | 38 |
| Breadth Coursework | | 9 |
| Seminar [2] | | 4 |
| **Total Credits** | | **51** |

1 Advanced coursework in a major area of civil and environmental engineering is required. The academic program for each doctoral student is planned on an individual basis with their advisor. 32 credits and breadth coursework must be completed prior to achieving dissertator status (for students who have earned an MS degree, credits accumulated for the MS can be applied toward this requirement).

2 All graduate students must register for a 1-credit seminar course per academic year; students will discuss seminar options with faculty advisors.

Sequence of requirements for a PhD degree in Civil and Environmental Engineering:

1. PhD major coursework;
2. qualifying examination;
3. Breadth coursework;
4. preliminary examination;
5. dissertation research; and
6. final oral examination.

### Seminar Course Options

Students must discuss seminar options with faculty advisor.

| Code | Title | Credits |
|---|---|---|
| CIV ENGR 579 | Seminar-Transportation Engineering | 1 |
| CIV ENGR/ ENVIR ST/ URB R PL 717 | Water Resources Management Practicum Planning Seminar I | 1 |
| CIV ENGR/ ENVIR ST/ URB R PL 718 | Water Resources Management Practicum Planning Seminar II | 2 |
| CIV ENGR 760 | Research Methods in Construction Engineering Management | 1 |
| CIV ENGR 909 | Graduate Seminar - Environmental Chemistry & Technology | 1 |
| CIV ENGR/ ATM OCN/BOTANY/ ENVIR ST/GEOSCI/ ZOOLOGY 911 | Limnology and Marine Science Seminar | 1 |
| CIV ENGR 919 | Seminar-Hydraulic Engineering and Fluid Mechanics | 1 |
| CIV ENGR 929 | Seminar-Environmental Engineering | 1 |
| CIV ENGR 939 | Geotechnical Engineering Seminar | 1 |
| CIV ENGR 949 | Seminar-Structural Engineering | 1 |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Upon approval from a student's graduate advisor and the graduate program chair, the Civil and Environmental Engineering program may decide to transfer up to seven credits from another institution or numbered 300 or above from the undergraduate career completed at UW–Madison. Exceptions to this limit must be approved by the Graduate School. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW- Madison. The credits are noted on the transcript in the graduate career as transfer credits, but the courses remain in the undergraduate career if taken at UW-Madison.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Civil and Environmental Engineering Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor to discuss the grievance. Currently, the Civil and Environmental Engineering Grievance Advisors are:

Daniel Wright, Professor and Associate Chair for Graduate Programs
danielb.wright@wisc.edu, Phone: (608) 262-1978

Greg Harrington, Professor and CEE Department Chair
gwharrin@wisc.edu, 2205 Engineering Hall, Phone: (608) 695-3380

If the student prefers to talk with someone outside of the Civil and Environmental Engineering department, contact:

Joanna Gurstelle, College of Engineering Assistant Dean for Graduate Affairs

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering, and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

- The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Compliance website and are included in the next section.
- If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.
- Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an extraordinary, deep understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems.
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems.
4. Recognize and apply principles of ethical and professional conduct.
5. Demonstrate an ability to synthesize knowledge from a subset of the biological, physical, and/or social sciences to help frame problems critical to the future of their discipline.
6. Demonstrate an ability to conduct original research and communicate it to their peers.

# ENVIRONMENTAL CHEMISTRY AND TECHNOLOGY, DOCTORAL MINOR

Any student enrolled in a University of Wisconsin–Madison doctoral program can pursue a doctoral minor in Environmental Chemistry and Technology (EC&T). The strength of the EC&T program lies in its interdisciplinary approach bringing state-of-the-art scientific and engineering principles to the field of environmental chemistry. This enables EC&T to educate and train graduate students for varied careers as well as to advance knowledge and techniques for both scientific research and applied problem solving.

## ADMISSIONS

# ADMISSIONS

Students interested in the doctoral minor should first contact the department Graduate Coordinator to learn the requirements, process, and complete the required paperwork.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW (https://my.wisc.edu/web/expanded/), click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

### GRADE REQUIREMENT

Students must earn a B or better in courses for the doctoral minor.

### REQUIRED COURSES

Students must complete a breadth of courses to complement their doctoral major and academic background. Doctoral minor courses and required doctoral major courses cannot overlap or double-count.

The Graduate Program Handbook (https://engineering.wisc.edu/cee-grad-ect-handbook/) is the repository for all of the program's policies and requirements.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| Students must complete three courses from at least two of the following groups. | | 8 |
| *Environmental Inorganic Chemistry* | | |
| CIV ENGR 703 | Environmental Geochemistry | |
| or GEOSCI 875 | Advanced Topics in Geology | |
| *Environmental Organic Chemistry* | | |
| CIV ENGR 704 | Environmental Chemical Kinetics | |
| or CIV ENGR/ M&ENVTOX/ SOIL SCI 631 | Toxicants in the Environment: Sources, Distribution, Fate, & Effects | |
| *Atmospheric Chemistry* | | |
| CIV ENGR/ ATM OCN 701 | The Chemistry of Air Pollution | |
| or CHEM 629 | Atmospheric Chemical Mechanisms | |
| *Environmental Technology* | | |
| CIV ENGR 609 | Special Topics in Water Chemistry | |
| or CIV ENGR 62 | Special Topics in Environmental Engineering | |
| *Advanced Electives (numbered 500 or higher) associated with the program* | | |
| **Seminar** | | |
| Students must complete one semester of the following course. | | 1 |

| | | |
|---|---|---|
| CIV ENGR 909 | Graduate Seminar - Environmental Chemistry & Technology | |
| **Total Credits** | | **9** |

# ENVIRONMENTAL CHEMISTRY AND TECHNOLOGY, MS

The program has been organized to offer advanced instruction and research training in environmental chemistry and environmental technology leading to the master of science (MS). The program trains candidates for careers in teaching, research, resource management, environmental consulting, and private sector/industrial positions. Areas of work include the development of advanced technologies and materials for air and water purification and for the saving and storage of energies; alternative energy technologies; water and air pollution control; soil and sediment remediation; environmental technology; chemical limnology; and groundwater chemistry.

The MS degree is designed for students who have a strong background in chemistry and who desire graduate training in applying chemistry to environmental systems. Individual programs are tailored to meet the candidate's interests through selection of a specialization and elective courses. Areas of specialization include aquatic chemistry, air pollution chemistry, terrestrial chemistry, and chemical- and bio-technology development.

The Environmental Chemistry and Technology (ECT) Program faculty is composed of an interdepartmental committee. Several committee members who have appointments in the Department of Civil and Environmental Engineering are located in the Water Science and Engineering Laboratory. Other members are located in their respective departments.

The environmental chemistry and technology area occupies over 10,000 square feet of office and laboratory space in the Water Science and Engineering Laboratory (WSEL). Facilities include offices, conference room, classrooms, computer facilities, and over 8,000 square feet devoted to research. The research areas, including trace element and mercury clean laboratories, are designed for research in aquatic chemistry, air pollution chemistry, and environmental technology. Shop facilities (electronics/mechanical) allow fabrication of specialized equipment tailored to the particular field and laboratory research needs. Other specialized facilities include areas for investigations of air pollution chemistry, ceramic membrane technologies, hazardous material remediation, and the development of energy storage devices.

In addition to the Water Science and Engineering Laboratory, students have access to numerous facilities on the UW–Madison campus, including laboratories in the Departments of Soil Science; Chemical and Biological Engineering; Materials Science and Engineering; Chemistry; Geoscience; Civil and Environmental Engineering; the Center for Limnology; and the State Laboratory of Hygiene.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION PROCESS AND REQUIREMENTS

All applicants must meet the Graduate School's admission requirements (http://grad.wisc.edu/admissions/requirements/) to be considered for admission. Departmental admission is by committee review. Applications submitted after the fall deadline through March 15 will be reviewed if complete and will be considered for admission by the program is space is still available. To check if space is available, please email: ectgradadmission@engr.wisc.edu. (ectgradadmission@engr.wisc.edu)

In addition, applicants must also meet the department's requirements listed below to be considered for admission:

### Grades

A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

### Degree

Applicants seeking admission should have a background in the fundamental areas of general, organic, physical, and analytical chemistry. In addition, applicants should have some background in applied sciences which can be fulfilled with a minimum of 6 credits in natural sciences

such as botany, zoology, bacteriology, earth science, material science, biochemistry, or engineering. Applicants who have not met these requirements must do so prior to the completion of the master's degree.

### Funding

Funded offers for MS (research) and PhD students, in the form of research assistantships, project assistantships, and/or teaching assistantships come directly from individual faculty members (https://engineering.wisc.edu/departments/civil-environmental-engineering/research/environmental-chemistry-technology/). Please contact interested faculty before or after you have applied to inquire about assistantship opportunities. Funding is not guaranteed with admission. Admitted applicants will be contacted directly by faculty regarding funding opportunities.

## COMPLETE APPLICATION

A complete graduate application is required before an application will be reviewed by the faculty. Late applications may not be reviewed for funding opportunities. A complete graduate application contains the following:

### Graduate School Application

Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose

Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, coursework emphasis, research experience, professional goals, faculty members you are interested in working with, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Three Letters of Recommendation

Three letters of recommendation must be submitted through the online application. These letters should be from people who can judge the applicant's academic, research, and/or work performance. See the Graduate School for FAQs (https://grad.wisc.edu/apply/#FAQ) regarding these letters.

### Academic Transcripts

Upload the most recent copies of your transcripts to the online application, from each institution attended. Study abroad transcripts are not required if coursework is reflected on the degree granting university's transcript. Unofficial copies of transcripts are used for departmental review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission. Please do not send transcripts or any other application materials to the Graduate School or the Environmental Chemistry and Technology program unless requested.

### Resume/Curriculum Vitae

Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score

Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee

A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/#FAQ) for fee information. Fee grants are offered by the Graduate School on a limited basis and under certain conditions, as outlined here (https://grad.wisc.edu/apply/fee-grant/). The department does not offer an application fee waiver due to the large volume of applications received. However, if you are working with a specific faculty member, then they may offer you a fee voucher.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students admitted to the graduate program may receive financial support in the form of fellowships, teaching assistantships, or research assistantships. Support is dependent on availability of funds and students maintaining satisfactory progress towards their degree.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all courses counting toward degree requirements. |
| Assessments and Examinations | The thesis pathway requires a formal thesis. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Students are required to develop a plan of courses with their advisor. Additional courses beyond the core courses may be included with approval of the student's academic advisor and the approval of the Environmental Chemistry and Technology Academic Planning Committee.

Note that CIV ENGR 500 Water Chemistry or an equivalent advanced Environmental Chemistry course, is a highly recommended prerequisite for many of the core Environmental Chemistry and Technology courses. If this has not been met prior to entering the program, students should consider this when planning the coursework.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| *Environmental Inorganic Chemistry* | | |
| CIV ENGR 703 | Environmental Geochemistry | 1-3 |
| or GEOSCI 875 | Advanced Topics in Geology | |
| *Environmental Organic Chemistry* | | |
| CIV ENGR/ M&ENVTOX/ SOIL SCI 631 | Toxicants in the Environment: Sources, Distribution, Fate, & Effects | 3 |
| or CIV ENGR 704 | Environmental Chemical Kinetics | |
| *Air Chemistry* | | |
| CIV ENGR/ ATM OCN 701 | The Chemistry of Air Pollution | 2-3 |
| or CHEM 629 | Atmospheric Chemical Mechanisms | |
| *Environmental Technology* | | |
| CIV ENGR 609 | Special Topics in Water Chemistry (Advanced Water Analysis topic) | 3 |
| or CIV ENGR 629 | Special Topics in Environmental Engineering | |
| **Seminar** | | |
| Students must enroll in one of the following seminars each semester. MS students are required to present a seminar at least once during their master's program. | | 4 |
| CIV ENGR 909 | Graduate Seminar - Environmental Chemistry & Technology | |
| or CIV ENGR/ ATM OCN/ BOTANY/ ENVIR ST/ GEOSCI/ ZOOLOGY 911 | Limnology and Marine Science Seminar | |
| **Research** | | |
| Students must complete at least 4 credits with their faculty advisor. [1] | | 4 |
| CIV ENGR 790 | Master's Research or Thesis | |
| **Electives** | | |
| Students complete electives in an area of interest chosen in consultation with faculty advisor to satisfy the minimum credit requirement. | | 13 |
| **Total Credits** | | **30** |

[1] If supported with a graduate assistantship (TA, RA, PA), students should enroll in the appropriate number of research credits each semester to achieve full-time status as required by credit-load rules.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Upon approval from a student's graduate advisor and the graduate program chair, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

All incoming students are assigned a faculty advisor. Students are expected to meet with their advisor on a regular basis. In addition to meeting with the assigned faculty advisor, students will also meet their Academic Planning Committee.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Environmental Chemistry and Technology Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor or Director of Graduate Study (see contact box) to discuss the grievance.
   - If the student prefers to talk with someone outside of the Environmental Chemistry and Technology program, contact:
   - Joanna Gurstelle, College of Engineering Assistant Dean for Graduate Affairs
   - The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@wisc.edu) provides overall leadership for graduate education in the College of Engineering, and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.
   - The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/).
3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are

described in the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of environmental chemistry and technology.
2. Formulate ideas, concepts, and/or techniques beyond the current boundaries of knowledge in environmental chemistry and technology.
3. Create research or scholarship that makes a substantive contribution.
4. Demonstrate breadth within their learning experiences.
5. Advance contributions to the field of environmental chemistry.
6. Communicate complex ideas in a clear and understandable manner.
7. Recognize and apply principles of ethical and professional conduct.

# ENVIRONMENTAL CHEMISTRY AND TECHNOLOGY, PHD

The program has been organized to offer advanced instruction and research training in environmental chemistry and environmental technology leading to the doctor of philosophy (PhD). A doctoral minor in environmental chemistry and technology is also offered. The program trains candidates for careers in teaching, research, resource management, environmental consulting, and private sector/industrial positions. Areas of work include the development of advanced technologies and materials for air and water purification and for the saving and storage of energies; alternative energy technologies; water and air pollution control; soil and sediment remediation; environmental technology; chemical limnology; and groundwater chemistry.

The PhD degree is designed for students who have a strong background in chemistry and who desire graduate training in applying chemistry to environmental systems. Individual programs are tailored to meet the candidate's interests through selection of a specialization and elective courses. Areas of specialization include aquatic chemistry, air pollution chemistry, terrestrial chemistry, and chemical- and bio-technology development.

The Environmental Chemistry and Technology (ECT) Program faculty is composed of an interdepartmental committee. Several committee members who have appointments in the Department of Civil and Environmental Engineering are located in the Water Science and Engineering Laboratory (WSEL). Other members are located in their respective departments.

The environmental chemistry and technology area occupies over 10,000 square feet of office and laboratory space in the Water Science and Engineering Laboratory. Facilities include offices, conference room, classrooms, computer facilities, and over 8,000 square feet devoted to research. The research areas, including trace element and mercury clean laboratories, are designed for research in aquatic chemistry, air pollution chemistry, and environmental technology. Shop facilities (electronics/mechanical) allow fabrication of specialized equipment tailored to the particular field and laboratory research needs. Other specialized facilities include areas for investigations of air pollution chemistry, ceramic membrane technologies, hazardous material remediation, and development of energy storage devices.

In addition to the Water Science and Engineering Laboratory, students have access to numerous facilities on the UW–Madison campus, including laboratories in the Departments of Soil Science; Chemical and Biological Engineering; Materials Science and Engineering; Chemistry, Geoscience; Civil and Environmental Engineering; the Center for Limnology; and the State Laboratory of Hygiene.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

### APPLICATION PROCESS AND REQUIREMENTS

All applicants must meet the Graduate School's admission requirements (http://grad.wisc.edu/admissions/requirements/) to be considered for

admission. Departmental admission is by committee review. Applications submitted after the fall deadline through March 15 will be reviewed if complete and will be considered for admission by the program is space is still available. To check if space is available, please email: ectgradadmission@engr.wisc.edu. (ectgradadmission@engr.wisc.edu)

In addition, applicants must also meet the department's requirements listed below to be considered for admission:

### Grades
A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

### Degree
Applicants seeking admission should have a background in the fundamental areas of general, organic, physical, and analytical chemistry. In addition, applicants should have some background in applied sciences which can be fulfilled with a minimum of 6 credits in natural sciences such as botany, zoology, bacteriology, earth science, material science, biochemistry, or engineering. Applicants who have not met these requirements must do so prior to the completion of the master's degree.

### Funding
Funded offers for MS (research) and PhD students, in the form of research assistantships, project assistantships, and/or teaching assistantships come directly from individual faculty members (https://engineering.wisc.edu/departments/civil-environmental-engineering/research/environmental-chemistry-technology/). Please contact interested faculty before or after you have applied to inquire about assistantship opportunities. Funding is not guaranteed with admission. Admitted applicants will be contacted directly by faculty regarding funding opportunities.

## COMPLETE APPLICATION
A complete graduate application is required before an application will be reviewed by the faculty. Late applications may not be reviewed for funding opportunities. A complete graduate application contains the following:

### Graduate School Application
Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose
Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, coursework emphasis, research experience, professional goals, faculty members you are interested in working with, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Three Letters of Recommendation
Three letters of recommendation must be submitted through the online application. These letters should be from people who can judge the applicant's academic, research, and/or work performance. See the Graduate School for FAQs (https://grad.wisc.edu/apply/#FAQ) regarding these letters.

### Academic Transcripts
Upload the most recent copies of your transcripts to the online application, from each institution attended. Study abroad transcripts are not required if coursework is reflected on the degree granting university's transcript. Unofficial copies of transcripts are used for departmental review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission. Please do not send transcripts or any other application materials to the Graduate School or the Environmental Chemistry and Technology program unless requested.

### Resume/Curriculum Vitae
Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score
Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee
A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/#FAQ) for fee information. Fee grants are offered by the Graduate School on a limited basis and under certain conditions, as outlined here (https://grad.wisc.edu/apply/fee-grant/). The department does not offer an application fee waiver due to the large volume of applications received. However, if you are working with a specific faculty member, then they may offer you a fee voucher.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES
The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES
Students admitted to the graduate program may receive financial support in the form of fellowships, teaching assistantships, or research assistantships. Support is dependent on availability of funds and students maintaining satisfactory progress towards their degree.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS
Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all courses counting toward degree requirements. |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary exam by the end of their fifth semester of study in the PhD program. A final oral exam of the doctoral dissertation is required. Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students will discuss minor and certificate options with the faculty advisor. |

## REQUIRED COURSES

Students are required to develop a plan of courses with their advisor. Additional courses beyond the core courses may be included with approval of the student's academic advisor and the approval of the Environmental Chemistry and Technology Academic Planning Committee.

Note that CIV ENGR 500 Water Chemistry, or an equivalent advanced Environmental Chemistry course, is a highly recommended prerequisite for many of the core Environmental Chemistry and Technology courses. If this have not been met prior to entering the program, students should consider this when planning the coursework.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| *Environmental Inorganic Chemistry* | | |
| CIV ENGR 703 | Environmental Geochemistry | 1-3 |
| or GEOSCI 875 | Advanced Topics in Geology | |
| *Environmental Organic Chemistry* | | |
| CIV ENGR/ M&ENVTOX/ SOIL SCI 631 | Toxicants in the Environment: Sources, Distribution, Fate, & Effects | 3 |
| or CIV ENGR 704 | Environmental Chemical Kinetics | |
| *Air Chemistry* | | |
| CIV ENGR/ ATM OCN 701 | The Chemistry of Air Pollution | 2-3 |
| or CHEM 629 | Atmospheric Chemical Mechanisms | |
| *Environmental Technology* | | |
| CIV ENGR 609 | Special Topics in Water Chemistry (Topic: Advanced Water Analysis) | 3 |
| or CHEM 629 | Atmospheric Chemical Mechanisms | |
| **Chemistry Courses (numbered 500 or above)** | | |
| Students must complete two chemistry courses numbered 500 or above. Refer to the "Chemistry Course Options" for a partial list of potential courses. Other courses may be substituted for this requriement with the approval of the student's academic advisor and Environmental Chemistry and Technology Academic Planning Committee. | | 2-7 |
| **Seminar** | | |
| Students must enroll in one of the following seminars each semester. Students must present a seminar once per academic year, either fall or spring semester. | | 8 |
| CIV ENGR 909 | Graduate Seminar - Environmental Chemistry & Technology | |
| or CIV ENGR/ ATM OCN/ BOTANY/ ENVIR ST/ GEOSCI/ ZOOLOGY 911 | Limnology and Marine Science Seminar | |

| | | |
|---|---|---|
| **Research** | | |
| Students must complete at least 4 credits of research with their faculty advisor. [1] | | 4 |
| CIV ENGR 890 | Pre-Dissertator's Research | |
| **Electives** | | |
| Students complete electives in an area of interest chosen in consultation with faculty advisor to satisfy minimum credit requirement. | | 28-31 |
| **Total Credits** | | **51** |

[1] If supported with a graduate assistantship (TA, RA, PA), students should enroll in the appropriate number of research credits each semester to achieve full-time status as required by credit-load rules.

### Chemistry Course Options

| Code | Title | Credits |
|---|---|---|
| BIOCHEM 501 | Introduction to Biochemistry | 3 |
| BIOCHEM 507 | General Biochemistry I | 3 |
| BIOCHEM 508 | General Biochemistry II | 3-4 |
| BIOCHEM/ BOTANY 621 | Plant Biochemistry | 3 |
| CBE 547 | Introduction to Colloid and Interface Science | 3 |
| CHEM 524 | Chemical Instrumentation | 3 |
| CHEM 561 | Physical Chemistry I | 3 |
| CHEM 605 | Spectrochemical Measurements | 3 |
| CHEM 613 | Chemical Crystallography | 3 |
| CHEM 624 | Electrochemistry | 2-3 |
| CHEM 636 | Topics in Chemical Instrumentation: Introduction to NMR | 2 |
| CHEM 728 | Electronics for Chemical Instrumentation | 3 |
| CHEM 637 | Topics in Chemical Instrumentation: Advanced Methods in NMR | 1-2 |
| CHEM 652 | Chemistry of Inorganic Materials | 3 |
| CHEM 653 | Chemistry of Nanoscale Materials | 3 |
| CHEM 665 | Biophysical Chemistry | 3 |
| CHEM 668 | Biophysical Spectroscopy | 2-3 |
| CHEM 725 | Separations in Chemical Analysis | 2-3 |
| CHEM 738 | Introduction to Mass Spectrometry | 1 |
| CHEM 777 | Physical Chemistry of Surfaces | 2-3 |
| CIV ENGR 501 | Water Analysis-Intermediate | 3 |
| CIV ENGR 609 | Special Topics in Water Chemistry | 1-3 |
| M S & E 748 | Structural Analysis of Materials | 3 |
| M S & E 758 | Transmission Electron Microscopy Laboratory | 1 |
| SOIL SCI 621 | Soil and Environmental Chemistry | 3 |
| SOIL SCI 875 | Special Topics | 1-4 |

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Upon approval from a student's graduate advisor and the graduate program chair, the Environmental Chemistry and Technology program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies. In addition to meeting with the assigned faculty advisor, students will also meet their Academic Planning Committee.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

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

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)

- Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)

- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Environmental Chemistry and Technology Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor or Director of Graduate Study (see contact box) to discuss the grievance.
    - If the student prefers to talk with someone outside of the Environmental Chemistry and Technology program, contact:
    - Joanna Gurstelle, College of Engineering Assistant Dean for Graduate Affairs
    - The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@wisc.edu) provides overall leadership for graduate education in the College of Engineering, and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.
    - The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/).
3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of environmental chemistry and technology.
2. Formulate ideas, concepts, and/or techniques beyond the current boundaries of knowledge in environmental chemistry and technology.
3. Create research or scholarship that makes a substantive contribution.
4. Demonstrate breadth within their learning experiences.
5. Advance contributions to the field of environmental chemistry.
6. Communicate complex ideas in a clear and understandable manner.
7. Fosters ethical and professional conduct.

# GEOLOGICAL ENGINEERING, DOCTORAL MINOR

Students from departments outside of the Geological Engineering (GLE) Program in the Department of Civil and Environmental Engineering can receive a PhD minor in geological engineering.

The requirements for an external minor in Geological Engineering can be viewed on the Requirements tab (p. ). The minor must be approved by geological engineering faculty in the Department of Civil and Environmental Engineering. To learn more or receive a copy of the minor approval form, please contact the program admissions team.

## ADMISSIONS

## ADMISSIONS

Students interested in the doctoral minor should first contact the department Graduate Coordinator to learn the requirements, process, and complete the required paperwork.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

Students must complete the following requirements to earn a doctoral minor:

1. Complete at least 9 credits in courses numbered 300 or above in Geological Engineering (G L E (https://guide.wisc.edu/courses/g_l_e/)).
   a. Independent study and research courses may not satisfy requirements.
2. One of the courses must be numbered 600 or above in Geological Engineering (G L E (https://guide.wisc.edu/courses/g_l_e/)).
3. Only one of the courses may be cross listed in the student's major department and cannot be used to satisfy the student's major requirements.

No examinations are required other than those given in each course.

# GEOLOGICAL ENGINEERING, MS

The graduate program offers training leading to the master of science and the doctor of philosophy degrees in geological engineering. Geological engineering is a rapidly growing field of study that integrates the two disciplines of geology and engineering. Geological engineers help find the best ways to use the earth's resources for solving technical problems while protecting the environment.

The need for graduate education in geological engineering has been brought about by modern developments and activities in science and industry that have an impact on earth materials including soil, rock, water, and air. The area of study combines research and application methodologies of geology and of several engineering disciplines to address engineering problems in which the geologic nature of a site or geologic processes constitute major design objectives or constraints.

Emphasis in the program is on development of the student's ability to originate and perform analytical, numerical, and/or laboratory analysis techniques to address new and challenging earth-related problems associated with modern land-use practices, earthen construction, energy and mineral extraction, and environmental pollution control and remediation.

The program is expected to be of interest to students in engineering (particularly mining, civil, environmental, and mechanical) and physical sciences (particularly geology, geophysics, and geography). Students select their research topics from such areas as geotechnical and geo-environmental engineering, applied geophysics, hydrology and hydrogeology, numerical modeling of rock masses, remote sensing, rock mechanics, and soil and rock engineering.

Modern facilities include soil and rock mechanics laboratories; drilling equipment and instrumentation for rock and soil mechanics field testing; and soils, geosynthetics, and geo-environmental laboratories. Research assistantships, teaching assistantships, and fellowships are available to qualified applicants either upon admission or one to two semesters after entering the program.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |

| | |
|---|---|
| Letters of Recommendation Required | 3 |

## APPLICATION PROCESS AND REQUIREMENTS

All applicants must meet the Graduate School's admission requirements (http://grad.wisc.edu/admissions/requirements/) to be considered for admission. Departmental admission is by committee review. Applications submitted after the fall deadline through March 15 will be reviewed if complete and will be considered for admission by the program is space is still available. To check if space is available, please email: glegradadmission@engr.wisc.edu.

In addition, applicants must also meet the department's requirements listed below to be considered for admission:

### Grades

A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

### Degree

A bachelor's degree from an ABET-accredited engineering program or from a recognized international institution is preferred or bachelor's degree in physical sciences. Admission to the program requires approval of the admissions committee.

### Funding

Funded offers for MS (research) and PhD students, in the form of research assistantships, project assistantships, and/or teaching assistantships come directly from individual faculty members (https://engineering.wisc.edu/departments/civil-environmental-engineering/research/geological-engineering/). Please contact interested faculty before or after you have applied to inquire about assistantship opportunities. Funding is not guaranteed with admission.

## COMPLETE APPLICATION

A complete graduate application is required before an application will be reviewed by the faculty. A complete graduate application contains the following:

### Graduate School Application

Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose

Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, coursework emphasis, research experience, professional goals, faculty members you are interested in working with, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Three Letters of Recommendation

Three letters of recommendation must be submitted through the online application. These letters should be from people who can judge the applicant's academic, research, and/or work performance. See the Graduate School for FAQs (https://grad.wisc.edu/apply/#FAQ) regarding these letters.

### Academic Transcripts

Upload the most recent copies of your transcripts to the online application, from each institution attended. Study abroad transcripts are not required if coursework is reflected on the degree granting university's transcript. Unofficial copies of transcripts are used for departmental review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission. Please do not send transcripts or any other application materials to the Graduate School or the Department unless requested.

### Resume/Curriculum Vitae

Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score

Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee

A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/#FAQ) for fee information. Fee grants are offered by the Graduate School on a limited basis and under certain conditions, as outlined here (https://grad.wisc.edu/apply/fee-grant/). The department does not offer an application fee waiver due to the large volume of applications received. However, if you are working with a specific faculty member, then they may offer you a fee voucher.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is available through fellowships, project/program assistantships (PA), research assistantships (RA), and teaching assistantships (TA). Faculty will contact successful applicants directly regarding funding opportunities. Admission is not a guarantee of funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework.<br>Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Thesis pathway: A faculty committee will conduct a final examination on the thesis research.<br><br>Independent Study pathway: A written report must be prepared based on the independent study project. |
| Language Requirements | None. |

## REQUIRED COURSES

MS degree candidates may choose from two options for their program of study:

### Thesis Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Coursework - Numbered 300 or higher** | | |
| In consultation with advisor, students must complete at least 16 credits of coursework. | | 16 |
| **Seminar** | | |
| All graduate students (including PhD dissertation students) must register for seminar once per academic year. | | 2 |
| G L E 900 | Seminar | |
| **Research or Thesis** | | |
| Complete 6 credits | | 6 |
| G L E 790 | Master's Research or Thesis | |
| **Additional Coursework** | | |
| In consultation with advisor, complete coursework to reach the minimum of 30 credit requirement. | | 6 |
| **Total Credits** | | **30** |

### Independent Study Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Coursework - numbered 300 or higher** | | |
| In consultation with advisor, students must complete at least 21 credits of coursework. | | 21 |
| **Seminar** | | |
| All graduate students (including PhD dissertation students) must register for seminar once per academic year. | | 2 |
| G L E 900 | Seminar | |
| **Independent Work** | | |
| A written report must be prepared based on the independent study project. | | 3 |
| G L E 999 | Independent Work | |
| **Additional Coursework** | | |
| In consultation with advisor, complete coursework to reach the minimum of 30 credit requirement. | | 4 |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Upon approval, the Geological Engineering program may refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances.

### Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisors: the Director of Graduate Studies or the Geological Engineering Program Director (see contact box) to discuss the grievance.

If the student prefers to talk with someone outside of the Geological Engineering program, contact:

Joanna Gurstelle, College of Engineering Assistant Dean for Graduate Affairs

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering, and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

- The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Compliance website and are included in the next section.
- If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.

- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.
- Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and solve advanced engineering problems.
3. Demonstrate creative, independent problem solving skills.
4. Apply the latest scientific and technological advancements, advanced techniques, and modern engineering tools to these problems.
5. Recognize and apply principles of ethical and professional conduct.

# GEOLOGICAL ENGINEERING, PHD

The graduate program offers training leading to the master of science and the doctor of philosophy degrees in geological engineering (GLE). Geological engineering is a rapidly growing field of study that integrates the two disciplines of geology and engineering. Geological engineers help find the best ways to use the earth's resources for solving technical problems while protecting the environment.

The need for graduate education in geological engineering has been brought about by modern developments and activities in science and industry that have an impact on earth materials including soil, rock, water, and air. The area of study combines research and application methodologies of geology and of several engineering disciplines to address engineering problems in which the geologic nature of a site or geologic processes constitute major design objectives or constraints.

Emphasis in the program is on development of the student's ability to originate and perform analytical, numerical, and/or laboratory analysis techniques to address new and challenging earth-related problems associated with modern land-use practices, earthen construction, energy and mineral extraction, and environmental pollution control and remediation.

The program is expected to be of interest to students in engineering (particularly mining, civil, environmental, and mechanical) and physical sciences (particularly geology, geophysics, and geography). Students select their research topics from such areas as geotechnical and geo-environmental engineering, applied geophysics, hydrology and hydrogeology, numerical modeling of rock masses, remote sensing, rock mechanics, and soil and rock engineering.

Modern facilities include soil and rock mechanics laboratories; drilling equipment and instrumentation for rock and soil mechanics field testing; and soils, geosynthetics, and geo-environmental laboratories. Research assistantships, teaching assistantships, and fellowships are available to qualified applicants either upon admission or one to two semesters after entering the program.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION PROCESS AND REQUIREMENTS

All applicants must meet the Graduate School's admission requirements (http://grad.wisc.edu/admissions/requirements/) to be considered for admission. Departmental admission is by committee review. Applications submitted after the fall deadline through March 15 will be reviewed if complete and will be considered for admission by the program is space is still available. To check if space is available, please email: glegradadmission@engr.wisc.edu.

In addition, applicants must also meet the department's requirements listed below to be considered for admission:

### Grades

A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

### Degree

A bachelor's degree from an ABET-accredited engineering program or from a recognized international institution is preferred or bachelor's degree in physical sciences. Admission to the program requires approval of the admissions committee.

### Funding

Funded offers for MS (research) and PhD students, in the form of research assistantships, project assistantships, and/or teaching assistantships come directly from individual faculty members (https://engineering.wisc.edu/departments/civil-environmental-engineering/research/geological-engineering/). Please contact interested faculty before or after you have applied to inquire about assistantship opportunities. Funding is not guaranteed with admission.

## COMPLETE APPLICATION

A complete graduate application is required before an application will be reviewed by the faculty. A complete graduate application contains the following:

### Graduate School Application

Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose

Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, coursework emphasis, research experience, professional goals, faculty members you are interested in working with, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Three Letters of Recommendation

Three letters of recommendation must be submitted through the online application. These letters should be from people who can judge the applicant's academic, research, and/or work performance. See the Graduate School for FAQs (https://grad.wisc.edu/apply/#FAQ) regarding these letters.

### Academic Transcripts

Upload the most recent copies of your transcripts to the online application, from each institution attended. Study abroad transcripts are not required if coursework is reflected on the degree granting university's transcript. Unofficial copies of transcripts are used for departmental review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission. Please do not send transcripts or any other application materials to the Graduate School or the Department unless requested.

### Resume/Curriculum Vitae

Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score

Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee

A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/#FAQ) for fee information. Fee grants are offered by the Graduate School on a limited basis and under certain conditions, as outlined here (https://grad.wisc.edu/apply/fee-grant/). The department does not offer an application fee waiver due to the large volume of applications received. However, if you are working with a specific faculty member, then they may offer you a fee voucher.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is available through fellowships, project/program assistantships (PA), research assistantships (RA), and teaching assistantships (TA). Faculty will contact successful applicants directly regarding funding opportunities. Admission is not a guarantee of funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to complete a qualifying exam to demonstrate a sufficient depth and breadth of knowledge in their major to pursue original research, usually after the first year of study. Students must consult with their advisor and/or the exam coordinator in the major area of study for the schedule and specific procedures.<br><br>Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). In order to qualify for the preliminary examination, students must have completed 32 credits in residence and their PhD minor/certificate.<br><br>Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students will discuss requirement options with faculty advisor. Courses must be approved before, or by the time, the student has completed 6 of the total credits for the doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

The academic program for each Geological Engineering doctoral student is planned on an individual basis with their advisor.

The Graduate School minimum PhD credit requirement is 51 credits. 32 credits and the breadth requirement must be completed prior to achieving dissertator status (for students who have earned an MS degree, credits accumulated for the MS can be applied toward this requirement).

| Code | Title | Credits |
|---|---|---|
| Major Coursework & Research [1] | | 38 |
| Seminar [2] | | 4 |
| Breadth Coursework | | 9 |
| **Total Credits** | | **51** |

1. These credits consist of formal course work (following guidelines established by the student's Mentor Committee), independent study, minor subject study, and research/dissertation credits
2. All graduate students (including PhD dissertation students) must register for G L E 900 Seminar once per academic year.

Sequence of requirements for a PhD degree in Geological Engineering:

1. PhD major coursework
2. Qualifying examination
3. Breadth coursework
4. Preliminary examination

5. Dissertation research
6. Final oral examination (dissertation defense).

POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Upon approval, the Geological Engineering program may decide to transfer up to seven credits from another institution or in coursework numbered 300 or above from the undergraduate career completed at UW–Madison. Exceptions to this limit must be approved by the Graduate School. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. These credits are not allowed to count toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above from UW-Madison. The credits are noted on the transcript in the graduate career as transfer credits, but the courses remain in the undergraduate career if taken at UW-Madison.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

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

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisors: the Director of Graduate Studies or the Geological Engineering Program Director (see contact box) to discuss the grievance.

If the student prefers to talk with someone outside of the Geological Engineering program, contact:

Joanna Gurstelle, College of Engineering Assistant Dean for Graduate Affairs

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering, and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

- The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Compliance website and are included in the next section.
- If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.
- Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an ability to synthesize knowledge from a subset of the biological, physical, and social sciences to help frame problems critical to the future of their discipline.
2. Conduct original research.
3. Demonstrate an ability to create new knowledge and communicate it to their peers.
4. Fosters ethical and professional conduct.

# CIVIL SOCIETY & COMMUNITY STUDIES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Community-Engaged Scholarship, Doctoral Minor (p. 408)
- Community-Engaged Scholarship, Graduate/Professional Certificate (p. 410)

# COMMUNITY-ENGAGED SCHOLARSHIP, DOCTORAL MINOR

The purpose of this doctoral minor is to train graduate students in the practice of community-engaged scholarship (CES), which is defined as teaching or research that is done in collaboration with community organizations or community partners in equitable, mutually beneficial, respectful relationships.

CES can include:

- community-based (service) learning, in which students work with community organizations or members (typically through direct service, advocacy or policy efforts, or other project-based work) to enhance their academic learning, professional development, and personal development while providing tangible benefits to the community organization and its constituents.
- community-based research, a spectrum of research including community-based participatory research and participatory action research. In this type of research, researchers work with community members to address research questions or issues identified by the community itself. These collaborations typically yield both academic research and useful outcomes or products for community members, who often act as co-researchers. Additionally, the relationships

between community partners and researchers are mutually beneficial, equitable, and respectful.
- other community engagement and outreach efforts, including scholarship on CES.

Graduate students in this doctoral minor may focus on one, several, or all facets of CES, depending on their interests. Through this minor, students will feel confident to teach community-based learning courses, conduct community-based research, and/or lead community engagement initiatives.

## ADMISSIONS

# ADMISSIONS

Students must be current UW–Madison graduate students in good standing with the Graduate School. All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Doctoral students in the Human Ecology PhD: Civil Society and Community Research (CSCR) named option are not eligible to receive this doctoral minor.

Students pursing the doctoral minor must be PhD students. Other graduate or professional students may pursue the Community-Engaged Scholarship graduate/professional certificate.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Community-Engaged Scholarship** | | |
| COUN PSY 601 | Best Practices in Community-Engaged Scholarship | 2 |
| **Research / Evaluation** | | |
| CSCS 811 | Community-Based Research: Theory and Practice | 3 |
| or CSCS 570 | Community Based Research and Evaluation | |
| or CSCS 812 | Mixed-Methods in Community-Based Research | |
| or CSCS 813 | Transformative Evaluation in Practice | |
| or ED POL 580 | Participatory and Community-Based Research and Evaluation | |
| **Independent Study** | | |
| Courses numbered 699 or 999 from any department can be applied toward this requirement. | | 1 |
| CSCS 699 | Independent Study | |
| or CSCS 999 | Independent Study | |
| **Electives** | | |
| Students must select at least 3 credits from the "Elective Courses" list. | | 3 |
| **Total Credits** | | **9** |

## Elective Courses

| Code | Title | Credits |
|---|---|---|
| AGROECOL 702 | The Multifunctionality of Agriculture | 3 |
| CBE 562 | Special Topics in Chemical Engineering (Chemical Engineering in the Community) | 1-3 |
| C&E SOC/SOC 573 | Community Organization and Change | 3 |
| COUN PSY 620 | Special Topics in Counseling and Guidance (Supporting Young Children Experiencing Homelessness in School; Esperanza Community-Engaged Mental Health Justice Research with Latines) | 1-6 |
| CURRIC/ ENVIR ST 932 | Foundations of Environmental and Sustainability Education | 3 |
| CSCS 795 | Community Power and Collective Action | 3 |
| CSCS 813 | Transformative Evaluation in Practice | 3 |
| ED POL/ELPA/ PUB AFFR 765 | Issues in Educational Policy Analysis | 3 |
| ELPA/INTER-HE 770 | Community, Opportunity, and Justice | 3 |
| GEOG 675 | Special Topics in Geography (Femenist Methodologies) | 3 |
| INTEGSCI 640 | Public Service in STEM | 1 |
| INTEGSCI 740 | Community Relationships and Materials Development in STEM Public Service | 1 |
| INTEGSCI 840 | Mentored Practicum in STEM Public Service | 1 |
| KINES 501 | Theory-Based Health Education and Health Promotion Programs | 3 |
| LAND ARC 668 | Restoration Ecology | 3 |
| LAND ARC 590 | Special Topics (Engaging the Community in Public Decisions) | 1-4 |
| LSC 625 | Risk Communication | 3 |
| LSC/COM ARTS/ JOURN 617 | Health Communication in the Information Age | 3 |
| PUBLHLTH 780 | Evidence-Based Decision-Making | 3 |
| PUB AFFR 860 | Workshop in International Public Affairs | 3 |
| PUB AFFR 869 | Workshop in Public Affairs | 3 |
| PUB AFFR/ POLI SCI 871 | Public Program Evaluation | 3 |
| PUB AFFR/ A A E/ENVIR ST/ POP HLTH 881 | Benefit-Cost Analysis | 3 |
| RP & SE 710 | Multicultural Issues in Special Education | 3 |
| RP & SE 871 | Foundations of Special Education | 3 |
| SOC/C&E SOC/ URB R PL 645 | Modern American Communities | 3 |

# COMMUNITY-ENGAGED SCHOLARSHIP, GRADUATE/PROFESSIONAL CERTIFICATE

The purpose of this certificate program is to train graduate students in the practice of community-engaged scholarship (CES), which is defined as teaching or research that is done in collaboration with community organizations or community partners in equitable, mutually beneficial, respectful relationships.

CES can include:

- community-based (service) learning, in which students work with community organizations or members (typically through direct service, advocacy or policy efforts, or other project-based work) to enhance their academic learning, professional development, and personal development while providing tangible benefits to the community organization and its constituents.
- community-based research, a spectrum of research including community-based participatory research and participatory action research. In this type of research, researchers work with community members to address research questions or issues identified by the community itself. These collaborations typically yield both academic research and useful outcomes or products for community members, who often act as co-researchers. Additionally, the relationships between community partners and researchers are mutually beneficial, equitable, and respectful.
- other community engagement and outreach efforts, including scholarship on CES.

Graduate students in this certificate may focus on one, several, or all facets of CES, depending on their interests. Through this certificate, students will feel confident to teach community-based learning courses, conduct community-based research, and/or lead community engagement initiatives.

## ADMISSIONS

# ADMISSIONS

Students must be current UW–Madison graduate students in good standing with the Graduate School. All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

Students pursing the graduate/professional certificate are typically MS students. PhD students may pursue the Community-Engaged Scholarship doctoral minor or the graduate/professional certificate.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Community-Engaged Scholarship** | | |
| COUN PSY 601 | Best Practices in Community-Engaged Scholarship | 2 |
| **Research / Evaluation** | | |
| CSCS 811 | Community-Based Research: Theory and Practice | 3 |
| or CSCS 570 | Community Based Research and Evaluation | |
| or CSCS 812 | Mixed-Methods in Community-Based Research | |
| or CSCS 813 | Transformative Evaluation in Practice | |
| or ED POL 580 | Participatory and Community-Based Research and Evaluation | |
| **Independent Study** | | |
| Courses numbered 699 or 999 from any department can be applied toward this requirement. | | 1 |
| CSCS 699 | Independent Study | |
| or CSCS 999 | Independent Study | |
| **Electives** | | |
| Students must select at least 3 credits from the "Elective Courses" list. | | 3 |
| **Total Credits** | | **9** |

### Elective Courses

| Code | Title | Credits |
|---|---|---|
| AGROECOL 702 | The Multifunctionality of Agriculture | 3 |
| C&E SOC/SOC 573 | Community Organization and Change | 3 |
| CBE 562 | Special Topics in Chemical Engineering (Chemical Engineering in the Community) | 1-3 |
| COUN PSY 620 | Special Topics in Counseling and Guidance (Supporting Young Children Experiencing Homelessness in School; Esperanza Community-Engaged Mental Health Justice Research with Latines) | 1-6 |
| CSCS 795 | Community Power and Collective Action | 3 |
| CSCS 813 | Transformative Evaluation in Practice | 3 |
| CURRIC/ ENVIR ST 932 | Foundations of Environmental and Sustainability Education | 3 |
| ELPA/INTER-HE 770 | Community, Opportunity, and Justice | 3 |
| ED POL/ELPA/ PUB AFFR 765 | Issues in Educational Policy Analysis | 3 |
| GEOG 675 | Special Topics in Geography (Femenist Methodologies) | 3 |
| INTEGSCI 640 | Public Service in STEM | 1 |

| | | |
|---|---|---|
| INTEGSCI 740 | Community Relationships and Materials Development in STEM Public Service | 1 |
| INTEGSCI 840 | Mentored Practicum in STEM Public Service | 1 |
| KINES 501 | Theory-Based Health Education and Health Promotion Programs | 3 |
| LAND ARC 590 | Special Topics (Engaging the Community in Public Decisions) | 1-4 |
| LAND ARC 668 | Restoration Ecology | 3 |
| LSC/COM ARTS/ JOURN 617 | Health Communication in the Information Age | 3 |
| LSC 625 | Risk Communication | 3 |
| PUB AFFR 860 | Workshop in International Public Affairs | 3 |
| PUB AFFR 869 | Workshop in Public Affairs | 3 |
| PUB AFFR/ POLI SCI 871 | Public Program Evaluation | 3 |
| PUB AFFR/ A A E/ENVIR ST/ POP HLTH 881 | Benefit-Cost Analysis | 3 |
| PUBLHLTH 780 | Evidence-Based Decision-Making | 3 |
| RP & SE 710 | Multicultural Issues in Special Education | 3 |
| RP & SE 871 | Foundations of Special Education | 3 |
| SOC/C&E SOC/ URB R PL 645 | Modern American Communities | 3 |

## LEARNING OUTCOMES

### LEARNING OUTCOMES

1. Apply theory and effective practices in the conduct of community-based research and evaluation.
2. Utilize theories of translational and transformative learning and community change in performing engaged scholarship.
3. Develop mutually beneficial and equitable partnerships with community organizations and members.
4. Design and evaluate community-based programs for education and outreach using collaborative and participatory approaches.
5. Demonstrate application of community-engaged scholarship through a presentation, report or other artifact involving a public/community audience.
6. Cultivate a leadership style and communication skills that engage community partners in scholarship.

# CLASSICAL AND ANCIENT NEAR EASTERN STUDIES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

### DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Classical and Ancient Near Eastern Studies, MA (p. 411)
- Classical and Ancient Near Eastern Studies, PhD (p. 422)
- Classics, Doctoral Minor (p. 434)
- Greek, Doctoral Minor (p. 434)
- Hebrew Bible, Doctoral Minor (p. 434)
- Latin, Doctoral Minor (p. 435)

# CLASSICAL AND ANCIENT NEAR EASTERN STUDIES, MA

Soon after the founding of the University of Wisconsin in 1848, the department was created as one of the first academic units at the university. The Department of Classical and Ancient Near Eastern Studies (CANES) has enjoyed a long tradition of excellence in philological scholarship, literary criticism, archaeology, and ancient history. At the graduate level, the department offers the master of arts and doctor of philosophy in Classical and Ancient Near Eastern Studies - Classics.

The primary goal of the program is to familiarize students with the core linguistic, historical, and philological aspects of classical and ancient near eastern studies. Students also learn to conduct original research in such varied areas as *gender studies, literary theory, translation studies, ecocriticism, and classical reception* under the guidance of established scholars in these areas.

In addition to specified coursework, students participate in directed readings with individual faculty members in their areas of specialization and gain valuable professional experience teaching in courses on the languages, literature, and culture of the ancient world. Additional work may be done in allied fields such as *archaeology, art history, linguistics, comparative literature, history, philosophy, and political science*. Affiliated faculty in many of these fields regularly offer courses, supervise theses and dissertations, and participate in department activities.

A wide range of professional networks provides graduate students with enhanced opportunities for education and career development. In addition to faculty connections to scholars and institutions in their fields of study, the department has formal affiliations with the Society for Classical Studies, the Classical Association of the Middle West and South, the American School of Classical Studies in Athens, the Society of Biblical Literature, and the American Schools of Oriental Research.

The Pillinger Library and Mansoor Reading Room, both located within the department, provide convenient access to a large number of texts, while the larger Greek and Latin Reading Room in the Memorial Library contains an extensive, noncirculating research collection of texts and commentaries. The Memorial Library maintains an excellent research collection of books and periodicals in classics and Hebrew bible, with many of its resources available online. It also boasts a rich collection of papyri in Greek and other ancient languages. In addition, the Chazen Museum enriches our research and teaching with its holdings of vases, mosaics, coins, and other objects from the ancient world.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants are expected to have the equivalent of an undergraduate major in Classics, which consists of at least three years of both Greek and Latin. Applicants whose preparation falls short of the minimum requirements may be admitted with deficiencies at the discretion of the department but will be required to complete additional courses within the first year of the program. Applications are evaluated on the basis of previous academic record, letters of recommendation, the writing sample and a personal statement.

All applicants must apply online (https://grad.wisc.edu/apply/) by the fall deadline. Only select the MA application if you plan on a terminal MA at UW-Madison. All other applicants select the PhD application, even if you have not yet received a master's degree.

As part of the online application process, you will be asked supplemental questions regarding your level of language preparation and expected to upload the information listed below:

1. Writing sample of scholarly work no more than 25 pages.
2. Transcripts or academic records from each institution attended. You may upload **unofficial** copies for department review. International academic records must be in the original language accompanied by an official English translation. Note: Official, hard copy transcripts will only be requested by the Graduate School upon Department recommendation for admission. Further information will be provided upon department admission.
3. English proficiency proof (https://grad.wisc.edu/apply/requirements/) for all international applicants.
4. Statement of purpose (citing your reasons for graduate study).
5. Curriculum vitae listing language experience, awards, honors, etc.
6. Three letters of reference. You must submit your requests to all three of your references as part of the online application. Recommenders will receive a notice via email and will submit their letters accordingly.

Please do not hesitate to contact us at info@canes.wisc.edu should you have any questions about the application process

# NAMED OPTION

The Classical and Ancient Near Eastern Studies: Classics (p. 417) named option no longer admits new students to the named option. Students already admitted may only complete the Classics named option through summer 2028. If you have any questions, please contact the department (see contact box).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of Classical and Ancient Near Eastern Studies works to support all graduate students in good standing who continue to make satisfactory progress toward their degree. The department makes every attempt to distribute its resources as fairly as possible outside of guaranteed support offers. Thus, it is the department's intention to give the maximum number of graduate students in the program an opportunity to hold teaching assistantships (TA) consistent with the department's needs and criteria. It should be remembered that teaching funds are variable, depending on budget and class enrollments. All students are encouraged to pursue opportunities for support outside the department at all stages of their study. Details can be found below.

### Teaching Assistantships

**Criteria:** Teaching assistant appointments will be offered to eligible graduate students on the basis of the following criteria: contractual obligations made to the student, satisfactory progress towards degree,

satisfactory student evaluations and faculty teaching observations, departmental judgment of the student's qualification to teach scheduled courses, and availability of budgeted positions.

**Eligibility:** To be eligible to become a teaching assistant, graduate students should ordinarily meet the following requirements: students should be enrolled in the Classics graduate program (exceptions will be made due to lack of qualified or available students), students should be making satisfactory progress towards an advanced degree, and students should not have exceeded the limited allotment of teaching within the department (five years after the BA or three years after the MA).

Students who are non-native speakers of English must complete the SPEAK test for assessing English proficiency. The SPEAK test is the institutional version of the Test of Spoken English (TSE), which is administered by the Educational Testing Service. The SPEAK test measures oral proficiency and is frequently used to evaluate the spoken English of international TAs. The test is available only to students holding or under consideration for a teaching assistantship. For information and scheduled tests, please consult the English as a Second Language website (https://esl.wisc.edu/testinginformation/). Students must achieve a score of 45 or higher before being placed in the classroom.

**Class Assignments:** Class assignments are made by the department chair in consultation with department faculty with consideration of the following items in order of importance: previous positive assessment of teaching ability, fair rotation of teaching among qualified graduate students, background and experience of the TA in course materials, the need for graduate students to have a variety of teaching experiences, the preference of the TA, and the preference of the instructor.

**Training Program:** All TAs are required to attend the department's annual Graduate Student Orientation and Teaching Assistant Workshop. Subjects discussed in the department's annual workshop include preparation, organization, sensitivity to issues, and pedagogical methods. Experienced TAs are encouraged to share successful teaching methods and ideas with the group in an open discussion. Information is also provided on such university resources as the Writing Center.

New TAs are also required to attend the L&S Teaching Assistant Workshop and the Graduate Assistants Equity Workshop (https://diversity.wisc.edu/graduate-assistants-equity-workshops/) within the first two semesters of teaching appointments. In addition, for TAs with a first-time Communication B appointment, the Writing Across the Curriculum Communication B Training workshop (https://dept.writing.wisc.edu/wac/wac-comm-b-training/) will also be required. TAs are also encouraged to take advantage of the writing workshops offered by the Writing Center at the start of the academic year and throughout each semester.

For each course, the TA must meet with the professor to outline the goals and objectives of the course, the exam and grading procedures, the syllabus and assigned readings, and specific pedagogical methods appropriate for the course. The syllabus of each course should include the name, office number, and phone number, of the supervising professor, the TA, and the current department chair. Should there be concerns about the course that the TA feels unable to address, he or she can refer students to the professor in charge of the course for initial consultation. Regular meetings between the TA and the professor are held throughout the semester to discuss the progress and success of the course.

**Review:** Within the first few weeks of class, the supervising professor will observe the TA, with new TAs being a priority. After the visit, the professor will discuss the strengths and weaknesses of the class and put forward a set of recommendations for further teaching development. A written evaluation, to be discussed in person, is then provided to the department chair and will be placed in the student's file. If the chair deems necessary, a second faculty member will make an additional classroom observation with a written evaluation. At the end of each semester or course, student evaluations for the TA classes are to be completed and kept on file in the department for future reference.

**Workload/Percentage of Appointment:** Teaching assistantship appointments are percentage based. All CANES appointments are 50% which corresponds to the total expected hours of work throughout the course of the semester. Each TA will receive a breakdown of expected workload with their official appointment letter. The TA is expected to review and discuss the workload with the supervising faculty member of the course. By signing and returning the workload to the department administrator, the TA is accepting his or her appointment for the semester.

**Stipend & Benefits:** Please review the Graduate School's resource webpage, Graduate Assistantships (https://grad.wisc.edu/funding/graduate-assistantships/), for details.

## Departmental Travel Support

**Eligibility Guidelines:** The CANES department can provide some funding for Classics students who are presenting a paper addressing a topic in the classics field or interviewing for hire. Applicable conferences include the SCS, AIA, and CAMWS, but other conferences such as graduate student colloquia will also be considered. First-time recipients of this award may be asked to present a departmental Pillinger Talk in preparation for their conference presentation.

All applications for department travel must be supported by satisfactory progress in the student's program. Graduate students may submit one request for travel support to the department per academic year. Every attempt will be made to fund student travel up to a maximum of $750. Students should recognize that funding is based on availability. The Fellowships Committee will assess the validity of all applications and determine the amount of each individual award if granted.

Before requesting travel funds from the department, graduate students should conduct due diligence to learn about and apply for travel awards offered by other units (Graduate School, ASM, etc.) at UW–Madison and by sponsors of the event for which travel funds are requested. Evidence of awards applied for and/or received should accompany all requests for department travel funding. Being competitive for awards outside the department is a matter of professional development.

**Application:** Having applied for travel awards and supplements from external sources, students should then petition the CANES department for travel support. All petitions are considered on a case-by-case basis and evaluated on the basis of academic merit and satisfactory progress in the graduate program.

Petitions should take the form of a letter addressed to the chair of the graduate Fellowships Committee detailing the title of the talk, proof of acceptance, the date and place of the conference, and any other relevant information. All petitions should include a budget and should disclose details of awards or denial of funding from other sources.

Awards from other sources will not necessarily disqualify students from classics department funding. The applications will be read and voted on by the committee which will attempt to respond to requests in a timely fashion. The student will be notified in writing by the chair of the committee normally within a few weeks of the submission of application.

Since applications will be read on a rolling basis and funds are usually more plentiful at the beginning of the year, students are encouraged to apply early.

## Scholarships & Fellowships

**Adams-Lemoine Dissertation Fellowship:** This fellowship is awarded in memory of C.K. Adams, Professor of Latin & History and University of Wisconsin President from 1892 to 1902, and Fannie Lemoine, Professor of Latin from 1906 to 1923. The Adams-Lemoine Fellowship is utilized for student recruitment or completion of degree. It provides tuition remission, a stipend, and benefits in accordance with published University award amounts. Award periods vary and funding may be available for one or two semesters of study.

**Moses S. Slaughter Fellowship:** This fellowship is awarded in memory of Moses S. Slaughter, University of Wisconsin Professor of Latin from 1906 to 1923. The Slaughter Fellowship is given to a current or incoming graduate student who maintains **Wisconsin residency**. It provides tuition remission, a stipend, and benefits in accordance with published university award amounts and may supply funding for one or two semesters of study.

**Frank R. Kramer Summer Fellowship:** A predoctoral summer research grant awarded in memory of Dr. Frank R. Kramer, who earned a BA in Humanities in 1929, an MA in Greek & Latin in 1931, and a PhD in Classics in 1936. The Kramer Fellowship is meant to enable graduate students in their second year of study or above (pre-dissertation) to receive support for research connected to the advancement of their studies in Classics. Calls for applications typically come out in December and recipients are notified in late January. Award totals range between $750-$2,000.

**Hieronimus Prize for Greek Composition:** This monetary award is given in memory of Professor John Paul Hieronimus (PhD '31). Entrants are asked to translate a selected passage into ancient Greek or compose an original piece in ancient Greek addressing a specific topic. Awards are given in late spring.

**Pillinger Prize for Latin Composition:** This monetary award is given in memory of Assistant Professor Hugh Edward Pillinger (1965–70). Entrants are asked to translate a selected passage into Latin or compose an original piece in Latin addressing a specific topic. Awards are given in late spring.

## Other Funding Options

The Graduate School provides additional information helpful to graduate students in need of funding.

Find information about:

Types of funding available (https://grad.wisc.edu/studentfunding/types/)

Funding for international students (https://iss.wisc.edu/students/new-students/funding-scholarships/)

- Center for Jewish Studies (https://jewishstudies.wisc.edu/students/scholarships/)
- Dana-Allen Dissertation Fellowship (https://irh.wisc.edu/staff-type/dana-allen-dissertation-fellowships/)
- Robert J. Reinhold Dissertation Fellowship in Classics (https://irh.wisc.edu/irh-fellowships/)

External funding options (https://grad.wisc.edu/funding/fellowships/)

- American Association of University Women (https://www.aauw.org/resources/programs/fellowships-grants/)
- American Council of Learned Societies (http://www.acls.org/programs/comps/)
- Archaeological Institute of America (https://www.archaeological.org/grants/)
- Classical Association of the Middle West and South (https://camws.org/awards/)
- Dolores Zohrab Liebmann Fund (http://fdnweb.org/liebmann/) (specific to Armenian studies)
- Gorgias Press (https://www.gorgiaspress.com/awards/)
- Society for Classical Studies (https://classicalstudies.org/awards-fellowships/)

Conference presentation funds (https://grad.wisc.edu/studentfunding/grantscomp/conference/) (at bottom)

## Research Travel Awards

Research travel awards (https://grad.wisc.edu/studentfunding/grantscomp/research/) available through the Graduate School

Albright Institute of Archeological Research (https://aiar.org/fellowships/)

American Academy in Rome (http://www.aarome.org/apply/affiliated-fellowships/)

Rome Prize (http://www.aarome.org/apply/)

American Center of Oriental Research (https://acorjordan.org/fellowships-2/)

American Council of Learned Societies (http://www.acls.org/programs/comps/)

American School of Classical Studies at Athens (https://www.ascsa.edu.gr/fellowships-and-grants/graduate-and-postdoctoral/)

American Schools of Oriental Research (https://www.asor.org/fellowships/)

Biblical Archaeological Society Dig Scholarships (https://www.biblicalarchaeology.org/digs/)

Chateaubriand Fellowship (https://www.chateaubriand-fellowship.org/)

Classical Association of the Middle West and South (https://camws.org/awards/)

German Academic Exchange Service (https://www.daad.org/en/find-funding/) (DAAD)

Getty Foundation (https://www.getty.edu/funding/opportunities/)

Harvard Society of Fellows (https://socfell.fas.harvard.edu/about/)

Lady Davis Fellowship Trust (http://ldft.huji.ac.il/)

The Palestine Exploration Fund (http://www.pef.org.uk/grants/)

Royal Historical Society (http://royalhistsoc.org/grants/research-expenses/research-expenses-for-overseas-students-guidelines/)

Marshall & Centenary Fellowships (https://royalhistsoc.org/research_funding/)

Mary Isabel Sibley Fellowship (https://www.pbk.org/sibley/)

Society for Classical Studies (https://classicalstudies.org/awards-fellowships/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

## MODE OF INSTRUCTION DEFINITIONS

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 33 credits |
| Minimum Residence Credit Requirement | 18 credits |
| Minimum Graduate Coursework Requirement | 33 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Two ancient language examinations and one modern language examination (or equivalent).<br><br>Thesis is required for students continuing to PhD. |
| Language Requirements | • General Greek language/literature examination<br>• General Latin language/literature examination<br>• Modern language examination in German or French and Italian, or equivalent coursework (e.g., German, French, or Italian for reading knowledge) |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Greek and Latin** | | |
| Chosen in consultation with advisor, students must complete at least 24 credits of GREEK and LATIN graduate-level coursework. | | 24 |
| **Seminars** | | |
| Students must complete at least 6 credits of graduate seminars, including CLASSICS 900. Students must choose from the following list. | | 6 |
| CLASSICS 900 | Advanced Seminar in Theory and Methodology | |
| CLASSICS 970 | Classical Literature and Culture | |
| GREEK 910 | Seminar-Poetry | |
| GREEK 930 | Seminar-History | |
| LATIN 950 | Seminar-Oratory | |
| **Additional coursework** | | |
| Chosen in consulation with advisor, students must complete 3 credits of additional graduate level coursework. | | 3 |
| **Total Credits** | | **33** |

## POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework policy (https://policy.wisc.edu/library/UW-1216/).

### Credits Earned as a University Special Student at UW–Madison

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

## PROBATION

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

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR/COMMITTEE

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

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

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests policy (https://policy.wisc.edu/library/UW-1228/).

## TIME LIMITS

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

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
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Issues such as the following cannot be appealed using this process:

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

### Appeal Process for Graduate Students

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

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including

adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### DEPARTMENT EFFORTS

We fully support and encourage our students to attend and participate in any professional development events hosted by the Graduate School. These may include everything from writing workshops to exploring careers outside of academia. We also regularly offer opportunities for professional development specific to our field, often based on student feedback. In addition, we encourage students to seek out and participate in conferences and offer funding to support these endeavors.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, and applies the philological and theoretical approaches established in the field of Classics or Hebrew Bible.
2. Identifies appropriate sources and assembles evidence relevant to questions and challenges in Classics or Hebrew Bible.
3. Demonstrates understanding of Classical or Hebrew Bible literature in a historical and social context.
4. Selects and utilizes the most appropriate methodologies and practices.
5. Evaluates and synthesizes information pertaining to questions and challenges.
6. Communicates complex ideas in a clear and understandable manner.
7. Recognizes and applied principles of ethical and professional conduct.

# CLASSICAL AND ANCIENT NEAR EASTERN STUDIES: CLASSICS, MA

**Prospective applicants should apply to the Classical and Ancient Near Eastern Studies, MA (p. 411). The Classics named option in the Classical and Ancient Near Eastern Studies, MA no longer admits new students.** Current students can only complete the Classics named option through summer 2028. If you have any questions, please contact the department (see contact box).

This is a named option within the Classical and Ancient Near Eastern Studies MA. (p. 411)

Soon after the founding of the University of Wisconsin in 1848, the department was created as one of the first academic units at the university. The Department of Classical and Ancient Near Eastern Studies (CANES) has enjoyed a long tradition of excellence in philological scholarship, literary criticism, archaeology, and ancient history. At the graduate level, the department offers the master of arts and doctor of philosophy in classical and ancient near eastern studies. Students may follow one of two courses of study, classical languages and literatures, or Hebrew bible.

The primary goal of the program is to familiarize students with the core linguistic, historical, and philological aspects of classical and ancient near eastern studies. Students also learn to conduct original research in such varied areas as *gender studies, literary theory, translation studies, and classical reception* under the guidance of established scholars in these areas.

In addition to specified coursework, students participate in directed readings with individual faculty members in their areas of specialization and gain valuable professional experience teaching in courses on the languages, literature, and culture of the ancient world. Additional work may be done in allied fields such as *archaeology, art history, linguistics, comparative literature, history, philosophy, and political science*. Affiliated faculty in many of these fields regularly offer courses, supervise theses and dissertations, and participate in department activities.

A wide range of professional networks provides graduate students with enhanced opportunities for education and career development. In addition to faculty connections to scholars and institutions in their fields of study, the department has formal affiliations with the Society for Classical Studies, the Classical Association of the Middle West and South, the American School of Classical Studies in Athens, the Society of Biblical Literature, and the American Schools of Oriental Research.

The Pillinger Library and Mansoor Reading Room, both located within the department, provide convenient access to a large number of texts, while the larger Greek and Latin Reading Room in the Memorial Library contains an extensive, noncirculating research collection of texts and commentaries. The Memorial Library maintains an excellent research

collection of books and periodicals in classics and Hebrew bible, with many of its resources available online.

## ADMISSIONS

# ADMISSIONS

**Prospective applicants should apply to the Classical and Ancient Near Eastern Studies, MA (p. 411). The Classics named option in the Classical and Ancient Near Eastern Studies, MA no longer admits new students.** Current students can only complete the Classics named option through summer 2028. If you have any questions, please contact the department (see contact box).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of Classical and Ancient Near Eastern Studies works to support all graduate students in good standing who continue to make satisfactory progress toward their degree. The department makes every attempt to distribute its resources as fairly as possible outside of guaranteed support offers. Thus, it is the department's intention to give the maximum number of graduate students in the program an opportunity to hold teaching assistantships (TA) consistent with the department's needs and criteria. It should be remembered that teaching funds are variable, depending on budget and class enrollments. All students are encouraged to pursue opportunities for support outside the department at all stages of their study. Details can be found below.

### Teaching Assistantships

**Criteria:** Teaching assistant appointments will be offered to eligible graduate students on the basis of the following criteria: contractual obligations made to the student, satisfactory progress towards degree, satisfactory student evaluations and faculty teaching observations, departmental judgment of the student's qualification to teach scheduled courses, and availability of budgeted positions.

**Eligibility:** To be eligible to become a teaching assistant, graduate students should ordinarily meet the following requirements: students should be enrolled in the Classics graduate program (exceptions will be made due to lack of qualified or available students), students should be making satisfactory progress towards an advanced degree, and students should not have exceeded the limited allotment of teaching within the department (five years after the BA or three years after the MA).

Students who are non-native speakers of English must complete the SPEAK test for assessing English proficiency. The SPEAK test is the institutional version of the Test of Spoken English (TSE), which is administered by the Educational Testing Service. The SPEAK test measures oral proficiency and is frequently used to evaluate the spoken English of international TAs. The test is available only to students holding or under consideration for a teaching assistantship. For information and scheduled tests, please consult the English as a Second Language website (https://esl.wisc.edu/testinginformation/). Students must achieve a score of 45 or higher before being placed in the classroom.

**Class Assignments:** Class assignments are made by the department chair in consultation with department faculty with consideration of the following items in order of importance: previous positive assessment of teaching ability, fair rotation of teaching among qualified graduate students, background and experience of the TA in course materials, the need for graduate students to have a variety of teaching experiences, the preference of the TA, and the preference of the instructor.

**Training Program:** All TAs are required to attend the department's annual Graduate Student Orientation and Teaching Assistant Workshop. Subjects discussed in the department's annual workshop include preparation, organization, sensitivity to issues, and pedagogical methods. Experienced TAs are encouraged to share successful teaching methods and ideas with the group in an open discussion. Information is also provided on such university resources as the Writing Center.

New TAs are also required to attend the L&S Teaching Assistant Workshop and the Graduate Assistants Equity Workshop (https://diversity.wisc.edu/graduate-assistants-equity-workshops/) within the first two semesters of teaching appointments. In addition, for TAs with a first-time Communication B appointment, the Writing Across the Curriculum Communication B Training workshop (https://dept.writing.wisc.edu/wac/wac-comm-b-training/) will also be required. TAs are also encouraged to take advantage of the writing workshops offered by the Writing Center at the start of the academic year and throughout each semester.

For each course, the TA must meet with the professor to outline the goals and objectives of the course, the exam and grading procedures, the syllabus and assigned readings, and specific pedagogical methods appropriate for the course. The syllabus of each course should include the name, office number, and phone number, of the supervising professor, the TA, and the current department chair. Should there be concerns about the course that the TA feels unable to address, he or she can refer students to the professor in charge of the course for initial consultation. Regular meetings between the TA and the professor are held throughout the semester to discuss the progress and success of the course.

**Review:** Within the first few weeks of class, the supervising professor will observe the TA, with new TAs being a priority. After the visit, the professor will discuss the strengths and weaknesses of the class and put forward a set of recommendations for further teaching development. A written evaluation, to be discussed in person, is then provided to the department chair and will be placed in the student's file. If the chair deems necessary, a second faculty member will make an additional classroom observation with a written evaluation. At the end of each semester or course, student evaluations for the TA classes are to be completed and kept on file in the department for future reference.

**Workload/Percentage of Appointment:** Teaching assistantship appointments are percentage based. All CANES appointments are 50% which corresponds to the total expected hours of work throughout the course of the semester. Each TA will receive a breakdown of expected workload with their official appointment letter. The TA is expected to review and discuss the workload with the supervising faculty member of the course. By signing and returning the workload to the department administrator, the TA is accepting his or her appointment for the semester.

**Stipend & Benefits:** Please review the Graduate School's resource webpage, Graduate Assistantships (https://grad.wisc.edu/funding/graduate-assistantships/), for details.

## Departmental Travel Support

**Eligibility Guidelines:** The CANES department can provide some funding for Classics students who are presenting a paper addressing a topic in the classics field or interviewing for hire. Applicable conferences include the SCS, AIA, and CAMWS, but other conferences such as graduate student colloquia will also be considered. First-time recipients of this award may be asked to present a departmental Pillinger Talk in preparation for their conference presentation.

All applications for department travel must be supported by satisfactory progress in the student's program. Graduate students may submit one request for travel support to the department per academic year. Every attempt will be made to fund student travel up to a maximum of $750. Students should recognize that funding is based on availability. The Fellowships Committee will assess the validity of all applications and determine the amount of each individual award if granted.

Before requesting travel funds from the department, graduate students should conduct due diligence to learn about and apply for travel awards offered by other units (Graduate School, ASM, etc.) at UW–Madison and by sponsors of the event for which travel funds are requested. Evidence of awards applied for and/or received should accompany all requests for department travel funding. Being competitive for awards outside the department is a matter of professional development.

**Application:** Having applied for travel awards and supplements from external sources, students should then petition the CANES department for travel support. All petitions are considered on a case-by-case basis and evaluated on the basis of academic merit and satisfactory progress in the graduate program.

Petitions should take the form of a letter addressed to the chair of the graduate Fellowships Committee detailing the title of the talk, proof of acceptance, the date and place of the conference, and any other relevant information. All petitions should include a budget and should disclose details of awards or denial of funding from other sources.

Awards from other sources will not necessarily disqualify students from classics department funding. The applications will be read and voted on by the committee which will attempt to respond to requests in a timely fashion. The student will be notified in writing by the chair of the committee normally within a few weeks of the submission of application.

Since applications will be read on a rolling basis and funds are usually more plentiful at the beginning of the year, students are encouraged to apply early.

## Scholarships & Fellowships

**Adams-Lemoine Dissertation Fellowship:** This fellowship is awarded in memory of C.K. Adams, Professor of Latin & History and University of Wisconsin President from 1892 to 1902, and Fannie Lemoine, Professor of Latin from 1906 to 1923. The Adams-Lemoine Fellowship is utilized for student recruitment or completion of degree. It provides tuition remission, a stipend, and benefits in accordance with published University award amounts. Award periods vary and funding may be available for one or two semesters of study.

**Moses S. Slaughter Fellowship:** This fellowship is awarded in memory of Moses S. Slaughter, University of Wisconsin Professor of Latin from 1906 to 1923. The Slaughter Fellowship is given to a current or incoming graduate student who maintains **Wisconsin residency**. It provides tuition remission, a stipend, and benefits in accordance with published university award amounts and may supply funding for one or two semesters of study.

**Frank R. Kramer Summer Fellowship:** A predoctoral summer research grant awarded in memory of Dr. Frank R. Kramer, who earned a BA in Humanities in 1929, an MA in Greek & Latin in 1931, and a PhD in Classics in 1936. The Kramer Fellowship is meant to enable graduate students in their second year of study or above (pre-dissertation) to receive support for research connected to the advancement of their studies in Classics. Calls for applications typically come out in December and recipients are notified in late January. Award totals range between $750-$2,000.

**Hieronimus Prize for Greek Composition:** This monetary award is given in memory of Professor John Paul Hieronimus (PhD '31). Entrants are asked to translate a selected passage into ancient Greek or compose an original piece in ancient Greek addressing a specific topic. Awards are given in late spring.

**Pillinger Prize for Latin Composition:** This monetary award is given in memory of Assistant Professor Hugh Edward Pillinger (1965–70). Entrants are asked to translate a selected passage into Latin or compose an original piece in Latin addressing a specific topic. Awards are given in late spring.

## Other Funding Options

The Graduate School provides additional information helpful to graduate students in need of funding.

Find information about:

Types of funding available (https://grad.wisc.edu/studentfunding/types/)

Funding for international students (https://iss.wisc.edu/students/new-students/funding-scholarships/)

- Center for Jewish Studies (https://jewishstudies.wisc.edu/students/scholarships/)
- Dana-Allen Dissertation Fellowship (https://irh.wisc.edu/staff-type/dana-allen-dissertation-fellowships/)
- Robert J. Reinhold Dissertation Fellowship in Classics (https://irh.wisc.edu/irh-fellowships/)

External funding options (https://grad.wisc.edu/funding/fellowships/)

- American Association of University Women (https://www.aauw.org/resources/programs/fellowships-grants/)
- American Council of Learned Societies (http://www.acls.org/programs/comps/)
- Archaeological Institute of America (https://www.archaeological.org/grants/)
- Classical Association of the Middle West and South (https://camws.org/awards/)
- Dolores Zohrab Liebmann Fund (http://fdnweb.org/liebmann/) (specific to Armenian studies)
- Gorgias Press (https://www.gorgiaspress.com/awards/)
- Society for Classical Studies (https://classicalstudies.org/awards-fellowships/)

Conference presentation funds (https://grad.wisc.edu/studentfunding/grantscomp/conference/) (at bottom)

### Research Travel Awards

Research travel awards (https://grad.wisc.edu/studentfunding/grantscomp/research/) available through the Graduate School

Albright Institute of Archeological Research (https://aiar.org/fellowships/)

American Academy in Rome (http://www.aarome.org/apply/affiliated-fellowships/)

Rome Prize (http://www.aarome.org/apply/)

American Center of Oriental Research (https://acorjordan.org/fellowships-2/)

American Council of Learned Societies (http://www.acls.org/programs/comps/)

American School of Classical Studies at Athens (https://www.ascsa.edu.gr/fellowships-and-grants/graduate-and-postdoctoral/)

American Schools of Oriental Research (https://www.asor.org/fellowships/)

Biblical Archaeological Society Dig Scholarships (https://www.biblicalarchaeology.org/digs/)

Chateaubriand Fellowship (https://www.chateaubriand-fellowship.org/)

Classical Association of the Middle West and South (https://camws.org/awards/)

German Academic Exchange Service (https://www.daad.org/en/find-funding/) (DAAD)

Getty Foundation (https://www.getty.edu/funding/opportunities/)

Harvard Society of Fellows (https://socfell.fas.harvard.edu/about/)

Lady Davis Fellowship Trust (http://ldft.huji.ac.il/)

The Palestine Exploration Fund (http://www.pef.org.uk/grants/)

Royal Historical Society (http://royalhistsoc.org/grants/research-expenses/research-expenses-for-overseas-students-guidelines/)

Marshall & Centenary Fellowships (https://royalhistsoc.org/research_funding/)

Mary Isabel Sibley Fellowship (https://www.pbk.org/sibley/)

Society for Classical Studies (https://classicalstudies.org/awards-fellowships/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 33 credits |
| Minimum Residence Credit Requirement | 18 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Two ancient language examinations and one modern language examination (or equivalent).<br><br>Thesis is required for students continuing to PhD. |
| Language Requirements | • General Greek language/literature examination<br>• General Latin language/literature examination<br>• Modern language examination in German or French and Italian, or equivalent coursework (e.g., German, French, or Italian for reading knowledge) |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Greek and Latin** | | |
| Chosen in consultation with advisor, students must complete at least 27 credits of GREEK and LATIN graduate-level coursework. | | 27 |
| **Seminars** | | |
| Students must complete at least 6 credits of graduate seminars, including CLASSICS 900. Students must choose from the following list. | | 6 |
| CLASSICS 900 | Advanced Seminar in Theory and Methodology (or equivalent as approved by the Director of Graduate Studies) | |
| CLASSICS 970 | Classical Literature and Culture | |
| GREEK 910 | Seminar-Poetry | |
| GREEK 930 | Seminar-History | |
| LATIN 950 | Seminar-Oratory | |
| **Total Credits** | | **33** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

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

## PROBATION

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

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

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

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

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

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

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)

- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

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

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

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# CLASSICAL AND ANCIENT NEAR EASTERN STUDIES, PHD

Soon after the founding of the University of Wisconsin in 1848, the department was created as one of the first academic units at the university. The Department of Classical and Ancient Near Eastern Studies (CANES) has enjoyed a long tradition of excellence in philological scholarship, literary criticism, archaeology, and ancient history. At the graduate level, the department offers the master of arts and doctor of philosophy in Classical and Ancient Near Eastern Studies - Classics.

The primary goal of the program is to familiarize students with the core linguistic, historical, and philological aspects of classical and ancient near eastern studies. Students also learn to conduct original research in such

varied areas as *gender studies, literary theory, translation studies, and classical reception* under the guidance of established scholars in these areas.

In addition to specified coursework, students participate in directed readings with individual faculty members in their areas of specialization and gain valuable professional experience teaching in courses on the languages, literature, and culture of the ancient world. Additional work may be done in allied fields such as *archaeology, art history, linguistics, comparative literature, history, philosophy, and political science*. Affiliated faculty in many of these fields regularly offer courses, supervise theses and dissertations, and participate in department activities.

A wide range of professional networks provides graduate students with enhanced opportunities for education and career development. In addition to faculty connections to scholars and institutions in their fields of study, the department has formal affiliations with the Society for Classical Studies, the Classical Association of the Middle West and South, the American School of Classical Studies in Athens, the Society of Biblical Literature, and the American Schools of Oriental Research.

The Pillinger Library and Mansoor Reading Room, both located within the department, provide convenient access to a large number of texts, while the larger Greek and Latin Reading Room in the Memorial Library contains an extensive, noncirculating research collection of texts and commentaries. The Memorial Library maintains an excellent research collection of books and periodicals in classics and Hebrew bible, with many of its resources available online.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | This program does not admit in spring. |
| Summer Deadline | This program does not admit in summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test (s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants are expected to have covered at least the equivalent of an undergraduate major in Classics, which consists of at least three years of both Greek and Latin. Applicants whose preparation fall short of the minimum requirements may be admitted with deficiencies at the discretion of the department, but will be required to complete additional courses within the first year of the program. Applications are evaluated on the basis of previous academic record, letters of recommendation, the writing sample, and a personal statement.

All applicants to the program must apply online (https://grad.wisc.edu/apply/) by the fall deadline.

As part of the online application process, you will be asked supplemental questions regarding your level of language preparation and expected to upload the information listed below:

1. Writing sample of scholarly work no more than 25 pages.
2. Transcripts or academic records from each institution attended. You may upload **unofficial** copies for department review. International academic records must be in the original language accompanied by an official English translation. Note: official, hard copy transcripts will only be requested by the Graduate School upon Department recommendation for admission. Further information will be provided upon department admission.
3. English proficiency proof (https://grad.wisc.edu/apply/requirements/) for all international applicants.
4. Statement of purpose (citing your reasons for graduate study).
5. Curriculum vitae listing language experience, awards, honors, etc.
6. Three letters of reference. You must submit your **requests** to all three of your references as part of the online application. Recommenders will receive a notice via email and will submit their letters accordingly.

Please do not hesitate to contact us at info@canes.wisc.edu should you have any questions about the application process.

# NAMED OPTION

The Classical and Ancient Near Eastern Studies: Classics (p. 428) named option no longer admits new students to the named option. Students already admitted may only earn the Classics named option through summer 2031. If you have any questions, please contact the department (see contact box).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of Classical and Ancient Near Eastern Studies works to support all graduate students in good standing who continue to make satisfactory progress toward their degree. The department makes every attempt to distribute its resources as fairly as possible outside of guaranteed support offers. Thus, it is the department's intention to give the maximum number of graduate students in the program an opportunity to hold teaching assistantships (TA) consistent with the department's needs and criteria. It should be remembered that teaching funds are variable, depending on budget and class enrollments. All students are encouraged to pursue opportunities for support outside the department at all stages of their study. Details can be found below.

### Teaching Assistantships

**Criteria:** Teaching assistant appointments will be offered to eligible graduate students on the basis of the following criteria: contractual obligations made to the student, satisfactory progress towards degree, satisfactory student evaluations and faculty teaching observations, departmental judgment of the student's qualification to teach scheduled courses, and availability of budgeted positions.

**Eligibility:** To be eligible to become a teaching assistant, graduate students should ordinarily meet the following requirements: students should be enrolled in the Classics graduate program (exceptions will be made due to lack of qualified or available students), students should be making satisfactory progress towards an advanced degree, and students should not have exceeded the limited allotment of teaching within the department (five years after the BA or three years after the MA).

Students who are non-native speakers of English must complete the SPEAK test for assessing English proficiency. The SPEAK test is the institutional version of the Test of Spoken English (TSE), which is administered by the Educational Testing Service. The SPEAK test measures oral proficiency and is frequently used to evaluate the spoken English of international TAs. The test is available only to students holding or under consideration for a teaching assistantship. For information and scheduled tests, please consult the English as a Second Language website (https://esl.wisc.edu/testinginformation/). Students must achieve a score of 45 or higher before being placed in the classroom.

**Class Assignments:** Class assignments are made by the department chair in consultation with department faculty with consideration of the following items in order of importance: previous positive assessment of teaching ability, fair rotation of teaching among qualified graduate students, background and experience of the TA in course materials, the need for graduate students to have a variety of teaching experiences, the preference of the TA, and the preference of the instructor.

**Training Program:** All TAs are required to attend the department's annual Graduate Student Orientation and Teaching Assistant Workshop. Subjects discussed in the department's annual workshop include preparation, organization, sensitivity to issues, and pedagogical methods. Experienced TAs are encouraged to share successful teaching methods and ideas with the group in an open discussion. Information is also provided on such university resources as the Writing Center.

New TAs are also required to attend the L&S Teaching Assistant Workshop and the Graduate Assistants Equity Workshop (https://diversity.wisc.edu/graduate-assistants-equity-workshops/) within the first two semesters of teaching appointments. In addition, for TAs with a first-time Communication B appointment, the Writing Across the Curriculum Communication B Training workshop (https://dept.writing.wisc.edu/wac/wac-comm-b-training/) will also be required. TAs are also encouraged to take advantage of the writing workshops offered by the Writing Center at the start of the academic year and throughout each semester.

For each course, the TA must meet with the professor to outline the goals and objectives of the course, the exam and grading procedures, the syllabus and assigned readings, and specific pedagogical methods appropriate for the course. The syllabus of each course should include the name, office number, and phone number, of the supervising professor, the TA, and the current department chair. Should there be concerns about the course that the TA feels unable to address, he or she can refer students to the professor in charge of the course for initial consultation. Regular meetings between the TA and the professor are held throughout the semester to discuss the progress and success of the course.

**Review:** Within the first few weeks of class, the supervising professor will observe the TA, with new TAs being a priority. After the visit, the professor will discuss the strengths and weaknesses of the class and put forward a set of recommendations for further teaching development. A written evaluation, to be discussed in person, is then provided to the department chair and will be placed in the student's file. If the chair deems necessary, a second faculty member will make an additional classroom observation with a written evaluation. At the end of each semester or course, student evaluations for the TA classes are to be completed and kept on file in the department for future reference.

**Workload/Percentage of Appointment:** Teaching assistantship appointments are percentage based. All CANES appointments are 50% which corresponds to the total expected hours of work throughout the course of the semester. Each TA will receive a breakdown of expected workload with their official appointment letter. The TA is expected to review and discuss the workload with the supervising faculty member of the course. By signing and returning the workload to the department administrator, the TA is accepting his or her appointment for the semester.

**Stipend & Benefits:** Please review the Graduate School's resource webpage, Graduate Assistantships (https://grad.wisc.edu/funding/graduate-assistantships/), for details.

### Departmental Travel Support

**Eligibility Guidelines:** The CANES department can provide some funding for Classics students who are presenting a paper addressing a topic in the classics field or interviewing for hire. Applicable conferences include the SCS, AIA, and CAMWS, but other conferences such as graduate student colloquia will also be considered. First-time recipients of this award may be asked to present a departmental Pillinger Talk in preparation for their conference presentation.

All applications for department travel must be supported by satisfactory progress in the student's program. Graduate students may submit one request for travel support to the department per academic year. Every attempt will be made to fund student travel up to a maximum of $750. Students should recognize that funding is based on availability. The Fellowships Committee will assess the validity of all applications and determine the amount of each individual award if granted.

Before requesting travel funds from the department, graduate students should conduct due diligence to learn about and apply for travel awards offered by other units (Graduate School, ASM, etc.) at UW–Madison and by sponsors of the event for which travel funds are requested. Evidence of awards applied for and/or received should accompany all requests for department travel funding. Being competitive for awards outside the department is a matter of professional development.

**Application:** Having applied for travel awards and supplements from external sources, students should then petition the CANES department for travel support. All petitions are considered on a case-by-case basis and evaluated on the basis of academic merit and satisfactory progress in the graduate program.

Petitions should take the form of a letter addressed to the chair of the graduate Fellowships Committee detailing the title of the talk, proof of acceptance, the date and place of the conference, and any other relevant information. All petitions should include a budget and should disclose details of awards or denial of funding from other sources.

Awards from other sources will not necessarily disqualify students from classics department funding. The applications will be read and voted on by the committee which will attempt to respond to requests in a timely fashion. The student will be notified in writing by the chair of the committee normally within a few weeks of the submission of application.

Since applications will be read on a rolling basis and funds are usually more plentiful at the beginning of the year, students are encouraged to apply early.

## Scholarships & Fellowships

**Adams-Lemoine Dissertation Fellowship:** This fellowship is awarded in memory of C.K. Adams, Professor of Latin & History and University of Wisconsin President from 1892 to 1902, and Fannie Lemoine, Professor of Latin from 1906 to 1923. The Adams-Lemoine Fellowship is utilized for student recruitment or completion of degree. It provides tuition remission, a stipend, and benefits in accordance with published University award amounts. Award periods vary and funding may be available for one or two semesters of study.

**Moses S. Slaughter Fellowship:** This fellowship is awarded in memory of Moses S. Slaughter, University of Wisconsin Professor of Latin from 1906 to 1923. The Slaughter Fellowship is given to a current or incoming graduate student who maintains **Wisconsin residency**. It provides tuition remission, a stipend, and benefits in accordance with published university award amounts and may supply funding for one or two semesters of study.

**Frank R. Kramer Summer Fellowship:** A predoctoral summer research grant awarded in memory of Dr. Frank R. Kramer, who earned a BA in Humanities in 1929, an MA in Greek & Latin in 1931, and a PhD in Classics in 1936. The Kramer Fellowship is meant to enable graduate students in their second year of study or above (pre-dissertation) to receive support for research connected to the advancement of their studies in Classics. Calls for applications typically come out in December and recipients are notified in late January. Award totals range between $750-$2,000.

**Hieronimus Prize for Greek Composition:** This monetary award is given in memory of Professor John Paul Hieronimus (PhD '31). Entrants are asked to translate a selected passage into ancient Greek or compose an original piece in ancient Greek addressing a specific topic. Awards are given in late spring.

**Pillinger Prize for Latin Composition:** This monetary award is given in memory of Assistant Professor Hugh Edward Pillinger (1965–70). Entrants are asked to translate a selected passage into Latin or compose an original piece in Latin addressing a specific topic. Awards are given in late spring.

## Other Funding Options

The Graduate School provides additional information helpful to graduate students in need of funding.

Find information about:

Types of funding available (https://grad.wisc.edu/studentfunding/types/)

Funding for international students (https://iss.wisc.edu/students/new-students/funding-scholarships/)

- Center for Jewish Studies (https://jewishstudies.wisc.edu/students/scholarships/)
- Dana-Allen Dissertation Fellowship (https://irh.wisc.edu/staff-type/dana-allen-dissertation-fellowships/)
- Robert J. Reinhold Dissertation Fellowship in Classics (https://irh.wisc.edu/irh-fellowships/)

External funding options (https://grad.wisc.edu/funding/fellowships/)

- American Association of University Women (https://www.aauw.org/resources/programs/fellowships-grants/)
- American Council of Learned Societies (http://www.acls.org/programs/comps/)
- Archaeological Institute of America (https://www.archaeological.org/grants/)
- Classical Association of the Middle West and South (https://camws.org/awards/)
- Dolores Zohrab Liebmann Fund (http://fdnweb.org/liebmann/) (specific to Armenian studies)
- Gorgias Press (https://www.gorgiaspress.com/awards/)
- Society for Classical Studies (https://classicalstudies.org/awards-fellowships/)

Conference presentation funds (https://grad.wisc.edu/studentfunding/grantscomp/conference/) (at bottom)

## Research Travel Awards

Research travel awards (https://grad.wisc.edu/studentfunding/grantscomp/research/) available through the Graduate School

Albright Institute of Archeological Research (https://aiar.org/fellowships/)

American Academy in Rome (http://www.aarome.org/apply/affiliated-fellowships/)

Rome Prize (http://www.aarome.org/apply/)

American Center of Oriental Research (https://acorjordan.org/fellowships-2/)

American Council of Learned Societies (http://www.acls.org/programs/comps/)

American School of Classical Studies at Athens (https://www.ascsa.edu.gr/fellowships-and-grants/graduate-and-postdoctoral/)

American Schools of Oriental Research (https://www.asor.org/fellowships/)

Biblical Archaeological Society Dig Scholarships (https://www.biblicalarchaeology.org/digs/)

Chateaubriand Fellowship (https://www.chateaubriand-fellowship.org/)

Classical Association of the Middle West and South (https://camws.org/awards/)

German Academic Exchange Service (https://www.daad.org/en/find-funding/) (DAAD)

Getty Foundation (https://www.getty.edu/funding/opportunities/)

Harvard Society of Fellows (https://socfell.fas.harvard.edu/about/)

Lady Davis Fellowship Trust (http://ldft.huji.ac.il/)

The Palestine Exploration Fund (http://www.pef.org.uk/grants/)

Royal Historical Society (http://royalhistsoc.org/grants/research-expenses/research-expenses-for-overseas-students-guidelines/)

Marshall & Centenary Fellowships (https://royalhistsoc.org/research_funding/)

Mary Isabel Sibley Fellowship (https://www.pbk.org/sibley/)

Society for Classical Studies (https://classicalstudies.org/awards-fellowships/)

The department annually offers graduate fellowship support and teaching assistantships. In order for incoming students to be considered for fellowships, applications and all other materials should reach the department by January 5.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

## MODE OF INSTRUCTION DEFINITIONS

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 63 credits |
| Minimum Residence Credit Requirement | 36 credits |
| Minimum Graduate Coursework Requirement | 63 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | • Two preliminary examinations related to ancient languages and one modern language examination (or equivalent).<br>• Dissertation required. |
| Language Requirements | • One "special" Ancient Greek language/literature preliminary examination<br>• One "special" Latin language/literature preliminary examination<br>• Modern language examination or equivalent coursework (e.g., German, French, or Italian for reading knowledge), excluding language assessed for MA. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students may not complete a minor with the same name as their named option. Course work for breadth may begin prior to admission to PhD program (in the course of MA program). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Greek and Latin** | | |
| Chosen in consultation with advisor, students must complete at least 51 credits of coursework in GREEK and LATIN, including 18 credits of courses numbered 400 and above. | | 51 |
| **Seminars** | | |
| Students must complete CLASSICS 900. | | 3 |
| **Breadth** | | **9** |
| **Total Credits** | | **63** |

POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate course work from other institutions. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

No credits from a UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

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

## PROBATION

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR/COMMITTEE

Candidates for the PhD should form a provisional dissertation committee the semester before they intend to complete their last preliminary exam and reach dissertator status. This committee should consist of at least four members representing more than one graduate program, three of whom must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement. At least one of the four members must be from outside of the student's major program or major field (often from the minor field).

During the first semester of dissertator status, candidates will schedule a dissertation proposal defense to discuss the proposal's viability. Under the guidance of their dissertation advisor, candidates will provide all committee members with a detailed abstract of the proposed dissertation, including a synopsis of each chapter and a timeline for scheduled completion. After the provisional committee has approved the proposal, the candidate may begin writing in consultation with their committee.

## CREDITS PER TERM ALLOWED

15 credits.

## TIME LIMITS

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within 5 years after passing the preliminary examination may by require to take another preliminary examination and to be admitted to candidacy a second time.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### DEPARTMENT EFFORTS

We fully support and encourage our students to attend and participate in any professional development events hosted by the Graduate School. These may include everything from writing workshops to exploring careers outside of academia. We also regularly offer opportunities for professional development specific to our field, often based on student feedback. In addition, we encourage students to seek out and participate in conferences and offer funding to support these endeavors.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice in the field of Classics or Hebrew Bible.
2. Formulates ideas, concepts, and approaches beyond the current boundaries of knowledge within Classics or Hebrew Bible.
3. Creates research and scholarship that makes a substantive contribution.
4. Demonstrates breadth within their learning experiences.
5. Advances contributions of Classics or Hebrew Bible to society.
6. Communicates complex ideas in a clear and understandable manner.
7. Fosters ethical and professional conduct.

# CLASSICAL AND ANCIENT NEAR EASTERN STUDIES: CLASSICS, PHD

**Prospective applicants should apply to the Classical and Ancient Near Eastern Studies, PhD (p. 422). The Classics named option in the Classical and Ancient Near Eastern Studies, PhD no longer admits new students.** Current students can only complete the Classics named option through summer 2031. If you have any questions, please contact the department (see contact box).

This is a named option within the Classical and Ancient Near Eastern Studies PhD. (p. 411)

Soon after the founding of the University of Wisconsin in 1848, the department was created as one of the first academic units at the university. The Department of Classical and Ancient Near Eastern Studies (CANES) has enjoyed a long tradition of excellence in philological

scholarship, literary criticism, archaeology, and ancient history. At the graduate level, the department offers the master of arts and doctor of philosophy in classical and ancient near eastern studies. Students may follow one of two courses of study, classical languages and literatures (Classics), or Hebrew bible.

The primary goal of the program is to familiarize students with the core linguistic, historical, and philological aspects of classical and ancient near eastern studies. Students also learn to conduct original research in such varied areas as *gender studies, literary theory, translation studies, and classical reception* under the guidance of established scholars in these areas.

In addition to specified coursework, students participate in directed readings with individual faculty members in their areas of specialization and gain valuable professional experience teaching in courses on the languages, literature, and culture of the ancient world. Additional work may be done in allied fields such as *archaeology, art history, linguistics, comparative literature, history, philosophy, and political science*. Affiliated faculty in many of these fields regularly offer courses, supervise theses and dissertations, and participate in department activities.

A wide range of professional networks provides graduate students with enhanced opportunities for education and career development. In addition to faculty connections to scholars and institutions in their fields of study, the department has formal affiliations with the Society for Classical Studies, the Classical Association of the Middle West and South, the American School of Classical Studies in Athens, the Society of Biblical Literature, and the American Schools of Oriental Research.

The Pillinger Library and Mansoor Reading Room, both located within the department, provide convenient access to a large number of texts, while the larger Greek and Latin Reading Room in the Memorial Library contains an extensive, noncirculating research collection of texts and commentaries. The Memorial Library maintains an excellent research collection of books and periodicals in classics and Hebrew bible, with many of its resources available online.

## ADMISSIONS

# ADMISSIONS

**Prospective applicants should apply to the Classical and Ancient Near Eastern Studies, PhD (p. 422). The Classics named option in the Classical and Ancient Near Eastern Studies, PhD no longer admits new students.** Current students can only complete the Classics named option through summer 2031. If you have any questions, please contact the department (see contact box).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of Classical and Ancient Near Eastern Studies works to support all graduate students in good standing who continue to make satisfactory progress toward their degree. The department makes every attempt to distribute its resources as fairly as possible outside of guaranteed support offers. Thus, it is the department's intention to give the maximum number of graduate students in the program an opportunity to hold teaching assistantships (TA) consistent with the department's needs and criteria. It should be remembered that teaching funds are variable, depending on budget and class enrollments. All students are encouraged to pursue opportunities for support outside the department at all stages of their study.  Details can be found below.

### Teaching Assistantships

**Criteria:** Teaching assistant appointments will be offered to eligible graduate students on the basis of the following criteria: contractual obligations made to the student, satisfactory progress towards degree, satisfactory student evaluations and faculty teaching observations, departmental judgment of the student's qualification to teach scheduled courses, and availability of budgeted positions.

**Eligibility:** To be eligible to become a teaching assistant, graduate students should ordinarily meet the following requirements: students should be enrolled in the Classics graduate program (exceptions will be made due to lack of qualified or available students), students should be making satisfactory progress towards an advanced degree, and students should not have exceeded the limited allotment of teaching within the department (five years after the BA or three years after the MA).

Students who are non-native speakers of English must complete the SPEAK test for assessing English proficiency. The SPEAK test is the institutional version of the Test of Spoken English (TSE), which is administered by the Educational Testing Service. The SPEAK test measures oral proficiency and is frequently used to evaluate the spoken English of international TAs. The test is available only to students holding or under consideration for a teaching assistantship. For information and scheduled tests, please consult the English as a Second Language website (https://esl.wisc.edu/testinginformation/). Students must achieve a score of 45 or higher before being placed in the classroom.

**Class Assignments:** Class assignments are made by the department chair in consultation with department faculty with consideration of the following items in order of importance: previous positive assessment of teaching ability, fair rotation of teaching among qualified graduate students,  background and experience of the TA in course materials, the need for graduate students to have a variety of teaching experiences, the preference of the TA, and the preference of the instructor.

**Training Program:** All TAs are required to attend the department's annual Graduate Student Orientation and Teaching Assistant Workshop. Subjects discussed in the department's annual workshop include preparation, organization, sensitivity to issues, and pedagogical methods. Experienced TAs are encouraged to share successful teaching methods and ideas with the group in an open discussion. Information is also provided on such university resources as the Writing Center.

New TAs are also required to attend the L&S Teaching Assistant Workshop and the Graduate Assistants Equity Workshop (https://diversity.wisc.edu/graduate-assistants-equity-workshops/) within the first two semesters of teaching appointments. In addition, for TAs with a first-time Communication B appointment, the Writing Across the Curriculum Communication B Training workshop (https://dept.writing.wisc.edu/wac/wac-comm-b-training/) will also be required. TAs are also encouraged to

take advantage of the writing workshops offered by the Writing Center at the start of the academic year and throughout each semester.

For each course, the TA must meet with the professor to outline the goals and objectives of the course, the exam and grading procedures, the syllabus and assigned readings, and specific pedagogical methods appropriate for the course. The syllabus of each course should include the name, office number, and phone number, of the supervising professor, the TA, and the current department chair. Should there be concerns about the course that the TA feels unable to address, he or she can refer students to the professor in charge of the course for initial consultation. Regular meetings between the TA and the professor are held throughout the semester to discuss the progress and success of the course.

**Review:** Within the first few weeks of class, the supervising professor will observe the TA, with new TAs being a priority. After the visit, the professor will discuss the strengths and weaknesses of the class and put forward a set of recommendations for further teaching development. A written evaluation, to be discussed in person, is then provided to the department chair and will be placed in the student's file. If the chair deems necessary, a second faculty member will make an additional classroom observation with a written evaluation. At the end of each semester or course, student evaluations for the TA classes are to be completed and kept on file in the department for future reference.

**Workload/Percentage of Appointment:** Teaching assistantship appointments are percentage based. All CANES appointments are 50% which corresponds to the total expected hours of work throughout the course of the semester. Each TA will receive a breakdown of expected workload with their official appointment letter. The TA is expected to review and discuss the workload with the supervising faculty member of the course. By signing and returning the workload to the department administrator, the TA is accepting his or her appointment for the semester.

**Stipend & Benefits:** Please review the Graduate School's resource webpage, Graduate Assistantships (https://grad.wisc.edu/funding/graduate-assistantships/), for details.

## Departmental Travel Support

**Eligibility Guidelines:** The CANES department can provide some funding for Classics students who are presenting a paper addressing a topic in the classics field or interviewing for hire. Applicable conferences include the SCS, AIA, and CAMWS, but other conferences such as graduate student colloquia will also be considered. First-time recipients of this award may be asked to present a departmental Pillinger Talk in preparation for their conference presentation.

All applications for department travel must be supported by satisfactory progress in the student's program. Graduate students may submit one request for travel support to the department per academic year. Every attempt will be made to fund student travel up to a maximum of $750. Students should recognize that funding is based on availability. The Fellowships Committee will assess the validity of all applications and determine the amount of each individual award if granted.

Before requesting travel funds from the department, graduate students should conduct due diligence to learn about and apply for travel awards offered by other units (Graduate School, ASM, etc.) at UW–Madison and by sponsors of the event for which travel funds are requested. Evidence of awards applied for and/or received should accompany all requests for department travel funding. Being competitive for awards outside the department is a matter of professional development.

**Application:** Having applied for travel awards and supplements from external sources, students should then petition the CANES department for travel support. All petitions are considered on a case-by-case basis and evaluated on the basis of academic merit and satisfactory progress in the graduate program.

Petitions should take the form of a letter addressed to the chair of the graduate Fellowships Committee detailing the title of the talk, proof of acceptance, the date and place of the conference, and any other relevant information. All petitions should include a budget and should disclose details of awards or denial of funding from other sources.

Awards from other sources will not necessarily disqualify students from classics department funding. The applications will be read and voted on by the committee which will attempt to respond to requests in a timely fashion. The student will be notified in writing by the chair of the committee normally within a few weeks of the submission of application.

Since applications will be read on a rolling basis and funds are usually more plentiful at the beginning of the year, students are encouraged to apply early.

## Scholarships & Fellowships

**Adams-Lemoine Dissertation Fellowship:** This fellowship is awarded in memory of C.K. Adams, Professor of Latin & History and University of Wisconsin President from 1892 to 1902, and Fannie Lemoine, Professor of Latin from 1906 to 1923. The Adams-Lemoine Fellowship is utilized for student recruitment or completion of degree. It provides tuition remission, a stipend, and benefits in accordance with published University award amounts. Award periods vary and funding may be available for one or two semesters of study.

**Moses S. Slaughter Fellowship:** This fellowship is awarded in memory of Moses S. Slaughter, University of Wisconsin Professor of Latin from 1906 to 1923. The Slaughter Fellowship is given to a current or incoming graduate student who maintains **Wisconsin residency**. It provides tuition remission, a stipend, and benefits in accordance with published university award amounts and may supply funding for one or two semesters of study.

**Frank R. Kramer Summer Fellowship:** A predoctoral summer research grant awarded in memory of Dr. Frank R. Kramer, who earned a BA in Humanities in 1929, an MA in Greek & Latin in 1931, and a PhD in Classics in 1936. The Kramer Fellowship is meant to enable graduate students in their second year of study or above (pre-dissertation) to receive support for research connected to the advancement of their studies in Classics. Calls for applications typically come out in December and recipients are notified in late January. Award totals range between $750-$2,000.

**Hieronimus Prize for Greek Composition:** This monetary award is given in memory of Professor John Paul Hieronimus (PhD '31). Entrants are asked to translate a selected passage into ancient Greek or compose an original piece in ancient Greek addressing a specific topic. Awards are given in late spring.

**Pillinger Prize for Latin Composition:** This monetary award is given in memory of Assistant Professor Hugh Edward Pillinger (1965–70). Entrants are asked to translate a selected passage into Latin or compose an original piece in Latin addressing a specific topic. Awards are given in late spring.

## Other Funding Options

The Graduate School provides additional information helpful to graduate students in need of funding.

Find information about:

Types of funding available (https://grad.wisc.edu/studentfunding/types/)

Funding for international students (https://iss.wisc.edu/students/new-students/funding-scholarships/)

- Center for Jewish Studies (https://jewishstudies.wisc.edu/students/scholarships/)
- Dana-Allen Dissertation Fellowship (https://irh.wisc.edu/staff-type/dana-allen-dissertation-fellowships/)
- Robert J. Reinhold Dissertation Fellowship in Classics (https://irh.wisc.edu/irh-fellowships/)

External funding options (https://grad.wisc.edu/funding/fellowships/)

- American Association of University Women (https://www.aauw.org/resources/programs/fellowships-grants/)
- American Council of Learned Societies (http://www.acls.org/programs/comps/)
- Archaeological Institute of America (https://www.archaeological.org/grants/)
- Classical Association of the Middle West and South (https://camws.org/awards/)
- Dolores Zohrab Liebmann Fund (http://fdnweb.org/liebmann/) (specific to Armenian studies)
- Gorgias Press (https://www.gorgiaspress.com/awards/)
- Society for Classical Studies (https://classicalstudies.org/awards-fellowships/)

Conference presentation funds (https://grad.wisc.edu/studentfunding/grantscomp/conference/) (at bottom)

### Research Travel Awards

Research travel awards (https://grad.wisc.edu/studentfunding/grantscomp/research/) available through the Graduate School

Albright Institute of Archeological Research (https://aiar.org/fellowships/)

American Academy in Rome (http://www.aarome.org/apply/affiliated-fellowships/)

Rome Prize (http://www.aarome.org/apply/)

American Center of Oriental Research (https://acorjordan.org/fellowships-2/)

American Council of Learned Societies (http://www.acls.org/programs/comps/)

American School of Classical Studies at Athens (https://www.ascsa.edu.gr/fellowships-and-grants/graduate-and-postdoctoral/)

American Schools of Oriental Research (https://www.asor.org/fellowships/)

Biblical Archaeological Society Dig Scholarships (https://www.biblicalarchaeology.org/digs/)

Chateaubriand Fellowship (https://www.chateaubriand-fellowship.org/)

Classical Association of the Middle West and South (https://camws.org/awards/)

German Academic Exchange Service (https://www.daad.org/en/find-funding/) (DAAD)

Getty Foundation (https://www.getty.edu/funding/opportunities/)

Harvard Society of Fellows (https://socfell.fas.harvard.edu/about/)

Lady Davis Fellowship Trust (http://ldft.huji.ac.il/)

The Palestine Exploration Fund (http://www.pef.org.uk/grants/)

Royal Historical Society (http://royalhistsoc.org/grants/research-expenses/research-expenses-for-overseas-students-guidelines/)

Marshall & Centenary Fellowships (https://royalhistsoc.org/research_funding/)

Mary Isabel Sibley Fellowship (https://www.pbk.org/sibley/)

Society for Classical Studies (https://classicalstudies.org/awards-fellowships/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 69 credits |
| Minimum Residence Credit Requirement | 36 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 69 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Three preliminary examinations related to ancient languages and one modern language examination (or equivalent).<br><br>Dissertation required. |
| Language Requirements | • One "special" Ancient Greek language/literature preliminary examination<br>• One "special" Latin language/literature preliminary examination<br>• One Greek and Latin literature preliminary examination<br>• Modern language examination or equivalent coursework (e.g., German, French, or Italian for reading knowledge), excluding language assessed for MA. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students may not complete a minor with the same name as their named option. Course work for breadth may begin prior to admission to PhD program (in the course of MA program). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Greek and Latin** | | **54** |
| Chosen in consultation with advisor, students must complete at least 54 credits of coursework in GREEK and LATIN, including 21 credits of courses numbered 500 and above. | | |
| **Seminars** | | **6** |
| Students must complete at least 6 credits of graduate seminars, including CLASSICS 900. | | |
| **Breadth** | | **9** |
| **Total Credits** | | **69** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate course work from other institutions. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

No credits from a UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

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

## PROBATION

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

Candidates for the PhD should form a provisional dissertation committee the semester before they intend to complete their last preliminary exam and reach dissertator status. This committee should consist of at least four members representing more than one graduate program, three of whom must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement. At least one of the four members must be from outside of the student's major program or major field (often from the minor field).

During the first semester of dissertator status, candidates will schedule a dissertation proposal defense to discuss the proposal's viability. Under the guidance of their dissertation advisor, candidates will provide all committee members with a detailed abstract of the proposed dissertation, including a synopsis of each chapter and a timeline for scheduled

completion. After the provisional committee has approved the proposal, the candidate may begin writing in consultation with their committee.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within 5 years after passing the preliminary examination may by require to take another preliminary examination and to be admitted to candidacy a second time.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

All applications received by the fall deadline are eligible for fellowship, scholarship, and graduate assistantship opportunities. For applications received after the deadline, applicants will not be eligible for university fellowships or scholarships, although they may be eligible for department

funds such as teaching assistantships, project assistantships, research assistantships, or department fellowship.

## PROFESSIONAL DEVELOPMENT

### PROFESSIONAL DEVELOPMENT

#### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

#### DEPARTMENT EFFORTS

We fully support and encourage our students to attend and participate in any professional development events hosted by the Graduate School. These may include everything from writing workshops to exploring careers outside of academia. We also regularly offer opportunities for professional development specific to our field, often based on student feedback. In addition, we encourage students to seek out and participate in conferences and offer funding to support these endeavors.

# CLASSICS, DOCTORAL MINOR

## ADMISSIONS

### ADMISSIONS

For placement questions and other guidance, please contact the Director of Graduate Studies.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/professional certificate. To apply to this minor or certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor or graduate/professional certificate for which you are applying.

## REQUIREMENTS

### REQUIREMENTS

12 credits in Greek and Latin courses numbered 300 and above.

All Graduate School requirements for minors (https://grad.wisc.edu/acadpolicy/?policy=minors) must be met.

Please contact the Director of Graduate Studies for more information.

# GREEK, DOCTORAL MINOR

## ADMISSIONS

### ADMISSIONS

For placement questions and other guidance, please contact the Director of Graduate Studies.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/professional certificate. To apply to this minor or certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor or graduate/professional certificate for which you are applying.

## REQUIREMENTS

### REQUIREMENTS

9 credits in Greek courses numbered 300 and above.

All Graduate School requirements for minors (https://grad.wisc.edu/acadpolicy/?policy=minors) must be met.

Please contact the Director of Graduate Studies for more information.

# HEBREW BIBLE, DOCTORAL MINOR

## ADMISSIONS

### ADMISSIONS

For placement questions and other guidance, please contact the Director of Graduate Studies for Hebrew Bible.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/professional certificate. To apply to this minor or certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor or graduate/professional certificate for which you are applying.

## REQUIREMENTS

### REQUIREMENTS

9 credits in Hebrew-Biblical courses numbered 300 and above.

All Graduate School requirements for minors (https://grad.wisc.edu/acadpolicy/?policy=minors) must be met.

Please contact the Director of Graduate Studies for Hebrew Bible for more information.

# LATIN, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

For placement questions and other guidance, please contact the Director of Graduate Studies.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/professional certificate. To apply to this minor or certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor or graduate/professional certificate for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

9 credits in Latin courses numbered 300 and above.

All Graduate School requirements for minors (https://grad.wisc.edu/acadpolicy/?policy=minors) must be met.

Contact the Director of Graduate Studies for more information.

# COMMUNICATION ARTS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES


- Communication Arts, Doctoral Minor (p. 435)
- Communication Arts, MA (p. 435)
- Communication Arts, PhD (p. 442)


# COMMUNICATION ARTS, DOCTORAL MINOR

Graduate students from other departments may pursue a doctoral minor in Communication Arts in one of four distinct areas of study: Communication Science; Film; Media and Cultural Studies; and Rhetoric, Politics, and Culture. Students should reach out to a faculty member in their chosen area of minor study for guidance in course selection. This faculty member then serves as the student's advisor in the minor, and signs the Minor Agreement Form (contact the graduate coordinator) upon completion of the coursework.

## REQUIREMENTS

## REQUIREMENTS

Course requirements for the minor include:

- A minimum of 9 credits
- All courses must be numbered 400 or above, and at least two courses must be numbered 600 or above
- No audits or pass/fail
- Maximum of 3 credits of COM ARTS 799 Independent Study
- An average GPA of 3.0 on all minor coursework

After coursework has been completed, the student presents the Minor Agreement Form to their advisor in the minor for signature. A signed copy of the Minor Agreement Form should be sent to:

1. The Communication Arts Graduate Coordinator for record-keeping, and
2. The student's major department graduate coordinator for help in preparing the warrant.

Program Note: Although students choose a distinct area of study for the minor degree in Communication Arts, the area of study will not be reflected on the transcript; rather it will be recorded as Minor: Communication Arts.

# COMMUNICATION ARTS, MA

*(Program note: Though terminal MA degrees may occasionally be awarded, the programs are designed with successful completion of the PhD as the goal.)*

The Department of Communication Arts at the University of Wisconsin–Madison has long been one of the world's leading centers for study and research in communication. It was the first department in the United States to award a PhD degree in the field, and its graduates serve on the faculties of leading universities, in research institutions, and in public and private agencies throughout this country and abroad.

The graduate programs in Communication Arts are designed to educate research scholars. Through intensive coursework within the department and in other departments, and through close professional association with appropriate faculty, graduate students in communication arts gain proficiency and sophistication in their chosen areas of study. Their attainment of doctoral degrees signifies their readiness to work as independent scholars in their areas and to make original contributions to human knowledge.

## AREAS OF STUDY

Communication Arts offers four distinct areas of graduate study:

### COMMUNICATION SCIENCE [1]

Communication science is concerned with how people interact with one another in various means, modes, and contexts. It involves social scientific exploration utilizing both quantitative and qualitative methods. Reflecting the multi-faceted nature of the subject matter and a cross-disciplinary orientation of the field, students in communication science typically complete course work both in the department and in other social science fields. Graduate study in communication science is flexible and tailored to

the individual. With a low faculty-to-student ratio and close collaboration with related academic units on campus, students have high access to faculty and with it, opportunities to work closely with faculty on research and broaden their horizon. Students are expected to develop fluency in at least two of the following areas:

- *Social influence* that focuses interpersonal interactions, both online and offline, as well as group and organizational dynamics. It examines information exchange, persuasion, and other influence processes in various social contexts.
- *Computer-mediated communication* that examines individuals' uses of the media with digital, interactive, and networking features, as well as the effects of such usage on self, relationships, group dynamics, and other social processes.
- *Human development and communication* that addresses communication in relation to life cycle, focusing in particular on life cycle patterns in the means and modes of communication, as well as the effects of communicative engagement and media usage of youths and aging.
- *Political communication* that focuses on patterns and effects of communication, both face-to-face and mediated, on the democratic process. In particular it concerns how communication shapes the public sphere, how public deliberation over political issues takes place, and how the media may be related to civic and political engagement.

### FILM [1]

The study of film concentrates primarily on motion picture history, theory, and criticism, approached through intensive critical analysis of individual films; research into the primary documents of filmmakers and the film industry; and the construction of theoretical models of film forms and styles, national cinemas, film genres, and the economics of the film industry. The program believes in the connection between film studies and film practice. Courses in film production enhance our understanding of motion picture history, theory, and criticism by revealing the practical decisions filmmakers confront. The program is not designed for students whose sole interest is in film production.

### MEDIA AND CULTURAL STUDIES [1]

The media and cultural studies (MCS) program emphasizes the study of media in their historical, economic, social, and political context. MCS courses examine the cultural forms created and disseminated by media industries and the ways in which they resonate in everyday life, on the individual, national, and global level. Focusing primarily on sound and screen media—television, new media, film, popular music, radio, video games—but reaching out across boundaries, MCS encourages interdisciplinary and transmedia research. MCS courses draw on a broad range of cultural theories spanning a spectrum of concerns all centrally relevant to the functioning of sound and screen media in a diverse and globalizing cultural environment.

### RHETORIC, POLITICS, AND CULTURE [1]

Whether speaking from the podium or chatting on Facebook, people use discourse to craft identities, enact social change, and form a shared sense of community. Seeking to better understand this social force, the study of discourse explores significant themes, trajectories, and transformations in politics and society while considering particular individuals and groups, cultures, eras, genres, and topics. Courses in this area explore issues of power, digital media, citizenship, gender, sexuality, race, ethnicity, globalization, religion, inclusion and exclusion, social status, and marginalization.

Graduate work in rhetoric focuses on three interrelated areas: discourse, theory, and method. All three areas of study in rhetoric, politics, and culture are united by a common commitment to understanding the role of discourse in society as we act together to engage in culture and politics. Students are encouraged to investigate a wide range of discursive phenomena as they develop expertise that will empower them to conduct significant research and to take an active role in scholarly communities.

[1] These tracks are internal to the program and represent different pathways a student can follow to earn this degree. Applicants choose their area of study when applying to the program; however, the specific area of study will not appear on the transcript.

## ADMISSIONS

# ADMISSIONS

This master's degree is awarded for completed coursework leading to the PhD. Students may not apply directly to the master's program and should instead see the admissions information for the PhD (https://guide.wisc.edu/graduate/communication-arts/communication-arts-phd/#text).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

*(Program note: Though terminal MA degrees may occasionally be awarded, the programs are designed with successful completion of the PhD as the goal.)*

Beginning graduate students in Communication Arts receive 10 consecutive semesters of support. Funding comes in the form of teaching assistantships (TA), project assistantships (PA), lectureships (LSA), and fellowships. The funding package for graduate students includes full tuition remission, biweekly stipend, and benefits eligibility, including health insurance. To maintain their funding guarantee, students must remain in good standing (see the Satisfactory Academic Progress section (https://commarts.wisc.edu/graduate/graduate-handbook/satisfactory-academic-progress/) of the Communication Arts Graduate Handbook section).

### GRADUATE SCHOOL–SUPPORTED FELLOWSHIPS

A limited number of fellowships are available funded through the graduate school. All students are considered for fellowships at the time of application and during the course of their studies; no separate application is necessary. These fellowships may be for terms from one semester to two years and include tuition remission and benefits including health insurance. Additional awards for dissertators (e.g. The Dana-Allen Award) are available through a competitive application process.

## DEPARTMENT AWARDS

The Department of Communication Arts is pleased to be able to grant yearly monetary awards to graduate students based on scholastic performance. Nominations for the awards are generated by the faculty in the four areas of graduate study. To be eligible for consideration, graduate students must be continuing in the program, must be making satisfactory progress toward their degree, and must not have any incompletes on their transcript. The amount and number of awards vary from year to year depending on funds available. For full details on department awards, please see the department's funding and financial information page (https://commarts.wisc.edu/graduate/graduate-handbook/funding-finance-resource-information/).

## FUNDING FOR CONFERENCE TRAVEL AND RESEARCH

The Department of Communication Arts provides a once-per-academic-year travel stipend for those students who will be presenting papers at academic conferences. The Department also provides graduate students access to Marilynn R. Baxter Research Awards to carry out research for their dissertation projects or other publications in progress. More information on both of these funding sources can be found on Department's professional development page in the Handbook (https://commarts.wisc.edu/graduate/graduate-handbook/professional-development-and-career-planning/).

## ADDITIONAL EARLY DISSERTATION RESEARCH AWARDS

In addition to the research funding above, the Department of Communication Arts also offers targeted funding during the early stages of dissertation planning and writing. This includes:

- *Elliott Dissertation Scholarships:* Given to every student who successfully defends their dissertation proposal within a year of passing their preliminary exams.
- *Betty and Vance Kepley Research Awards:* Awarded to one student annually, through a competitive application process, who faces significant research costs for their dissertation project and who proposes transformative ways to conduct research that otherwise would not have been possible.

For full details on department funding, please see the department's funding and financial information page (https://commarts.wisc.edu/graduate/graduate-handbook/funding-finance-resource-information/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 38 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 19 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. (See below for GPA requirement of coursework taken within the department.) Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A cumulative GPA for coursework within the department of 3.5 or above. |

Assessments and Examinations

To assess satisfactory progress toward the degree and to facilitate determinations of good standing, graduate students must complete a Professional Activities Report (PAR) each spring. A PAR indicates a student's academic and professional activities on and off campus each year. Faculty will use the PAR in their annual evaluations of student progress. A PAR represents one means of communication between graduate students and faculty, providing graduate students with an opportunity to enumerate their activities in a single document. PARS must be completed by April 1 each spring.

MA comprehensive examinations or theses are generally done in the student's fourth semester of study. To take comprehensive exams or complete a thesis, a student must be in good standing, and must have completed the basic and specific area course requirements. Additional requirements vary by area of study. They are as follows:

- Communication Science students continuing on to the PhD program must complete and defend an MA thesis. Those completing the MA as a terminal option will pursue the non-thesis option. For this option, in lieu of the thesis and oral defense, two of the courses in Communication Science must be numbered 800 or above, and students must pass a four-hour written comprehensive examination which covers communication theory, research methodology, and a topic area of the student's specialization.
- Film students' Comprehensive Exam consists of six hours of writing and an oral defense. The writing portion is divided into three two-hour sittings concentrating respectively on the areas of film theory, film history, and film analysis and criticism. The oral defense—affording students an opportunity to correct, inflect, or expand upon their written answers—takes place a week or two later and typically runs about an hour. There is no option to write a thesis in lieu of the comprehensive exam.
- Media and Cultural Studies students continuing on to the PhD program must complete an MA thesis (modeled on a journal article). Those completing the MA as a terminal option will pursue the non-thesis option. For this option, students may complete the non-thesis, terminal option by taking a comprehensive exam consisting of three, one-and a half hour written exams normally distributed across three questions, followed by an oral defense. Exam areas are drawn from the coursework the examinee has taken in media and cultural studies. Reading lists are determined in consultation with the student's advisor and core committee members.
- Rhetoric, Culture, and Politics students continuing on to the PhD program must complete and defend an MA thesis. Those completing the MA as a terminal option will pursue the non-thesis option. For this option, students may complete the non-thesis, terminal option by taking a comprehensive exam consisting of three, one-hour written exams addressing theory, critical method, and public discourse.

Language Requirements

Students interested in writing a dissertation on a national cinema other than the US are expected to complete two years of foreign language study.

## REQUIRED COURSES

Each area of graduate study has further specific requirements for the completion of the MA.

### Communication Science Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| COM ARTS 901 | Introduction to Graduate Studies in Communication Arts | 1 |
| COM ARTS 760 | Advances in Communication Theories | 3 |
| COM ARTS 762 | Communication Research Methods | 3 |
| Complete four additional Communication Science courses numbered 500 or above. These are courses taught by Communication Science faculty. [2] | | 12 |
| Complete at least two courses in statistics (see below for options) | | 6 |
| Complete one credit of the colloquium each semester: | | |
| COM ARTS 904 | Communication Science Colloquium | 4 |
| **Electives** | | |
| Complete elective coursework chosen in consultation with advisor | | 9 |
| **Total Credits** | | **38** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 Only one of these courses may be COM ARTS 990 Research and Thesis. Colloquium does not satisfy this requirement.

| Code | Title | Credits |
|---|---|---|
| **Statistics Course options** | | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | 3 |
| ED PSYCH 763 | Regression Models in Education | 3 |
| ED PSYCH 773 | Factor Analysis, Multidimensional Scaling and Cluster Analysis | 3 |
| ED PSYCH/CURRIC/ L I S 803 | Computational Research Methods | 3 |
| ED PSYCH 871 | Item Response Theory Methods and Applications | 3 |
| ED PSYCH 960 | Structural Equation Modeling | 3 |
| ED PSYCH 964 | Hierarchical Linear Modeling | 3 |
| ED PSYCH 965 | Applied Bayesian Statistics for Education Research | 3 |
| SOC/C&E SOC 360 | Statistics for Sociologists I | 4 |
| SOC/C&E SOC 361 | Statistics for Sociologists II | 4 |

| | | |
|---|---|---|
| SOC 362 | Statistics for Sociologists III | 4 |
| SOC 952 | Seminar-Mathematical and Statistical Applications in Sociology | 3 |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | 4 |
| PSYCH 710 | Design and Analysis of Psychological Experiments II | 4 |
| POLI SCI 812 | Introduction to Statistical Methods in Political Science | 4 |
| POLI SCI 813 | Multivariable Statistical Inference for Political Research | 3 |
| POLI SCI 818 | Maximum Likelihood Estimation | 3 |

## Film Pathway [1, 2]

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| COM ARTS 901 | Introduction to Graduate Studies in Communication Arts | 1 |
| COM ARTS 454 | Critical Film Analysis | 3 |
| COM ARTS 669 | Film Theory | 3 |
| COM ARTS 955 | Media History and Historiography | 3 |
| COM ARTS 355 | Introduction to Film and TV Production | 3-4 |
| or COM ARTS 609 | Special Topics in Production | |
| Complete one seminar numbered 900 or above | | 3 |
| Complete one credit of the colloquium each semester: | | |
| COM ARTS 902 | Film Colloquium | 4 |
| **Electives** | | |
| Complete graduate level courses to fulfill electives | | 15 |
| **Comprehensive Exam Research and Writing** | | |
| Complete a preparatory course for dedicated research and preparation for exams | | 3 |
| **Total Credits** | | **38** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 Some required courses may be transferred if the student already has taken equivalent courses. A determination about transferring courses is made by a student's advisor after reviewing syllabi and other relevant materials. Students who enter the program without an undergraduate degree in film may be required to take additional coursework.

## Media and Cultural Studies Pathway [1,2]

All students are required to complete at least 24 credits numbered 600 and above.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| COM ARTS 901 | Introduction to Graduate Studies in Communication Arts | 1 |
| COM ARTS 355 | Introduction to Film and TV Production | 3-4 |
| or COM ARTS 609 | Special Topics in Production | |
| Complete 9 credits by either taking three iterations of COM ARTS 950 or two iterations of COM ARTS 950 and one iteration of COM ARTS 955 | | 9 |
| COM ARTS 950 | Seminar-Radio Television Film | |
| or COM ARTS 955 | Media History and Historiography | |
| Complete one credit of the colloquium each semester: | | |
| COM ARTS 903 | Media and Cultural Studies Colloquium | 4 |
| **Electives** | | |
| Complete courses numbered at least 400 and above. At least 9 credits must be in Media and Cultural Studies which are those taught by Media and Cultural Studies faculty (in addition to those listed above). Students may take COM ARTS 609 as an elective if it was not taken as a Media Production Elective. | | 18 |
| **Thesis/Comprehensive Exam Research and Writing** | | |
| Complete a prepatory course for dedicated research and preparation for exams. | | 3 |
| **Total Credits** | | **38** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 Students who enter the program without an undergraduate degree in media studies may be required to take additional coursework.

## Rhetoric, Politics, and Culture Pathway [1, 2]

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| COM ARTS 901 | Introduction to Graduate Studies in Communication Arts | 1 |
| COM ARTS 570 | Classical Rhetorical Theory | 3 |
| COM ARTS 969 | Seminar: Contemporary Rhetorical Theory | 2-3 |
| COM ARTS 976 | Seminar in Rhetorical Criticism | 3 |
| Complete one credit of the colloquium each semester: | | |
| COM ARTS 905 | Rhetoric Colloquium | 4 |
| **Electives** | | |
| Complete electives courses numbered 300 and above with the following criteria: | | 21 |
| At least two courses must be in COM ARTS. | | |
| At least two courses must be numbered 700 and above. | | |
| At least one course must have primary content focused on issues of race and ethnicity. | | |
| **Thesis/Comprehensive Exam Research and Writing** | | |
| Complete a preparatory course for dedicated research and preparation for thesis/exams. | | 3 |
| **Total Credits** | | **38** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 Some of the preceding courses may be transferred if a student has taken the equivalent elsewhere. All other courses should be chosen in

consultation with the student's advisor. Of the remaining courses, at least two courses must be numbered 700 or above.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

The department's minimum criteria for good standing are:

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

Students are expected to carry a full load, defined typically as three courses (nine credits) plus colloquium (one credit) per semester, unless a student's advisor recommends an exception. Students in COM ARTS 901 or receiving credit for exams need not carry the full 10 credits.

## ADVISOR / COMMITTEE

Although an initial faculty advisor is assigned to each student during the summer prior to matriculation in the graduate program, students should seek out regular advisors by the end of their first year in residence. The regular advisor should be a faculty member whose research interests and methodological expertise match closely to those that the student intends to acquire. While no faculty member is obliged to accept a student's request to serve as advisor, invitations are usually accepted except where the faculty member judges that a different advisor would serve the student's needs and interests better.

Early in the semester in which the comprehensive exam/thesis will be completed, students will form an MA defense committee consisting of three to four faculty members, one of which is their advisor. In the case of comprehensive examinations, all committee members will write exam questions, read the answers, and sit on the MA defense. In the case of a thesis, all committee members will read the manuscript and sit on the MA defense.

## CREDITS PER TERM ALLOWED

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

## TIME LIMITS

Master's degrees are generally expected to be completed within five semesters of matriculation.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)

- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

Graduate students should consider opportunities for professional development as they begin their programs of graduate study. As students plan programs of study, participation in campus and disciplinary organizations, scholarly presentations at academic conferences, and potential outlets for publication of research, they should consider the ways that these activities begin to establish areas of scholarly and pedagogical competence, connections with other researchers and teachers in the field, and audiences for their scholarship. Some of the best resources for professional development are the people—both faculty and other graduate students—in the Department of Communication Arts. These people may serve as sources of valuable advice and information, and their actions may provide examples of practices that promote professional development. Further, campus-wide resources are available to enrich students' graduate studies and enhance their professional skills. A full list of departmental resources can be found in the Communication Arts Graduate Student Handbook page about Professional Development and Career Planning. (https://commarts.wisc.edu/graduate/graduate-handbook/professional-development-and-career-planning/)

## DEPARTMENT RESOURCES FOR PROFESSIONAL DEVELOPMENT

Two important departmental resources for professional development are a **graduate student's advisor** and the **department colloquia**.

The **advisor** is concerned with a graduate student's academic progress as well as with the professional development of advisees. Throughout a graduate student's residence in the program (and often beyond), an advisor will discuss and answer questions and concerns about professional development. For instance, as submission deadlines to academic conferences approach, an advisor may discuss with a student potential submission options and the appropriate venues for these submissions. If a student is working on revising a seminar paper for potential publication in an academic journal, an advisor will often guide the student through the revision process. When a student is applying for jobs, an advisor will often edit application materials. When a student is interviewing for a position or negotiating a job offer, an advisor will often provide tips for how to proceed.

The **department colloquia** offers additional resources for professional development. The four areas of study (Communication Science; Film; Media and Cultural Studies; and Rhetoric, Politics, and Culture) hold individual and joint colloquia on most Thursday afternoons during the academic year. Often, these colloquia are devoted to research presentations from department faculty and graduate students as well as campus visitors. Sometimes, the colloquia will address issues of professional development. Colloquia topics on professional development include practicing conference presentations; preparing a teaching dossier; practicing job talks; negotiating the revise and resubmit process in journal publishing; and networking. Colloquia on professional development engage graduate students in discussion on professional topics, workshop materials, and offer advice on best practices.

### MENTORING GRADUATE STUDENT PROGRESS

Since most Communication Arts PhDs pursue academic careers, developing teaching, research and service skills constitutes an important aspect of professionalization. Many colleges and universities may ask students to prepare research and teaching demonstrations as part of the on-campus interview process, and otherwise seek evaluation and evidence of a graduate student's abilities in research, teaching and service. To facilitate the development of graduate student skills, the Department of Communication Arts conducts an annual progress and evaluation process for each student. This includes faculty reviews of teaching assistants (TA) in every semester in which they serve as a TA. It also includes a review of the annual Professional Activities Report (PAR) that each student in the program submits, where they self-document their achievements in research, teaching and service for each year. Teaching reviews and evaluations of PARs are intended to help students identify strengths in their teaching, research and service as well as areas in which they may improve. They are also used in conversations with a student's supervisor to set goals for the coming year. The graduate coordinator will maintain files of teaching reviews and PARs for each graduate student in the department. Graduate students should note that teaching reviews and PARs will assist faculty in addressing matters of pedagogy, research and service when preparing letters of recommendation for academic employment, which will benefit students in their job searches.

### FUNDING FOR CONFERENCE TRAVEL AND RESEARCH

The Department of Communication Arts provides a once-per-academic-year travel stipend for those students who will be presenting papers at academic conferences. The Department also provides graduate students access to Marilynn R. Baxter Research Awards to carry out research for their dissertation projects or other publications in progress. More information on both of these funding sources can be found on Department's professional development page in the Handbook (https://commarts.wisc.edu/graduate/graduate-handbook/professional-development-and-career-planning/).

### INSTRUCTIONAL MEDIA CENTER

Located on the third floor of Vilas Hall, the Instructional Media Center (IMC) provides media and technology services for the entire department. The IMC houses the Hamel Family Digital Media Lab, the Walter Mirisch Seminar Room, and Communication Arts media production classrooms. The IMC circulates laptops, video projectors, and other equipment to graduate students for instruction and short-term use. The IMC also maintains a media library containing thousands of DVDs and blu-rays of films, television shows, video games, and off-air recordings. Graduate students may check out any item not reserved for classroom use for their research. IMC staff can assist graduate students with their research needs. Upon request, the IMC can provide film to video transfers, media creation (files, DVDs, blu-rays), and video capture, as well as training in these areas. The IMC provides assistance for the Center for Communication Research. The IMC is staffed by individuals with a wide range of media knowledge and skills to assist graduate students.

## LEARNING OUTCOMES

LEARNING OUTCOMES

1. Demonstrates understanding of the primary field of study by explicatingand evaluating its theories, methods, and history.
2. Selects and applies appropriate theories, methods, and/or approaches toaddress key research questions/problems in the field, and clearly communicates the results of this inquiry.
3. Recognizes and applies principles of ethical and professional conduct.

# COMMUNICATION ARTS, PHD

The Department of Communication Arts at the University of Wisconsin–Madison has long been one of the world's leading centers for study and research in communication. It was the first department in the United States to award a PhD degree in the field, and its graduates serve on the faculties of leading universities, in research institutions, and in public and private agencies throughout this country and abroad.

The graduate programs in communication arts are designed to educate research scholars. Through intensive coursework within the department and in other departments, and through close professional association with appropriate faculty, graduate students in communication arts gain proficiency and sophistication in their chosen areas of study. Their attainment of doctoral degrees signifies their readiness to work as independent scholars in their areas and to make original contributions to human knowledge.

## AREAS OF STUDY

Communication Arts offers four distinct areas of graduate study:

### COMMUNICATION SCIENCE [1]

Communication science is concerned with how people interact with one another in various means, modes, and contexts. It involves social scientific exploration utilizing both quantitative and qualitative methods. Reflecting the multi-faceted nature of the subject matter and a cross-disciplinary orientation of the field, students in communication science typically complete course work both in the department and in other social science fields. Graduate study in communication science is flexible and tailored to the individual. With a low faculty-to-student ratio and close collaboration with related academic units on campus, students have high access to faculty and with it, opportunities to work closely with faculty on research and broaden their horizon. Students are expected to develop fluency in at least two of the following areas:

- *Social influence* that focuses interpersonal interactions, both online and offline, as well as group and organizational dynamics. It examines information exchange, persuasion, and other influence processes in various social contexts.

- *Computer-mediated communication* that examines individuals' uses of the media with digital, interactive, and networking features, as well as the effects of such usage on self, relationships, group dynamics, and other social processes.
- *Human development and communication* that addresses communication in relation to life cycle, focusing in particular on life cycle patterns in the means and modes of communication, as well as the effects of communicative engagement and media usage of youths and aging.
- *Political communication* that focuses on patterns and effects of communication, both face-to-face and mediated, on the democratic process. In particular it concerns how communication shapes the public sphere, how public deliberation over political issues takes place, and how the media may be related to civic and political engagement.

## FILM [1]

The study of film concentrates primarily on motion picture history, theory, and criticism, approached through intensive critical analysis of individual films; research into the primary documents of filmmakers and the film industry; and the construction of theoretical models of film forms and styles, national cinemas, film genres, and the economics of the film industry. The program believes in the connection between film studies and film practice. Courses in film production enhance our understanding of motion picture history, theory, and criticism by revealing the practical decisions filmmakers confront. The program is not designed for students whose sole interest is in film production.

## MEDIA AND CULTURAL STUDIES [1]

The media and cultural studies (MCS) program emphasizes the study of media in their historical, economic, social, and political context. MCS courses examine the cultural forms created and disseminated by media industries and the ways in which they resonate in everyday life, on the individual, national, and global level. Focusing primarily on sound and screen media—television, new media, film, popular music, radio, video games—but reaching out across boundaries, MCS encourages interdisciplinary and transmedia research. MCS courses draw on a broad range of cultural theories spanning a spectrum of concerns all centrally relevant to the functioning of sound and screen media in a diverse and globalizing cultural environment.

## RHETORIC, POLITICS, AND CULTURE [1]

Whether speaking from the podium or chatting on Facebook, people use discourse to craft identities, enact social change, and form a shared sense of community. Seeking to better understand this social force, the study of discourse explores significant themes, trajectories, and transformations in politics and society while considering particular individuals and groups, cultures, eras, genres, and topics. Courses in this area explore issues of power, digital media, citizenship, gender, sexuality, race, ethnicity, globalization, religion, inclusion and exclusion, social status, and marginalization.

Graduate work in rhetoric focuses on three interrelated areas: discourse, theory, and method. All three areas of study in rhetoric, politics, and culture are united by a common commitment to understanding the role of discourse in society as we act together to engage in culture and politics. Students are encouraged to investigate a wide range of discursive phenomena as they develop expertise that will empower them to conduct significant research and to take an active role in scholarly communities.

[1] These tracks are internal to the program and represent different pathways a student can follow to earn this degree. Applicants choose their area of study when applying to the program; however, the specific area of study will not appear on the transcript.

ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Since COVID-19, there have been challenges for students attempting to take the GRE. For students applying in Fall 2026 (for Fall 2027 admission), the GRE requirement is optional. Regardless of whether GRE scores are submitted, all applications will be held in equal regard.

Applicants must have earned a master's degree from an accredited institution. The Graduate School minimum GPA is 3.0 on a 4.0 scale. The department likes to see at least a 3.25 in courses relevant to the area in which you apply, although successful applicants usually have much higher GPAs.

Within the department, **applicants may apply to only one pathway of study, which must be indicated on the statement of purpose**:

- Communication Science;
- Film;
- Media and Cultural Studies; or
- Rhetoric, Politics, and Culture.

## APPLICATION MATERIALS

There are seven supporting documents which complete the application:

1. **Statement of purpose** clearly telling us what you want to study, what motivates you to study this topic, and why you think you can do

it here. Although it cannot be said to be the most important part of your application, the statement of purpose is our introduction to you as a student and as such, you will want it to be as professional and persuasive as possible to put your application in the best light.

2. **Three letters of recommendation**, preferably from academic sources. Email addresses of recommenders are submitted within the online application.
3. Official GRE results sent from ETS. **GRE scores are optional.*** For international degree seeking applicants, **proof of English proficiency.** For more information on the English proficiency requirement, and for instructions on how to submit GRE scores, please visit the Graduate School's Requirements for Admission (https://grad.wisc.edu/apply/requirements/).
4. **PDFs of unofficial transcripts** from all post-secondary schools attended after high school. Official transcripts will be requested upon admission.
5. **A writing sample** (in English), 8–25 pages long. The best writing sample is an academic paper you wrote for a class related to the area in which you apply. It should have citations and footnotes. If you submit a paper from graduate coursework, it should 15 to 25 pages in length. If you submit a paper from undergraduate coursework, it should be 8 to 12 pages. If you have a relevant published paper or article, you may submit that instead of a course paper. Include a cover page identifying it as a chapter or section of a longer work.
6. **A curriculum vitae** (CV) or resume.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

Beginning graduate students in Communication Arts receive 10 consecutive semesters of support. Funding comes in the form of teaching assistantships (TA), project assistantships (PA), lectureships (LSA), and fellowships. The funding package for graduate students includes full tuition remission, biweekly stipend, and benefits eligibility, including health insurance. To maintain their funding guarantee, students must remain in good standing (see the Satisfactory Academic Progress section (https://commarts.wisc.edu/graduate/graduate-handbook/satisfactory-academic-progress/) of the Communication Arts Graduate Handbook section).

## SENIOR LECTURER APPOINTMENTS

As students gain experience in the program and with our courses, they can be assigned as course lecturers. Students are assigned to SLA by faculty each semester based on need.

## GRADUATE SCHOOL-SUPPORTED FELLOWSHIPS

A limited number of fellowships are available funded through the graduate school. All students are considered for fellowships at the time of application and during the course of their studies; no separate application is necessary. These fellowships may be for terms from one semester to two years and include tuition remission and benefits including health insurance. Additional awards for dissertators (e.g. The Dana-Allen Award) are available through a competitive application process.

## DEPARTMENT AWARDS

The Department of Communication Arts is pleased to be able to grant yearly monetary awards to graduate students based on scholastic performance. Nominations for the awards are generated by the faculty in the four areas of graduate study. To be eligible for consideration, graduate students must be continuing in the program, must be making satisfactory progress toward their degree, and must not have any incompletes on their transcript. The amount and number of awards vary from year to year depending on funds available. For full details on department awards, please see the department's funding and financial information page (https://commarts.wisc.edu/graduate/graduate-handbook/funding-finance-resource-information/).

## FUNDING FOR CONFERENCE TRAVEL AND RESEARCH

The Department of Communication Arts provides a once-per-academic-year travel stipend for those students who will be presenting papers at academic conferences. The Department also provides graduate students access to Marilynn R. Baxter Research Awards to carry out research for their dissertation projects or other publications in progress. More information on both of these funding sources can be found on Department's professional development page in the Handbook (https://commarts.wisc.edu/graduate/graduate-handbook/professional-development-and-career-planning/).

## ADDITIONAL EARLY DISSERTATION RESEARCH AWARDS

In addition to the research funding above, the Department of Communication Arts also offers targeted funding during the early stages of dissertation planning and writing. This includes:

- *Elliott Dissertation Scholarships:* Given to every student who successfully defends their dissertation proposal within a year of passing their preliminary exams.
- *Betty and Vance Kepley Research Awards:* Awarded to one student annually, through a competitive application process, who faces significant research costs for their dissertation project and who proposes transformative ways to conduct research that otherwise would not have been possible.

For full details on department funding, please see the department's funding and financial information page (https://commarts.wisc.edu/graduate/graduate-handbook/funding-finance-resource-information/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 61 credits |
| Minimum Residence Credit Requirement | 41 credits |
| Minimum Graduate Coursework Requirement | 31 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | 3.5 average required of all coursework taken within the department. |

| | |
|---|---|
| Assessments and Examinations | To assess satisfactory progress toward the degree and to facilitate determinations of good standing, graduate students must complete a Professional Activities Report (PAR) each spring. A PAR indicates a student's academic and professional activities on and off campus each year. Faculty will use the PAR in their annual evaluations of student progress. A PAR represents one means of communication between graduate students and faculty, providing graduate students with an opportunity to enumerate their activities in a single document. PARS must be completed by April 1 each spring.<br><br>Students must successfully complete preliminary examinations before moving on to dissertator status. To take preliminary examinations, students must have completed all of the PhD coursework requirements of their area and their minor coursework. Additional requirements vary by area of study. They are as follows:<br><br>Communication Science prelims consist of 16 hours of written examinations in the following areas:<br><br>Communication processes and contexts (8 hours): four hours each in two major topic areas in the field focusing on theories and major empirical findings<br>Specialization (4 hours): four hours in the student's area of specialization; typically, the dissertation research dictates the area of specialization<br>Quantitative research methodology and theory construction (4 hours): this portion of the exam may include questions addressing statistics, research design, measurement, and the construction and evaluation of theory<br><br>Film prelims consist of 24 hours of written examinations as follows: four open-book essay exams, six hours each, taken on separate days. The examination covers a combination of general and specialized areas in relation to the planned dissertation project, to be chosen in a group consultation with the student's advisor and major faculty.<br><br>Media and Cultural Studies prelims consist of 24 hours of written examinations as follows: four open-book essay exams, six hours each, taken on separate days. The examination covers a combination of general and specialized areas in relation to the planned dissertation project, to be chosen in a group consultation with the student's advisor and major faculty.<br><br>Rhetoric, Politics, and Culture prelims consist of 12 hours of written examination divided across the following four concentrations:<br><br>Rhetorical theory (3 hours)<br>Rhetorical discourse (3 hours)<br>Critical method (3 hours)<br>Area of specialization determined in consultation with the student's advisor and doctoral committee (3 hours) |
| Language Requirements | Depending on their dissertation topic, students in the Communication Science and Film areas may need to fulfill a foreign language requirement. The need for such a requirement is determined by the student's advisor and doctoral committee. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Successful completion of the PhD requires completion of the minimum credit requirement, which includes coursework, independent study, and research credits.

### Communication Science Pathway[1]

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| COM ARTS 901 | Introduction to Graduate Studies in Communication Arts | 1 |
| COM ARTS 760 | Advances in Communication Theories | 3 |
| COM ARTS 762 | Communication Research Methods | 3 |
| COM ARTS 970 | Seminar in Communication Science | 3 |
| Complete one credit of colloquium each semester enrolled in the program (unless extenuating/approved circumstances prevent from attending): | | 8 |
| COM ARTS 904 | Communication Science Colloquium | |
| Complete four additional Communication Science courses numbered 500 or above. These are courses taught by Communication Science faculty. [2] | | 12 |
| Complete at least three courses in statistics; statistics courses taken to satisfy MA coursework while at UW-Madison can count towards this (see below for options) | | 9 |
| Complete at least one course in research methods (see below for options) | | 3 |
| **Electives** | | |
| Complete courses numbered 700 or above. Only one of these courses may be COM ARTS 799. COM ARTS 904 does not count toward this requirement. | | 6 |
| **Breadth** | | |
| Complete the Graduate School breadth requirement. | | 9 |
| **Research** | | |
| Complete sufficient amount of research credits to satisfy the minimum credit requirement: | | |
| COM ARTS 990 | Research and Thesis | 1-9 |
| **Total Credits** | | **61** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 Only one of these courses may be COM ARTS 990 Research and Thesis. Colloquium does not satisfy this requirement.

| Code | Title | Credits |
|---|---|---|
| **Research Methods Course Options** | | |
| ED PSYCH 771 | Test Construction | 3 |
| ED PSYCH/ COUN PSY/ CURRIC/ED POL/ ELPA/RP & SE 788 | Qualitative Research Methods in Education: Field Methods I | 3 |
| ED PSYCH/ COUN PSY/ CURRIC/ED POL/ ELPA/RP & SE 789 | Qualitative Research Methods in Education: Field Methods II | 3 |
| ED PSYCH/ ELPA 827 | Surveys and Other Quantitative Data Collection Strategies | 3 |
| ED PSYCH/ SOC WORK 945 | Evaluation Research | 3 |
| ED PSYCH 963 | Design & Analysis of Quasi-Experiments for Causal Inference | 3 |
| SOC 735 | Ethnomethodology & Conversation Analysis | 3 |
| SOC 751 | Survey Methods for Social Research | 3 |
| SOC 752 | Measurement and Questionnaires for Survey Research | 3 |
| SOC 754 | Qualitative Research Methods in Sociology | 3 |
| SOC/C&E SOC/ ED POL 755 | Methods of Qualitative Research | 3 |
| SOC/ED POL 955 | Seminar-Qualitative Methodology | 3 |
| SOC/C&E SOC 960 | Seminar-Current Methodological Issues in Social Psychology | 3 |
| PSYCH 752 | Applied Machine Learning for Behavioral Data Science | 3 |
| PSYCH 755 | Environments and Tools for Large-Scale Behavioral Data Science | 3 |
| PSYCH/COMP SCI/ ED PSYCH 770 | Human-Computer Interaction | 3 |
| JOURN/LSC 811 | Conceptualization and Design of Mass Communication Research | 2-3 |
| JOURN 812 | Qualitative Communication Research Methods | 3 |
| JOURN 813 | Practicum in Communication Research | 3 |
| POLI SCI 817 | Empirical Methods of Political Inquiry | 3 |

| Code | Title | Credits |
|---|---|---|
| **Statistics Course Options** | | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | 3 |
| ED PSYCH 763 | Regression Models in Education | 3 |
| ED PSYCH 773 | Factor Analysis, Multidimensional Scaling and Cluster Analysis | 3 |
| ED PSYCH/CURRIC/ L I S 803 | Computational Research Methods | 3 |
| ED PSYCH 871 | Item Response Theory Methods and Applications | 3 |
| ED PSYCH 960 | Structural Equation Modeling | 3 |
| ED PSYCH 964 | Hierarchical Linear Modeling | 3 |
| ED PSYCH 965 | Applied Bayesian Statistics for Education Research | 3 |
| SOC/C&E SOC 360 | Statistics for Sociologists I | 4 |
| SOC/C&E SOC 361 | Statistics for Sociologists II | 4 |
| SOC 362 | Statistics for Sociologists III | 4 |
| SOC 952 | Seminar-Mathematical and Statistical Applications in Sociology | 3 |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | 4 |
| PSYCH 710 | Design and Analysis of Psychological Experiments II | 4 |
| POLI SCI 812 | Introduction to Statistical Methods in Political Science | 4 |
| POLI SCI 813 | Multivariable Statistical Inference for Political Research | 3 |
| POLI SCI 818 | Maximum Likelihood Estimation | 3 |

## Film Pathway[1]

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| COM ARTS 901 | Introduction to Graduate Studies in Communication Arts | 1 |
| COM ARTS 454 | Critical Film Analysis | 3 |
| COM ARTS 669 | Film Theory | 3 |
| COM ARTS 955 | Media History and Historiography | 3 |
| COM ARTS 355 | Introduction to Film and TV Production | 3-4 |
| or COM ARTS 609 | Special Topics in Production | |
| Complete one credit of colloquium each semester enrolled in the program (unless extenuating/approved circumstances prevent from attending): | | 8 |
| COM ARTS 902 | Film Colloquium | |
| Complete two seminars numbered 900 or above | | 6 |
| **Electives** | | |
| Complete graduate level courses to fulfill electives | | 18 |
| **Comprehensive Exam Research and Writing** | | |
| Complete a preparatory course for dedicated research and preparation for exams | | 3 |
| **Breadth** | | |
| Complete the Graduate School breadth requirement. | | 9 |
| **Research** | | |
| Complete sufficient amount of research credits to satisfy the minumum credit requirement: | | |
| COM ARTS 990 | Research and Thesis | 1-9 |
| **Total Credits** | | **61** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Media and Cultural Studies Pathway[1]

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| COM ARTS 901 | Introduction to Graduate Studies in Communication Arts | 1 |
| COM ARTS 355 | Introduction to Film and TV Production | 3 |
| or COM ARTS 609 | Special Topics in Production | |
| Complete one credit of colloquium each semester enrolled in the program (unless extenuating/approved circumstances prevent from attending): | | 8 |
| COM ARTS 903 | Media and Cultural Studies Colloquium | |
| Complete 12 credits by either taking four iterations of COM ARTS 950 or three iterations of COM ARTS 950 and one iteration of COM ARTS 955. COM ARTS 955 is not a repeatable course: | | 12 |
| COM ARTS 950 | Seminar-Radio Television Film | |
| or COM ARTS 955 | Media History and Historiography | |
| **Electives** | | |
| Complete two courses numbered 400 or above chosen in consultation with the advisor. At least six credits must be in Media and Cultural Studies which are those taught by Media and Cultural Studies faculty (in addition to those listed above) and 9 credits should be from courses numbered 900 and above. Additional iterations of COM ARTS 950 can be taken as electives if the Seminar requirement has been met. | | 21 |
| **Thesis/Comprehensive Exam Research and Writing** | | |
| Complete a preparatory course for dedicated research and preparation for exams | | 3 |
| **Breadth** | | |
| Complete the Graduate School breadth requirement. | | 9 |
| **Research** | | |
| Complete sufficient amount of research credits to satisfy the minimum credit requirement: | | |
| COM ARTS 990 | Research and Thesis | 1-9 |
| **Total Credits** | | **61** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Rhetoric, Politics, and Culture Pathway[1]

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| COM ARTS 901 | Introduction to Graduate Studies in Communication Arts | 1 |
| COM ARTS 570 | Classical Rhetorical Theory | 3 |
| COM ARTS 969 | Seminar: Contemporary Rhetorical Theory | 3 |
| COM ARTS 976 | Seminar in Rhetorical Criticism | 3 |
| Complete one credit of colloquium each semester enrolled in the program (unless extenuating/approved circumstances prevent from attending): | | 8 |
| COM ARTS 905 | Rhetoric Colloquium | |
| **Electives** | | |
| Complete additional electives with the following criteria: | | 27 |
| At least two courses must be in COM ARTS. | | |
| At least two courses must be numbered 700 and above. | | |
| At least one course must have primary content focused on issues of race and ethnicity. | | |
| **Thesis/Comprehensive Exam Research and Writing** | | **3** |
| Complete a preparatory course for dedicated research and preparation for thesis/exams | | |
| **Breadth** | | |
| Complete the Graduate School breadth requirement. | | 9 |
| **Research** | | |
| Complete sufficient amount of resarch credits to satisfy the minimum credit requirement: | | |
| COM ARTS 990 | Research and Thesis | 1-9 |
| **Total Credits** | | **61** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

The department's minimum criteria for good standing are:

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

Students are expected to carry a full load, defined typically as three courses (nine credits) plus colloquium (one credit) per semester, unless a student's advisor recommends an exception. Students in COM ARTS 901 or receiving credit for exams need not carry the full 10 credits.

## ADVISOR / COMMITTEE

Although an initial faculty advisor is assigned to each student during the summer prior to matriculation in the graduate program, students should seek out regular advisors by the end of their first year in residence. The regular advisor should be a faculty member whose research interests and methodological expertise match closely to those that the student intends to acquire. While no faculty member is obliged to accept a student's request to serve as advisor, invitations are usually accepted except where the faculty member judges that a different advisor would serve the student's needs and interests better.

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

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

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

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

## CREDITS PER TERM ALLOWED

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

## TIME LIMITS

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

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

Graduate students should consider opportunities for professional development as they begin their programs of graduate study. As students plan programs of study, participation in campus and disciplinary organizations, scholarly presentations at academic conferences, and potential outlets for publication of research, they should consider the ways that these activities begin to establish areas of scholarly and pedagogical competence, connections with other researchers and teachers in the field, and audiences for their scholarship. Some of the best resources for professional development are the people—both faculty and other graduate students—in the Department of Communication Arts. These people may serve as sources of valuable advice and information, and their actions may provide examples of practices that promote professional development. Further, campus-wide resources are available to enrich students' graduate studies and enhance their professional skills. A full list of departmental resources can be found in the Communication Arts Graduate Student Handbook page about Professional Development and Career Planning. (https://commarts.wisc.edu/graduate/graduate-handbook/professional-development-and-career-planning/)

## DEPARTMENT RESOURCES FOR PROFESSIONAL DEVELOPMENT

Two important departmental resources for professional development are a **graduate student's advisor** and the **department colloquia**.

The **advisor** is concerned with a graduate student's academic progress as well as with the professional development of advisees. Throughout a graduate student's residence in the program (and often beyond), an advisor will discuss and answer questions and concerns about professional development. For instance, as submission deadlines to academic conferences approach, an advisor may discuss with a student potential submission options and the appropriate venues for these submissions. If a student is working on revising a seminar paper for potential public in an academic journal, an advisor will often guide the student through the revision process. When a student is applying for jobs, an advisor will often edit application materials. When a student is interviewing for a position or negotiating a job offer, an advisor will often provide tips for how to proceed.

The **department colloquia** offers additional resources for professional development. The four areas of study (Communication Science; Film; Media and Cultural Studies; and Rhetoric, Politics, and Culture) hold individual and joint colloquia on most Thursday afternoons during the academic year. Often, these colloquia are devoted to research presentations from department faculty and graduate students as well as campus visitors. Sometimes, the colloquia will address issues of professional development. Colloquia topics on professional development

include practicing conference presentations; preparing a teaching dossier; practicing job talks; negotiating the revise and resubmit process in journal publishing; and networking. Colloquia on professional development engage graduate students in discussion on professional topics, workshop materials, and offer advice on best practices.

### MENTORING GRADUATE STUDENT PROGRESS

Since most Communication Arts PhDs pursue academic careers, developing teaching, research and service skills constitutes an important aspect of professionalization. Many colleges and universities may ask students to prepare research and teaching demonstrations as part of the on-campus interview process, and otherwise seek evaluation and evidence of a graduate student's abilities in research, teaching and service. To facilitate the development of graduate student skills, the Department of Communication Arts conducts an annual progress and evaluation process for each student. This includes faculty reviews of teaching assistants (TA) in every semester in which they serve as a TA. It also includes a review of the annual Professional Activities Report (PAR) that each student in the program submits, where they self-document their achievements in research, teaching and service for each year. Teaching reviews and evaluations of PARs are intended to help students identify strengths in their teaching, research and service as well as areas in which they may improve. They are also used in conversations with a student's supervisor to set goals for the coming year. The graduate coordinator will maintain files of teaching reviews and PARs for each graduate student in the department. Graduate students should note that teaching reviews and PARs will assist faculty in addressing matters of pedagogy, research and service when preparing letters of recommendation for academic employment, which will benefit students in their job searches.

### FUNDING FOR CONFERENCE TRAVEL AND RESEARCH

The Department of Communication Arts provides a once-per-academic-year travel stipend for those students who will be presenting papers at academic conferences. The Department also provides graduate students access to Marilynn R. Baxter Research Awards to carry out research for their dissertation projects or other publications in progress. More information on both of these funding sources can be found on Department's professional development page in the Handbook (https://commarts.wisc.edu/graduate/graduate-handbook/professional-development-and-career-planning/).

### INSTRUCTIONAL MEDIA CENTER

Located on the third floor of Vilas Hall, the Instructional Media Center (IMC) provides media and technology services for the entire department. The IMC houses the Hamel Family Digital Media Lab, the Walter Mirisch Seminar Room, and Communication Arts media production classrooms. The IMC circulates laptops, video projectors, and other equipment to graduate students for instruction and short-term use. The IMC also maintains a media library containing thousands of DVDs and blu-rays of films, television shows, video games, and off-air recordings. Graduate students may check out any item not reserved for classroom use for their research. IMC staff can assist graduate students with their research needs. Upon request, the IMC can provide film to video transfers, media creation (files, DVDs, blu-rays), and video capture, as well as training in these areas. The IMC provides assistance for the Center for Communication Research. The IMC is staffed by individuals with a wide range of media knowledge and skills to assist graduate students.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Engages research questions and problems with respect to theory, methodand/or history within field of study.
2. Creates research, scholarship, or performance that contributes toknowledge within field of study.
3. Demonstrates breadth within their learning experiences.
4. Communicates complex ideas in a clear and understandable manner.
5. Fosters ethical and professional conduct.

# COMMUNICATION SCIENCES AND DISORDERS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Audiology Consortial Program with UW-Stevens Point, AuD (p. 451)
- Audiology, AuD (p. 462)
- Communication Sciences and Disorders, Doctoral Minor (p. 462)
- Communication Sciences and Disorders, MS (p. 463)
- Communication Sciences and Disorders, PhD (p. 468)

# AUDIOLOGY CONSORTIAL PROGRAM WITH UW-STEVENS POINT, AUD

**The Audiology Consortial Program with UW-Stevens Point, AuD no longer admits new students after Fall 2026 and the program will be discontinued Fall 2030.**

**Applicants interested in The Audiology Consortial Program with UW-Stevens Point, AuD may want to consider the Audiology, AuD, a new program starting Fall 2027.** This new program replaces the Audiology Consortial Program with UW-Stevens Point, AuD. If you have any questions, please contact the department.

The AuD program is a four-year professional doctorate program offered jointly by the UW–Madison Department of Communication Sciences and Disorders and the UW–Stevens Point School of Communicative Disorders.

The program was designed to train professional audiologists through a firm foundation in science and technology. Clerkships and onsite mentoring assure that students graduate with superior clinical skills.

In this unique program, lecture classes are taught simultaneously at both campuses; videoconferencing allows for interaction with students

and faculty at the remote campus. Laboratory experiences are taught separately, using the same curriculum, on each campus. Summer academic course work is entirely online, and clinical experiences take place both on and off campus.

The AuD program is accredited by the Council on Academic Accreditation in Audiology and Speech–Language Pathology (CAA) of the American Speech–Language–Hearing Association.

The academic objectives of the program are:

- To prepare students to enter the profession of audiology fully able to function as independent audiologists in private practice, medical clinics, and school settings.
- To provide a strong theoretical, technical, and scientific base for the clinical practice of audiology.
- To prepare students to meet certification and licensure requirements for the practice of clinical audiology.
- To prepare students to be lifelong learners.

## ADMISSIONS

# ADMISSIONS

**The Audiology Consortial Program with UW-Stevens Point, AuD no longer admits new students after Fall 2026 and the program will be discontinued Fall 2030.**

**Applicants interested in The Audiology Consortial Program with UW-Stevens Point, AuD may want to consider the Audiology, AuD, a new program starting Fall 2027.** This new program replaces the Audiology Consortial Program with UW-Stevens Point, AuD. If you have any questions, please contact the department.

Students apply to the Doctor of Audiology through one of the named options:

- Audiology: Collaborative Program at Stevens Point (https://guide.wisc.edu/graduate/communication-sciences-disorders/audiology-aud/audiology-collaborative-program-stevens-point-aud/#text)
- Audiology: Collaborative Program at UW-Madison (https://guide.wisc.edu/graduate/communication-sciences-disorders/audiology-aud/audiology-collaborative-program-uw-madison-aud/)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial assistance, sometimes available to graduate students in communication sciences and disorders, consists of scholarships, fellowships, traineeships, and project and research assistant positions. Financial assistance is very limited and varies from year to year.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 92 credits |
| Minimum Residence Credit Requirement | 92 credits |
| Minimum Graduate Coursework Requirement | 92 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades lower than a B are evaluated by the department according to the procedure described in the handbook. |
| Assessments and Examinations | Taking the Praxis Exam is required to obtain the degree. |
| Language Requirements | One introductory course in Sign Language is a prerequisite and required to be taken during graduate study if not already taken as an undergraduate. |
| Graduate School Breadth Requirement | Audiology doctoral students are not required to complete a doctoral minor or graduate/professional certificate; they may pursue one if they wish. |

## REQUIRED COURSES

Select a Named Option (p. 452) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Audiology Consortial Program with UW-Stevens Point AuD must select one of the following named options:

View as listView as grid

- **AUDIOLOGY: COLLABORATIVE PROGRAM AT STEVENS POINT, AUD (P. 454)**
- **AUDIOLOGY: COLLABORATIVE PROGRAM AT UW-MADISON, AUD (P. 458)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Audiology: Collaborative Program at Stevens Point (https://guide.wisc.edu/graduate/communication-sciences-disorders/audiology-aud/audiology-collaborative-program-stevens-point-aud/#text)
- Audiology: Collaborative Program at UW-Madison (https://guide.wisc.edu/graduate/communication-sciences-disorders/audiology-aud/audiology-collaborative-program-uw-madison-aud/)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Foundations of Practice) Possess knowledge of normal aspects of auditory physiology and behavior over the life span and normal development of speech and language.
2. (Foundations of Practice) Demonstrate an understanding of the effects of hearing loss on communication and educational, vocational, social, and psychological functioning.
3. (Foundations of Practice) Possess knowledge of pathologies related to hearing and balance and their medical diagnosis and treatment.
4. (Foundations of Practice) Demonstrate clinically appropriate oral and written communication skills.
5. (Foundations of Practice) Recognize principles and practices of research, including experimental design, statistical methods, and application to clinical populations.
6. (Prevention, Identification, and Assessment) Screen individuals for hearing impairment and disability/handicap using clinically appropriate, culturally sensitive, and age- and site-specific screening measures.
7. (Prevention, Identification, and Assessment) Demonstrate abilities to assess individuals with suspected disorders of hearing, communication, balance, and related systems
8. (Prevention, Identification, and Assessment) Evaluate information from appropriate sources and obtaining a case history to facilitate assessment planning.
9. (Prevention, Identification, and Assessment) Conduct and interpret behavioral and/or electrophysiologic methods to assess hearing thresholds, auditory neural function, balance and related systems.
10. (Prevention, Identification, and Assessment) Prepare reports, including interpreting data, summarizing findings, generating recommendations, and developing an audiologic treatment/management plan.
11. (Intervention) Provide intervention services (treatment) to individuals with hearing loss, balance disorders, and other auditory dysfunction that compromises receptive and expressive communication.
12. (Intervention) Develop culturally appropriate, audiologic rehabilitative management plans.
13. (Intervention) Evaluate the efficacy of intervention (treatment) services.
14. (Professional Conduct) Recognize and apply principles of ethical and professional conduct.
15. (Professional Conduct) Apply skills for life-long learning.
16. (Professional Conduct) Demonstrate teamwork and problem solving.
17. (Professional Conduct) Possess knowledge of contemporary professional issues and advocacy.
18. (Professional Conduct) Communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the patient, family, caregiver, and relevant others.
19. (Professional Conduct) Provide counseling and supportive guidance regarding hearing and balance disorders to patients, family, caregivers, and relevant others.

## ACCREDITATION

# ACCREDITATION

Council on Academic Accreditation in Audiology and Speech–Language–Pathology (https://caa.asha.org/)

Accreditation Status: Accredited. Next Accreditation Review: 2031.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

American Speech–Language–Hearing Association (https://www.asha.org/)

### PRAXIS PASS RATE

| Year of Exam | UW-Madison Graduates: All Attempts | Nationa All Attempt |
|---|---|---|
| 2023-2024 | 93% | Not Available |
| 2022-2023 | 92% | Not Available |
| 2021-2022 | 92% | Not Available |

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure.

The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure requirements in the following states:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands

### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# AUDIOLOGY: COLLABORATIVE PROGRAM AT STEVENS POINT, AUD

**The Audiology Consortial Program with UW-Stevens Point, AuD no longer admits new students after Fall 2026 and the program will be discontinued Fall 2030.**

**Applicants interested in The Audiology Consortial Program with UW-Stevens Point, AuD may want to consider the Audiology, AuD, a new program starting Fall 2027.** This new program replaces the Audiology Consortial Program with UW-Stevens Point, AuD. If you have any questions, please contact the department.

This is a named option within the Audiology AuD. (p. 451)

The AuD program is a four-year professional doctorate program offered jointly by the UW–Madison Department of Communication Sciences and Disorders and the UW–Stevens Point School of Communication Sciences and Disorders.

The program was designed to train professional audiologists through a firm foundation in science and technology. Clerkships and onsite mentoring assure that students graduate with superior clinical skills.

In this unique program, lecture classes are taught simultaneously at both campuses; videoconferencing allows for interaction with students and faculty at the remote campus. Laboratory experiences are taught separately, using the same curriculum, on each campus. Summer academic course work is entirely online, and clinical experiences take place both on and off campus.

The AuD program is accredited by the Council on Academic Accreditation in Audiology and Speech–Language Pathology (CAA) of the American Speech–Language–Hearing Association.

## ADMISSIONS

# ADMISSIONS

**The Audiology Consortial Program with UW-Stevens Point, AuD no longer admits new students after Fall 2026 and the program will be discontinued Fall 2030.**

Applicants interested in The Audiology Consortial Program with UW-Stevens Point, AuD may want to consider the Audiology, AuD, a new program starting Fall 2027. This new program replaces the Audiology Consortial Program with UW-Stevens Point, AuD. If you have any questions, please contact the department.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

An undergraduate major in communication sciences and disorders is recommended, but not required, for admission to the AuD program. If you do not have an undergraduate degree in communication sciences

and disorders, you must make up any coursework deficiencies before your graduate study.

Students apply to either the named option (sub-major) in "Audiology: Collaborative Program at Stevens Point (https://guide.wisc.edu/graduate/communication-sciences-disorders/audiology-aud/audiology-collaborative-program-stevens-point-aud/#text)" or "Audiology: Collaborative Program at UW-Madison (https://guide.wisc.edu/graduate/communication-sciences-disorders/audiology-aud/audiology-collaborative-program-uw-madison-aud/)."

Apply Online (https://grad.wisc.edu/apply/)

## NOTABLE ADVICE

- Submit all materials one week prior to deadline. Late and incomplete applications will not be considered.
- File your application early. Do not wait until you can gather all your materials. It is better to file early and send additional items as they become available.
- Track your application status. After submission of your application, you will receive a link to a personal web page where you can track your application status. We update this page as we receive your materials, usually within two weeks of receipt.
- For more information, review the UW–Madison Graduate School Steps to Apply (http://grad.wisc.edu/admissions/process/) and Admissions FAQs (http://grad.wisc.edu/admissions/faq/).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial assistance, sometimes available to graduate students in communication sciences and disorders, consists of scholarships, fellowships, traineeships, and project and research assistant positions. Financial assistance is very limited and varies from year to year.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

## MODE OF INSTRUCTION DEFINITIONS

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 92 credits |
| Minimum Residence Credit Requirement | 92 credits |
| Minimum Graduate Coursework Requirement | 92 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades lower than a B are evaluated by the department according to the procedure described in the handbook. |
| Assessments and Examinations | Taking the Praxis Exam is required to obtain the degree. |
| Language Requirements | One introductory course in Sign Language is a prerequisite and required to be taken during graduate study if not already taken as an undergraduate. |
| Graduate School Breadth Requirement | Audiology doctoral students are not required to complete a doctoral minor or graduate/professional certificate; they may pursue one if they wish. |

## REQUIRED COURSES

Below is the course sequence students follow. Note that CS&D 865 Practice Management is only taken once, but is offered in alternating

years, and that CS&D 424 Introduction to Sign Language is a prerequisite to the program requirements and does not count toward the minimum credit requirement.

| Code | Title | Credits |
|---|---|---|
| **Year 1, Fall Semester** | | |
| CS&D 850 | Hearing Science I: Basic Acoustics and Psychoacoustics | 3 |
| CS&D 852 | Hearing Assessment | 3 |
| CS&D 853 | Hearing Assessment Laboratory | 1 |
| CS&D 854 | Electroacoustics and Instrument Calibration | 2 |
| CS&D 855 | Electroacoustics and Calibration Laboratory | 1 |
| CS&D 891 | Clerkship in Audiology I | 2 |
| Prerequisite; optional if not completed in undergrad: | | |
| CS&D 424 | Introduction to Sign Language | |
| **Year 1, Spring Semester** | | |
| CS&D 832 | Pediatric Audiology | 3 |
| CS&D 856 | Amplification Systems I | 3 |
| CS&D 857 | Laboratory in Amplification Systems I | 1 |
| CS&D 858 | Physiological Assessment in Audiology I | 2 |
| CS&D 859 | Laboratory in Physiological Assessment of the Auditory System I | 1 |
| CS&D 891 | Clerkship in Audiology I | 2 |
| **Year 1, Summer Semester** | | |
| CS&D 833 | Occupational Audiology | 2 |
| CS&D 892 | Clerkship in Audiology II | 3 |
| **Year 2, Fall Semester** | | |
| CS&D 835 | Clinical Research Methods | 3 |
| CS&D 860 | Physiological Assessment in Audiology II | 2 |
| CS&D 861 | Laboratory in Physiological Assessment of the Auditory System II | 1 |
| CS&D 845 | The Human Balance System: Structure, Assessment, and Rehabilitation | 3 |
| CS&D 846 | The Human Balance System: Laboratory | 1 |
| CS&D 892 | Clerkship in Audiology II | 2 |
| **Year 2, Spring Semester** | | |
| CS&D 849 | Geriatric Audiology: Diagnosis and Rehabilitation | 2 |
| CS&D 862 | Auditory and Vestibular Pathologies II | 3 |
| CS&D 865 | Practice Management (Taken once, offered alternating years) | |
| CS&D 866 | Amplification Systems II | 2 |
| CS&D 892 | Clerkship in Audiology II | 2 |
| CS&D 899 | Capstone Study in Audiology | 1 |
| **Year 2, Summer Semester** | | |
| CS&D 806 | Professional Issues: Medical Issues | 1 |
| CS&D 893 | Clerkship in Audiology III | 3 |
| **Year 3, Fall Semester** | | |
| CS&D 863 | Implantable Auditory Prostheses | 3 |
| CS&D 834 | Counseling in Audiology | 2 |
| CS&D 899 | Capstone Study in Audiology | 3 |
| CS&D 893 | Clerkship in Audiology III | 3 |
| **Year 3, Spring Semester** | | |
| CS&D 865 | Practice Management (alternate years) | 2 |
| CS&D 867 | School Methods for Audiologists | 1 |
| CS&D 836 | Pediatric Habilitation/Rehabilitation | 3 |
| CS&D 899 | Capstone Study in Audiology | 3 |
| CS&D 893 | Clerkship in Audiology III | 3 |
| **Year 3, Summer Semester** | | |
| CS&D 894 | Externship in Audiology | 4 |
| **Year 4, Fall Semester** | | |
| CS&D 921 | Seminar-Problems in Audiology | 2 |
| CS&D 894 | Externship in Audiology | 3 |
| **Year 4, Spring Semester** | | |
| CS&D 921 | Seminar-Problems in Audiology | 2 |
| CS&D 894 | Externship in Audiology | 3 |
| **Total Credits** | | **92** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No prior coursework from other institutions is allowed.

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

With program approval, students may count a sign language course taken as an undergraduate at UW-Madison toward the prerequisite for the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

No prior coursework from UW–Madison University Special career is allowed.

## PROBATION

A student failing to maintain a minimum GPA of 3.0 will be placed on academic probation and will be required to raise his/her GPA to 3.0 or above in the following semester. If the GPA is not raised to 3.0 or above in the following semester, the student will be dismissed from the program. A student receiving a course grade less than "B" shall receive a written warning reminding the student of the "no more than two grades below a "B" rule and shall be placed on academic probation.

Students who are having difficulty with essential abilities and/or meeting competencies in coursework will receive a written improvement plan. An improvement plan specifies the ASHA standards and competencies that the student has not met, as well as a statement explaining what the student must do to meet competency level and a statement explaining what the faculty will do to provide opportunities for improved performance. An improvement plan may require the student to retake an examination or even repeat an entire course if deemed necessary by the academic instructor. If a student has an improvement plan, he/she should communicate regularly with each academic instructor to discuss the plan each semester the plan is in place. The student is responsible for scheduling these communications.

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

## ADVISOR / COMMITTEE

When students are admitted to the AuD program, they are provided with a course sequence for the entire program. It is strongly recommended that students adhere to this sequence, although modifications to the plan may be made in consultation with the AuD program advisor and the director of clinical education. Every graduate student is required to have an advisor. The AuD program advisor is the assigned advisor for students in the AuD program. Students can be suspended from the Graduate School if they do not have an advisor.

## CREDITS PER TERM ALLOWED

14 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy. Consult the program for additional program-specific time limits.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and

decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

The formal procedure for handling student concerns and grievances requires the student to begin at the source of the problem, and then to work up the administrative structure in a manner appropriate to the nature of the problem. All efforts will be made to achieve a resolution within the program; if this level of resolution is not reached, the complaint will be addressed to the affected department. The preferred channels in order are as follows: (1) the affected faculty member or clinical supervisor, (2) the Program Director on the student's home campus, who may refer the matter to the full AuD Faculty, (3) the Chair of the involved department who may refer it to the appropriate Associate Dean or Dean from the relevant academic year AuD Student Handbook campus. Although this route is usual, no policy would prevent any individual student or faculty member from seeking input at higher administrative levels. If the student has a complaint about the program or its accreditation, the student is referred to the following ASHA website for information on how to complain with the Council on Academic Accreditation (CAA): https://caa.asha.org/

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# AUDIOLOGY: COLLABORATIVE PROGRAM AT UW-MADISON, AUD

**The Audiology Consortial Program with UW-Stevens Point, AuD no longer admits new students after Fall 2026 and the program will be discontinued Fall 2030.**

**Applicants interested in The Audiology Consortial Program with UW-Stevens Point, AuD may want to consider the Audiology, AuD, a new program starting Fall 2027.** This new program replaces the Audiology Consortial Program with UW-Stevens Point, AuD. If you have any questions, please contact the department.

This is a named option within the Audiology AuD. (p. 451)

The AuD program is a four-year professional doctorate program offered jointly by the UW–Madison Department of Communication Sciences and Disorders and the UW–Stevens Point School of Communicative Disorders.

The program was designed to train professional audiologists through a firm foundation in science and technology. Clerkships and onsite mentoring assure that students graduate with superior clinical skills.

In this unique program, lecture classes are taught simultaneously at both campuses; videoconferencing allows for interaction with students and faculty at the remote campus. Laboratory experiences are taught separately, using the same curriculum, on each campus. Summer academic course work is entirely online, and clinical experiences take place both on and off campus.

The AuD program is accredited by the Council on Academic Accreditation in Audiology and Speech–Language Pathology (CAA) of the American Speech–Language–Hearing Association.

## ADMISSIONS

# ADMISSIONS

**The Audiology Consortial Program with UW-Stevens Point, AuD no longer admits new students after Fall 2026 and the program will be discontinued Fall 2030.**

**Applicants interested in The Audiology Consortial Program with UW-Stevens Point, AuD may want to consider the Audiology, AuD, a new program starting Fall 2027.** This new program replaces the Audiology Consortial Program with UW-Stevens Point, AuD. If you have any questions, please contact the department.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

An undergraduate major in communication sciences and disorders is recommended, but not required, for admission to the AuD program. If you do not have an undergraduate degree in communication sciences and disorders, you must make up any coursework deficiencies before your graduate study.

Students apply to either the named option (sub-major) in "Audiology: Collaborative Program at Stevens Point (https://guide.wisc.edu/graduate/communication-sciences-disorders/audiology-aud/audiology-collaborative-program-stevens-point-aud/#text)" or "Audiology: Collaborative Program at UW-Madison (https://guide.wisc.edu/graduate/communication-sciences-disorders/audiology-aud/audiology-collaborative-program-uw-madison-aud/)."

**Apply Online**

## NOTABLE ADVICE

- Submit all materials one week prior to deadline. Late and incomplete applications will not be considered.
- File your application early. Do not wait until you can gather all your materials. It is better to file early and send additional items as they become available.
- Track your application status. After submission of your application, you will receive a link to a personal web page where you can track your application status. We update this page as we receive your materials, usually within two weeks of receipt.
- For more information, review the UW–Madison Graduate School Steps to Apply (http://grad.wisc.edu/admissions/process/) and Admissions FAQs (http://grad.wisc.edu/admissions/faq/).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial assistance, sometimes available to graduate students in communication sciences and disorders, consists of scholarships, fellowships, traineeships, and project and research assistant positions. Financial assistance is very limited and varies from year to year.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 92 credits |
| Minimum Residence Credit Requirement | 92 credits |
| Minimum Graduate Coursework Requirement | 92 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades lower than a B are evaluated by the department according to the procedure described in the handbook. |

| | |
|---|---|
| Assessments and Examinations | Taking the Praxis Exam is required to obtain the degree. |
| Language Requirements | One introductory course in Sign Language is a prerequisite and required to be taken during graduate study if not already taken as an undergraduate. |
| Graduate School Breadth Requirement | Audiology doctoral students are not required to complete a doctoral minor or graduate/professional certificate; they may pursue a minor or certificate if they wish. |

## REQUIRED COURSES

Below is the course sequence students follow. Note that CS&D 865 Practice Management is only taken once, but is offered in alternating years, and that CS&D 424 Introduction to Sign Language is a prerequisite to the program requirements and does not count toward the minimum credit requirement.

| Code | Title | Credits |
|---|---|---|
| **Year 1, Fall Semester** | | |
| CS&D 850 | Hearing Science I: Basic Acoustics and Psychoacoustics | 3 |
| CS&D 852 | Hearing Assessment | 3 |
| CS&D 853 | Hearing Assessment Laboratory | 1 |
| CS&D 854 | Electroacoustics and Instrument Calibration | 2 |
| CS&D 855 | Electroacoustics and Calibration Laboratory | 1 |
| CS&D 891 | Clerkship in Audiology I | 2 |
| Prerequisite; optional if not completed in undergrad: | | |
| CS&D 424 | Introduction to Sign Language | |
| **Year 1, Spring Semester** | | |
| CS&D 832 | Pediatric Audiology | 3 |
| CS&D 856 | Amplification Systems I | 3 |
| CS&D 857 | Laboratory in Amplification Systems I | 1 |
| CS&D 858 | Physiological Assessment in Audiology I | 2 |
| CS&D 859 | Laboratory in Physiological Assessment of the Auditory System I | 1 |
| CS&D 891 | Clerkship in Audiology I | 2 |
| **Year 1, Summer Semester** | | |
| CS&D 833 | Occupational Audiology | 2 |
| CS&D 892 | Clerkship in Audiology II | 3 |
| **Year 2, Fall Semester** | | |
| CS&D 835 | Clinical Research Methods | 3 |
| CS&D 860 | Physiological Assessment in Audiology II | 2 |
| CS&D 861 | Laboratory in Physiological Assessment of the Auditory System II | 1 |
| CS&D 845 | The Human Balance System: Structure, Assessment, and Rehabilitation | 3 |
| CS&D 846 | The Human Balance System: Laboratory | 1 |
| CS&D 892 | Clerkship in Audiology II | 2 |
| **Year 2, Spring Semester** | | |
| CS&D 849 | Geriatric Audiology: Diagnosis and Rehabilitation | 2 |
| CS&D 862 | Auditory and Vestibular Pathologies II | 3 |
| CS&D 865 | Practice Management (taken once; offered every other year) | |
| CS&D 866 | Amplification Systems II | 2 |
| CS&D 892 | Clerkship in Audiology II | 2 |
| CS&D 899 | Capstone Study in Audiology | 1 |
| **Year 2, Summer Semester** | | |
| CS&D 806 | Professional Issues: Medical Issues | 1 |
| CS&D 893 | Clerkship in Audiology III | 3 |
| **Year 3, Fall Semester** | | |
| CS&D 863 | Implantable Auditory Prostheses | 3 |
| CS&D 834 | Counseling in Audiology | 2 |
| CS&D 899 | Capstone Study in Audiology | 3 |
| CS&D 893 | Clerkship in Audiology III | 3 |
| **Year 3, Spring Semester** | | |
| CS&D 865 | Practice Management (taken once; offered every other year) | 2 |
| CS&D 867 | School Methods for Audiologists | 1 |
| CS&D 836 | Pediatric Habilitation/Rehabilitation | 3 |
| CS&D 899 | Capstone Study in Audiology | 3 |
| CS&D 893 | Clerkship in Audiology III | 3 |
| **Year 3, Summer Semester** | | |
| CS&D 894 | Externship in Audiology | 4 |
| **Year 4, Fall Semester** | | |
| CS&D 921 | Seminar-Problems in Audiology | 2 |
| CS&D 894 | Externship in Audiology | 3 |
| **Year 4, Spring Semester** | | |
| CS&D 921 | Seminar-Problems in Audiology | 2 |
| CS&D 894 | Externship in Audiology | 3 |
| **Total Credits** | | **92** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No prior coursework from other institutions is allowed.

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

With program approval, students may count a sign language course taken as an undergraduate at UW-Madison toward the prerequisite requirement for the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No prior coursework from UW–Madison University Special career is allowed.

## PROBATION

A student failing to maintain a minimum GPA of 3.0 will be placed on academic probation and will be required to raise his/her GPA to 3.0 or above in the following semester. If the GPA is not raised to 3.0 or above in the following semester, the student will be dismissed from the program. A student receiving a course grade less than "B" shall receive a written warning reminding the student of the "no more than two grades below a "B" rule and shall be placed on academic probation.

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In addition to the department's probation policy, refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

When students are admitted to the AuD program, they are provided with a course sequence for the entire program. It is strongly recommended that students adhere to this sequence, although modifications to the plan may be made in consultation with the AuD program advisor and the director of clinical education. Every graduate student is required to have an advisor. The AuD program advisor is the assigned advisor for students in the AuD program. Students can be suspended from the Graduate School if they do not have an advisor.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy. Consult the program for additional program-specific time limits.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

The formal procedure for handling student concerns and grievances requires the student to begin at the source of the problem, and then to work up the administrative structure in a manner appropriate to the nature of the problem. All efforts will be made to achieve a resolution within the program; if this level of resolution is not reached, the complaint will be addressed to the affected department. The preferred channels in order are as follows: (1) the affected faculty member or clinical supervisor, (2) the Program Director on the student's home campus, who may refer the matter to the full Au.D. Faculty, (3) the Chair of the involved department who may refer it to the appropriate Associate Dean or Dean from the relevant academic year Au.D. Student Handbook campus. Although this route is usual, no policy would prevent any individual student or faculty member from seeking input at higher administrative levels. If the student has a complaint about the program or its accreditation, the student is referred to the following ASHA website for information on how to complain with the Council on Academic Accreditation (CAA): https://caa.asha.org/

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# AUDIOLOGY, AUD

The first term for enrollment in the Doctor of Audiology is fall 2027.

The University of Wisconsin–Madison Doctor of Audiology (AuD) program prepares students for professional practice in audiology through academic coursework, clinical education, and community engagement experiences. The four-year professional doctorate includes training in the prevention, evaluation, diagnosis, and treatment of hearing and balance disorders across the lifespan.

Students participate in clinical experiences in a variety of settings, including hospitals, schools, private practices, and community clinics. The program emphasizes evidence-based practice, interprofessional collaboration, and preparation for clinical licensure and professional certification.

For additional information about the program, including admissions, curriculum, clinical education, and student resources, please visit the UW–Madison Doctor of Audiology Program website (https://csd.wisc.edu/aud/).

The Doctor of Audiology (AuD) program in audiology (residential) at the University of Wisconsin-Madison is an Applicant for Accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700.

# COMMUNICATION SCIENCES AND DISORDERS, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

REQUIREMENTS

## REQUIREMENTS

At least 9 credits in communication sciences and disorders courses (https://guide.wisc.edu/courses/cs_d/) are required for a minor completed by students from other programs. The minor advisor will work with the student to plan an appropriate sequence of coursework.

# COMMUNICATION SCIENCES AND DISORDERS, MS

The department offers graduate programs leading to the MS and PhD in communication sciences and disorders. An additional program in the department leads to the AuD in audiology. The graduate program provides the opportunity for study in the areas of audiology, speech–language pathology, hearing science, language science, and speech science. The purpose of the graduate program is to prepare clinicians, researchers, and teachers who possess a solid foundation in both the theoretical and applied aspects of the discipline of communication sciences and disorders.

The MS program has one track. The **Speech-Language Pathology track**[1] is a two-year professional program designed to prepare students for clinical work. It is accredited by the Council on Academic Accreditation of the American Speech–Language–Hearing Association. At the master's level, supervised diagnostic and therapy experiences with children and adults are provided in a variety of on- and off-campus clinical settings. This program meets the academic and clinical-practicum requirements for clinical certification set by the American Speech–Language–Hearing Association (ASHA). Opportunities are also available for pursing a nonclinical program at the master's level.

ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Entering students who do not have undergraduate majors in communicative disorders will typically be required to take prerequisite course work, which may lengthen the time require to earn a graduate degree.

## ADMISSION REQUIREMENTS

Applicants must meet the Graduate School's admission requirements, as well as department-specific requirements.

The application minimum grade point average (GPA) is 3.0 (4.0 = A); however, the students we accept into the program typically have much higher GPAs.

### Program Prerequisites

Applicants must complete the following undergraduate courses or equivalent before beginning graduate coursework:

| Code | Title | Credits |
|---|---|---|
| CS&D 201 | Anatomy and Physiology of Speech Production | 3 |
| CS&D 202 | Hearing Science | 3 |
| CS&D 240 | Language Development in Children and Adolescents | 3 |
| CS&D 315 | Phonetics and Phonological Development | 3 |
| CS&D 320 | Introduction to Audiology | 3 |
| CS&D 371 | Pre-Clinical Observation of Children and Adults | 3 |
| CS&D 425 | Auditory Rehabilitation | 3 |
| CS&D 440 | Child Language Disorders, Assessment and Intervention | 3 |

In addition to the above courses, applicants will need to complete a course in each of the following areas:

- Biological sciences
- Physical sciences (chemistry or physics)
- Statistics
- Social/behavioral sciences

The American Speech–Language–Hearing Association (ASHA) standards now specify that a course in each of these areas is required for American Speech–Language–Hearing Association certification. For additional details, visit ASHA's website Standard IV-A (https://www.asha.org/certification/2020-slp-certification-standards/).

If applicants choose to complete prerequisites at UW–Madison before applying for graduate study, they must apply to the Capstone Program (https://guide.wisc.edu/nondegree/capstone/communication-sciences-disorders-capstone-certificate/). These courses typically can be

completed within two semesters. Equivalent courses from another university or department will be considered on a case-by-case basis.

### Letters of Recommendation

These letters should address applicant's potential for academic success in graduate school. At least two should come from instructors who have knowledge of applicant's academic performance. The third may come from a clinical supervisor, employer, or other individual who has knowledge of applicant's academic potential and likelihood for success in graduate school. Applicants should submit no more than three letters of recommendation.

### Statement

Please answer the following prompts and upload as **one document** to the Statement section of the Graduate School application.

### Personal Statement Prompt (Required)

Your GPA alone does not convey who you are and why you're here. The personal statement is an important part of the application that serves as both a writing sample and an opportunity for you to tell us about who you are, your motivators for pursuing a career in speech-language pathology, and how your experiences have influenced your career goals.

In 1000 words or less (12 pt. font, single-spaced), please address the following:

- Identify three characteristics that make you well-suited for a career as a speech-language pathologist.
- Describe the experiences that have shaped your interest in speech-language pathology (personal experiences, field-related experiences, coursework, etc.)
- Describe your career goals in speech-language pathology.

### Optional Prompt

If you have distinctive characteristics and/or life experiences, such as obstacles or hardships, that may have impacted your academic performance or other aspects of your application, please address them in a statement of 500 words or less (12 pt. font, single-spaced).

### CV or Resume

To ensure that applicants include all relevant experiences and are evaluated equitably, a resume template is provided for applicants to use. Applicants will need to download, fill out, and upload the completed resume template to the CV/Resume section of the Graduate School application. An example has been provided.

- Resume Template (https://csd.wisc.edu/wp-content/uploads/sites/137/2022/07/Masters-Resume-Template.pdf)
- Resume Example (https://csd.wisc.edu/wp-content/uploads/sites/137/2022/07/Masters-Resume-Example.pdf)

### Transcripts

Upload a copy of unofficial transcripts. These show grades earned at every college or university attended, including study abroad. If recommended for admission, the Graduate School will request official transcripts at that time.

### Supplemental Application

Fill out the supplemental application that is found in the online graduate school application.

## NOTABLE ADVICE

- Submit all materials one week prior to deadline. Late and incomplete applications will not be considered.
- File the application early. Do not wait to gather all materials. It is better to file early and send additional items as they become available. Contact program for instructions on how to send additional items once application is submitted.
- Track the application status. After submission of the application, the applicant will receive a link to the application status page where the applicant can track the status. We update this page as we receive materials, usually within two weeks of receipt.
- For more information, review the UW–Madison Graduate School "Steps to Apply" (http://grad.wisc.edu/admissions/process/) and "Admissions FAQ (https://grad.wisc.edu/apply/#FAQ)".

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial assistance, sometimes available to graduate students in communication sciences and disorders, consists of scholarships, fellowships, traineeships, and project and research assistant positions. Financial assistance is very limited and varies from year to year. Students who are considering applying for financial aid should contact the department for further information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 50 credits |
| Minimum Residence Credit Requirement | 44 credits |
| Minimum Graduate Coursework Requirement | 44 credits must be graduate-level coursework.Refer to the Graduate School's Minimum Graduate Course (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | During the semester before a student intends to finish their degree course work, they must take the Praxis II Exam (ASHA NESPA) and obtain a passing score (162 or better). Taking the Praxis is a graduation requirement. |
| Language Requirements | n/a |

## REQUIRED COURSES

### Speech–Language Pathology

| Code | Title | Credits |
|---|---|---|
| **Year 1, Fall Semester** | | |
| CS&D 503 | Neural Mechanisms of Speech, Hearing and Language | 3 |
| CS&D 700 | Clinical Foundations for Speech-language Pathology Practice | 1 |
| CS&D 701 | Augmentative and Alternative Communication for Individuals with Complex Communication Needs | 3 |
| CS&D 703 | Language and Learning Disorders of Children | 3 |
| CS&D 712 | Assessment and Management of Speech Sound Disorders in Children | 3 |
| CS&D 790 | Practicum in Communication Sciences and Disorders | 1-5 |
| **Year 1, Spring Semester** | | |
| CS&D 700 | Clinical Foundations for Speech-language Pathology Practice | 1 |
| CS&D 704 | Acquired Language and Cognitive-Communication Disorders in Adults | 3 |
| CS&D 706 | Management and Assessment of Voice Disorders | 3 |
| CS&D 707 | Swallowing Disorders | 3 |
| CS&D 709 | Language Development and Disorders in School Age Populations: School Methods and Procedures | 3 |
| CS&D 790 | Practicum in Communication Sciences and Disorders | 1-5 |
| **Summer Semester** | | |
| CS&D 790 | Practicum in Communication Sciences and Disorders | 2 |
| CS&D 720 | Hearing and Auditory Rehabilitation for Speech-Language Pathology Practice | 2 |
| CS&D 708 | Assessment and Management of Fluency Disorders across the Lifespan | 1 |
| **Year 2, Fall Semester** | | |
| CS&D 424 | Introduction to Sign Language (optional elective) | |
| CS&D 700 | Clinical Foundations for Speech-language Pathology Practice | 1 |
| CS&D 705 | Assessment and Treatment of Motor Speech Disorders across the Lifespan | 2 |
| CS&D 710 | Acquired Language and Cognitive-Communication Disorders in Adults II | 3 |
| CS&D 790 | Practicum in Communication Sciences and Disorders (Advanced Practicum, optional) | |
| CS&D 791 | School Practicum in Communication Sciences & Disorders | 1-5 |
| **Year 2, Spring Semester** | | |
| CS&D 700 | Clinical Foundations for Speech-language Pathology Practice | 1 |
| CS&D 752 | Capstone in Communication Sciences and Disorders: Integration of Clinical and Research Methods | 3 |
| CS&D 790 | Practicum in Communication Sciences and Disorders (Advanced Practicum, optional) | |
| CS&D 791 | School Practicum in Communication Sciences & Disorders | 1-5 |
| **Total Credits** | | **50** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the

official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No prior coursework from other institutions is allowed.

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

On very rare occasions, up to 6 credits from a UW–Madison undergraduate degree are allowed to transfer toward the degree. If the courses are numbered 500 and above, the credits may transfer toward the overall graduate credit requirement; if the courses are numbered 700 or above, they may transfer toward both the minimum graduate degree requirement and minimum graduate coursework (50%) requirement. No prior coursework from institutions other than UW-Madison is allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No prior coursework from UW–Madison University Special career is allowed.

## PROBATION

A student whose clinical performance in one semester received a grade of BC or C will be placed on clinical probation for their clinical practicum in the following semester. See details in the Graduate Program Handbook (link in Contact Information).

## ADVISOR / COMMITTEE

Every graduate student is required to have an academic advisor. The MS-SLP Director serves as the academic advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including

adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Foundations of Practice) Possess foundational knowledge about basic human communication and swallowing processes.
2. (Foundations of Practice) Identify sources and assemble evidence pertaining to questions or challenges in communication sciences and disorders.
3. (Foundations of Practice) Articulate and critique the theories, research methods, and approaches in speech-language pathology.
4. (Foundations of Practice) Integrate research principles into evidence-based clinical practice.
5. (Foundations of Practice) Apply research findings in the provision of patient care.
6. (Foundations of Practice) Communicate complex ideas in a clear and understandable manner.
7. (Prevention, Identification and Assessment) Conduct screening and prevention procedures.
8. (Prevention, Identification and Assessment) Perform chart review and collect case history from patient interviews and/or relevant others.
9. (Prevention, Identification and Assessment) Select appropriate evaluation instruments/procedures.
10. (Prevention, Identification and Assessment) Administer and score diagnostic tests correctly.
11. (Prevention, Identification and Assessment) Adapt evaluation procedures to meet patient needs.
12. (Prevention, Identification and Assessment) Possess knowledge of etiologies and characteristics for each communication and swallowing disorder.
13. (Prevention, Identification and Assessment) Interpret and formulate diagnosis from test results, history, and other behavioral observations.
14. (Prevention, Identification and Assessment) Make appropriate recommendations for intervention.
15. (Prevention, Identification and Assessment) Complete administrative functions and documentation necessary to support evaluation.
16. (Prevention, Identification and Assessment) Make appropriate recommendations for patient referrals.
17. (Intervention) Develop appropriate treatment plans with measurable and achievable goals.
18. (Intervention) Collaborate with clients/patients and relevant others in the planning process.
19. (Intervention) Implement treatment plans.
20. (Intervention) Select and use appropriate materials/instrumentation.
21. (Intervention) Sequence tasks to meet objectives.
22. (Intervention) Provide appropriate introduction/explanation of tasks.
23. (Intervention) Measure and evaluate patients' performance and progress.
24. (Intervention) Use appropriate models, prompts, or cues.
25. (Intervention) Adapt treatment session to meet individual patient needs.
26. (Intervention) Complete administrative functions and documentation necessary to support treatment.
27. (Intervention) Identify and refer patients for services as appropriate.
28. (Professional Conduct) Recognize and apply principles of ethical and professional conduct.
29. (Professional Conduct) Apply skills for life-long learning.
30. (Professional Conduct) Apply intercultural knowledge and competence in their practice.
31. (Professional Conduct) Demonstrate teamwork and problem solving.
32. (Professional Conduct) Possess knowledge of contemporary professional issues and advocacy.
33. (Professional Conduct) Communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the patient, family, caregiver, and relevant others.
34. (Professional Conduct) Provide counseling and supportive guidance regarding communication and swallowing disorders to patients, family, caregivers, and relevant others.

## ACCREDITATION

# ACCREDITATION

Council on Academic Accreditation in Audiology and Speech-Language-Pathology (https://caa.asha.org/)

Accreditation Status: Accredited. Next Accreditation Review: 2028.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

American Speech–Language–Hearing Association (https://www.asha.org/)

Praxis Pass Rate

| Year of Exam | UW-Madison Graduates: All Attempts | Nationa All Attempt |
|---|---|---|
| 2024-2025 | 100% | Not Available |
| 2023-2024 | 100% | Not Available |
| 2022-2023 | 100% | Not Available |

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

#### The requirements of this program meet certification/licensure requirements in the following states:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands

#### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# COMMUNICATION SCIENCES AND DISORDERS, PHD

The department offers graduate programs leading to the MS and PhD in communication sciences and disorders. An additional program in the department leads to the AuD in audiology. The graduate program provides the opportunity for study in the areas of audiology, speech–language pathology, hearing science, language science, and speech science. The purpose of the graduate program is to prepare clinicians, researchers, and teachers who possess a solid foundation in both the theoretical and applied aspects of the discipline of communication sciences and disorders.

The PhD program provides relevant classroom and laboratory experiences for the scholar–researcher interested in communication processes and communicative disorders. A student's academic program will consist of course work within the department and in related areas such as psychology, biology, linguistics, statistics, computer science, and education. Students completing the program will be prepared for careers as university professors, laboratory researchers, and senior clinicians.

Individual programs can be designed for students who wish to pursue professional training/clinical certification (in either speech–language pathology or audiology) and the PhD degree. Such students follow a modified sequence of course work, clinical training, and research experience in order to satisfy all academic and certification requirements in five to six years.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Entering students who do not have undergraduate majors in communicative disorders will typically be required to take prerequisite course work, which may lengthen the time require to earn a graduate degree.

## ADMISSION REQUIREMENTS

Applicants must meet the Graduate School's admission requirements, as well as department-specific requirements.

A minimum grade point average (GPA) of 3.0 (4.0=A); however, the students we accept into the program typically have much higher GPAs.

### Letters of Recommendation

These letters should address applicant's potential for academic success in graduate school. At least two should come from instructors who have knowledge of applicant's academic performance. The third may come from a clinical supervisor, employer, or other individual who has knowledge of applicant's academic potential and likelihood for success in graduate school. Please submit **no more than three** letters of recommendation.

### Reasons for Graduate Study

This is an opportunity for you to highlight experiences, related skills, and personal attributes which make you an exceptional candidate. 1-3 pages, single-spaced.

### CV or Resume

Include honors and awards

### Transcripts

Upload a copy of unofficial transcripts. These show grades earned at every college or university attended, including study abroad. If recommended for admission, the Graduate School will request official transcripts.

### Supplemental Application

Fill out the supplemental application that is found in the online graduate school application.

### English Proficiency Requirement

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## NOTABLE ADVICE

- Submit all materials one week prior to deadline. Late and incomplete applications will not be considered.
- File the application early. Do not wait to gather all materials. It is better to file early and send additional items as they become available. Contact program for instructions on how to send additional items once application is submitted.
- Track the application status**.** After submission of the application, the applicant will receive a link to the application status page where the applicant can track the status. We update this page as we receive materials, usually within two weeks of receipt.
- For more information, review the UW–Madison Graduate School "Steps to Apply (https://grad.wisc.edu/apply/)" and "Admissions FAQ (https://grad.wisc.edu/apply/#FAQ)".

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial assistance, sometimes available to graduate students in communication sciences and disorders, consists of scholarships, fellowships, traineeships, and project and research assistant positions. Financial assistance is very limited and varies from year to year. Students who are considering applying for financial aid should contact the department for further information.

PhD students typically receive funding in the form of research assistantships and work in their advisor's research lab.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 54 credits |
| Minimum Residence Credit Requirement | 54 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | A First Project (a master's-thesis-level research paper; consult program for details) is required. Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | None. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

The plan of study must encompass an area of specialization chosen from speech pathology, audiology, language disorders, and normal aspects of speech, hearing and language. Although there are no specific course requirements for the major, the study plan should be comprehensive in scope and should be tailored according to the student's research and academic needs. Students must also satisfy a core requirement by taking the following seminar/courses:

| Code | Title | Credits |
|---|---|---|
| **Grant Writing** | | |
| Students will prepare a grant application, focused on NIH grant application requirements and guidance by completing the following course for 3 credits: | | |
| CS&D 900 | Seminar-Speech Science (Grant Writing) | 3 |
| **Statistical Methods** [1] | | |
| All doctoral students are expected to become proficient in statistical methods. Students are required to complete at least 9 credits of statistical methods. A course on research methods or experimental design may satisfy part of the Statistical Methods requirement, in addition to satisfying the Research Methodology requirement (described below). Many students satisfy the Statistical Methods requirement by taking courses in the Educational Psychology (ED PSYCH) or the Statistics (STAT) department. Example courses include, but are not limited to: | | 9 |
| B M I/STAT 541 | Introduction to Biostatistics | |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| **Research Methodology** | | |
| Students must complete 3 credits of research methodology. This may include an independent study/directed readings course or a course from outside of the department focused broadly on something related to research methods, depending on the particular student interest. Example courses include, but are not limited to: | | 3 |
| B M I/STAT 542 | Introduction to Clinical Trials I | |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | |
| **Professional Seminar** | | |
| Students must complete 2 credits of the following course for 4 semesters. Students are expected to attend the weekly prosem lectures and attend any doctoral student discussion groups associated with the weekly lectures. | | 8 |
| CS&D 900 | Seminar-Speech Science (Prosem) | |
| **Teaching Methods** | | |
| The form of the teaching credit should be discussed with the major advisor and must have the advisor's approval. Examples include: | | 1 |
| Seminar taught within or outside the department | | |
| Independent study with advisor that involves lecturing or developing course materials or student projects | | |
| Independent study with major advisor involving reading and discussing scholarly writings that concern teaching | | |
| **Electives** | | |
| To satisfy the minimum credit requirement, students complete electives. Electives can be any course numbered 300 or above offered at UW-Madison that fits within the course plan that the student and advisor create. | | 30 |
| **Total Credits** | | **54** |

[1] Statistical Methods: For instance, a rigorous and worthwhile statistics sequence could be STAT/F&W ECOL 571 Statistical Methods for Bioscience I and STAT/F&W ECOL 572 Statistical Methods for Bioscience II plus an experimental design class, such as ED PSYCH 762 Introduction to the Design of Educational Experiments.

### Core Requirement: Seminars

| Code | Title | Credits |
|---|---|---|
| **PhD Core Course Offerings** | | |
| CS&D 900 | Seminar-Speech Science (4 semesters, 2 cr. each semester) | 2 |
| CS&D 900 | Seminar-Speech Science (Grant Writing) | 3 |
| CS&D 999 | Independent Studies (Teaching Methods) | 1 or audit |

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No credits are allowed to transfer.

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

No credits are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits are allowed to transfer.

### Credits Earned as a University Special Student at UW–Madison

No credits are allowed to transfer.

## PROBATION

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

## ADVISOR / COMMITTEE

When you are admitted as a doctoral student, you will choose an academic advisor who will serve as your sponsor and mentor for the duration of the program. You may change advisors at any time in the course of your program, provided you and your advisor agree on this.

Your academic advisor may be a regular faculty member in the Department of Communication Sciences and Disorders, or may be affiliate or joint faculty. If an affiliate faculty member is serving as your academic advisor, a regular faculty member must be assigned as your departmental contact to regularly review your progress and adherence to departmental requirements.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

Students are required to submit an annual assessment of their progress to their advisor, which is then reviewed by the PhD Committee.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination

- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Foundations of Research) Possess foundational knowledge about the particular subject area of the chosen area, and be fully conversant with the classic and contemporary literature.
2. (Foundations of Research) Master data collection techniques specific to their chosen area of research.
3. (Foundations of Research) Fully conversant with the theoretical issues and tensions within their chosen area of research.
4. (Foundations of Research) Gain high-level knowledge and expertise in the statistical analysis of research data and graphical approaches to exploration of data sets.
5. (Foundations of Research) Communicate complex ideas in a clear and understandable manner.
6. (Dissertation) Design and execute an original experiment (or experiments) that clearly fills a gap in the existing literature and is worthy of publication(s) in peer-reviewed journals.
7. (Dissertation) Skill, experience, and knowledge base to defend the dissertation work to a committee of five faculty members.
8. (Professional Conduct) Design and conduct experiments.
9. (Professional Conduct) Formulate research questions that are based on sound analyses of existing literature, and that show evidence of logical argument.
10. (Professional Conduct) Understand how to examine data for patterns that are meaningful and patterns that reflect likely data collection errors.
11. (Professional Conduct) Write research proposals and learn to develop carefully argued proposals and explanations.
12. (Professional Conduct) Make presentations of their research at national and international conferences.
13. (Professional Conduct) Pass a summary exam (6 hours written, 2 hours oral) that admits them to candidacy for the PhD degree.

# COMMUNITY AND ENVIRONMENTAL SOCIOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE PROFESSIONAL/ CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Community and Environmental Sociology, Doctoral Minor (p. 473)

# COMMUNITY AND ENVIRONMENTAL SOCIOLOGY, DOCTORAL MINOR

The mission of the Department of Community and Environmental Sociology is to advance knowledge, teaching, and outreach concerning the relationships between human communities (where people live, work, and play) and their biophysical environment.

The doctoral minor in community and environmental sociology aims to help students understand how social science arguments are constructed and evaluated as well as help students develop the ability to assess data quality and understand whether data are appropriate to answer specific questions. Students will also learn general theories on basic social processes, especially those related to the relationships among society and the environment and the social organization of communities.

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

For more information, contact the advisor listed in the contact box.

## REQUIREMENTS

## REQUIREMENTS

Students must complete 9 credits of graduate-level coursework. Students may enroll in any graduate-only courses (i.e., those numbered 700–999). They may also enroll in any of the advanced graduate–undergraduate courses (i.e., those numbered 300–699) that are either specifically designed for graduate students or assess graduate students separately from undergrads. Such courses carry this designation in Course Search and Enroll: **Grad 50%: Y.** A maximum of 3 credits of independent study is allowed.

# COMPUTER SCIENCES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Computer Sciences, Doctoral Minor (p. 473)
- Computer Sciences, MS (p. 474)
- Computer Sciences, PhD (p. 482)
- Data Engineering, MS (p. 486)

# COMPUTER SCIENCES, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

Students planning to minor in computer sciences should consult with the department's Doctoral Minor Advisor.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/ professional certificate. To apply to this minor or certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor or graduate/ professional certificate for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

To obtain a doctoral minor, students must earn at least 9 credit hours in computer sciences courses, meeting the following requirements.

- All credits counted are for courses numbered 400 or above, excluding COMP SCI 400 Programming III
- At least 3 of the credits counted are for a course that involves a significant amount of programming in a structured language, such as C, C++, or Java. All courses that transitively depend on COMP SCI 400 Programming III meet this requirement.
- At least 3 of the credits counted focus on an area of COMP SCI not closely related to the student's major, as deemed by a member of the Graduate Advising Committee.

- At least 3 of the credits counted are for a course numbered 700 or above that is not an individual instruction course, was taught by a full time faculty member in COMP SCI, and for which the student received a grade on the A–F scale of at least B.
- At most 3 credits counted are for individual instruction courses, which are courses with a middle digit 9 that are intended for independent study or research.
- No credits counted are for thesis courses. These are courses with the last two digits 90 that are intended for thesis or project work.
- All credits counted have received a satisfactory grade.
- GPA of the credits counted is at least 3.00.
- No more than 5 credits counted are for coursework completed more than five years prior to admission to the PhD program; no credits counted are for coursework taken 10 years ago or more.

# COMPUTER SCIENCES, MS

The Department of Computer Sciences (CS) offers a dynamic environment for study, research, and professional growth. We are one of the oldest and most respected computer science departments in the United States — in fact, the first PhD in computer science graduated from the department in 1965.

Today, CS is recognized as having leading innovative research groups in computer architecture, database systems, distributed and grid computing, and nonlinear optimization, among others. We are also one of three departments, with the Department of Statistics and the Information School, in the new School of Computer, Data & Information Sciences (CDIS). With CDIS, we are creating more interdisciplinary research opportunities, expanding course offerings, and leading the computing revolution. We are firmly rooted in The Wisconsin Idea — that the university has a responsibility to use education for good, benefiting not just the UW-Madison community, but also the entire state of Wisconsin, the country, and the world.

Visit the department website (https://www.cs.wisc.edu/) for faculty interests, research activities, courses, and additional program information. Students may also be interested in other programs offered by the Department of Computer Sciences, including:

- Computer Sciences Master's Program (p. 475) (MS Computer Sciences: Computer Sciences): A research-oriented master's degree that prepares students for careers in industry research or for PhD level education in Computer Sciences.
- Professional Master's Program (p. 478) (MS Computer Sciences: Professional Program): This degree is designed for students who are primarily interested in a professional career as a computer scientist in a variety of industries.
- Data Engineering MS (p. 486): A master's program focused on principles and practices of managing large data sets.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Computer Sciences through one of the named options:

- Computer Sciences (p. 475)
- Professional Program (https://guide.wisc.edu/graduate/computer-sciences/computer-sciences-ms/computer-sciences-professional-program-ms/)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding is usually in the form of fellowships, teaching assistantships, or research assistantships. The department website (https://www.cs.wisc.edu/academics/graduate-programs/guidebook/financial-aid/) provides information on funding options and offers suggestions for those who are admitted without department funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | None. |

| | |
|---|---|
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (https://guide.wisc.edu/graduate/computer-sciences/computer-sciences-ms/#NamedOptions) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Computer Sciences must select one of the following named options:

View as listView as grid

- **COMPUTER SCIENCES: COMPUTER SCIENCES, MS (P. 475)**
- **COMPUTER SCIENCES: PROFESSIONAL PROGRAM, MS (P. 478)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Computer Sciences (p. 475)
- Professional Program (https://guide.wisc.edu/graduate/computer-sciences/computer-sciences-ms/computer-sciences-professional-program-ms/)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Department of Computer Sciences hosts many professional development opportunities, including job fairs, workshops, seminars, talks, employer information sessions, mentoring, and student socials. The Department of Computer Sciences' student organizations, Student-ACM (SACM) and Women's ACM (WACM), are active partners in providing professional development opportunities for computer sciences graduate students.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in the field of study.
2. Identifies sources and assembles evidence pertaining to questions or challenges in the field of study.
3. Applies design and development principles in the construction of software systems of varying complexity.
4. Applies foundational principles in practical applications.
5. Independently acquires, synthesizes and applies required information pertaining to challenges in computer science.
6. Communicates clearly in ways appropriate to the field of study.

# COMPUTER SCIENCES: COMPUTER SCIENCES, MS

This is a named option within the Computer Sciences MS. (p. 474)

Research specialty areas include artificial intelligence, computational biology, computer architecture, computer graphics, computer networks, computer security, database systems, human–computer interaction, numerical analysis, optimization, performance analysis, programming languages and compilers, systems research, and theoretical computer sciences. See the department website (https://www.cs.wisc.edu/) for faculty interests, research activities, courses, facilities, and degree requirements.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants with a strong background in computer sciences or a related field are encouraged to apply for admission. At a minimum, the applicant should have some programming experience, including courses in data structures and machine organization, and should have had a year of college-level mathematics at the calculus level or above. For more

information on admissions, visit the department website (https://www.cs.wisc.edu/graduate-admissions/).

A submitted application (https://grad.wisc.edu/apply/) is required, consisting of:

- Resume/CV
- Statement of purpose
- Must complete the supplemental application sections
- Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether or not a degree was earned (official transcripts are requested of only recommended applicants); international academic records must be in the original language accompanied by an official English translation
- Test scores and three letters of recommendation as detailed above

Contact admissions@cs.wisc.edu with questions about admissions in the traditional MS or the PhD programs.

Please see the Professional Program (p. 478) admission page for professional program admissions information.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding is usually in the form of fellowships, teaching assistantships, or research assistantships. The department website (https://www.cs.wisc.edu/academics/graduate-programs/guidebook/financial-aid/) provides information on funding options and offers suggestions for those who are admitted without department funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

24 credits must be Computer Sciences (COMP SCI (https://guide.wisc.edu/courses/comp_sci/)) courses numbered 400 or above. The following courses are not allowed to count toward these 24 credits:

- COMP SCI 400 Programming III
- seminar course (COMP SCI/B M E/B M I/BIOCHEM/CBE/GENETICS 915)
- individual instruction courses (COMP SCI 699, COMP SCI 799 and COMP SCI 899), and
- COMP SCI 702.

In addition, at least 15 of the 24 credits must be **Core Credits**, which are Computer Sciences (COMP SCI (https://guide.wisc.edu/courses/

comp_sci/)) courses numbered 700-889 graded on A-F scale with the following exclusions/qualifications:

- COMP SCI 790 Master's Thesis normally counts towards core credit. In rare instances, the thesis supervisor or committee may (at the time of evaluation of the thesis work) designate credit awarded for COMP SCI 790 as ineligible for core credit; credit awarded under this scenario may still count towards the 24 qualifying Computer Sciences credits. Credit for COMP SCI 790 is provided as follows: (a) A student can obtain at most 3 credits, all for a project for which a report has been filed with the department and approved by at least one full-time or affiliate Computer Sciences faculty member, or (b) the student can obtain at most 6 credits, for a master's thesis that has been submitted as a departmental tech report and approved by a properly formed thesis committee.
- Among the topics courses COMP SCI 758, COMP SCI 839 and COMP SCI 880, a maximum of one such course can be used as core credit.
- COMP SCI 838 is not allowed to count towards Core Credits.

The remaining 6 credits can be from any subject. COMP SCI/B M E/B M I/BIOCHEM/CBE/GENETICS 915 can be taken multiple times for credit.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No credits taken at other institutions are allowed to satisfy requirements.

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

No credits from another institution or UW–Madison undergraduate degree are allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits from a UW-Madison Professional degree (Law, Medicine, Pharmacy, or Veterinary career) are allowed to satisfy requirements.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Of the 15 credits of allowable prior coursework, a maximum of 6 credits are allowed for courses numbered 300-399 and COMP SCI 400. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Courses must have been taken post-baccalaureate. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

At the end of any regular (nonsummer) semester, a student is considered to be making satisfactory academic progress (SAP) if the following conditions are all satisfied:

- The student has completed at least 6 (if full load) or 3 (if part load) credits of approved courses during the semester.
- The student has removed all Incomplete grades from any previous regular semester or summer session.
- The student has passed any required exams and procedures within designated time limits.

Any graduate student who fails to make satisfactory academic progress (SAP) during two consecutive regular semesters (fall and spring, or spring and fall) will be dismissed from the department at the end of the subsequent summer session. Any graduate student who fails to make satisfactory academic progress (SAP) due to missed deadlines will be dismissed from the department at the end of the subsequent summer session.

## ADVISOR / COMMITTEE

Students are advised by the Computer Sciences Graduate Advising Committee.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Department of Computer Sciences hosts many professional development opportunities, including job fairs, workshops, seminars, talks, employer information sessions, mentoring, and student socials. The Department of Computer Sciences student organizations, Student-ACM (SACM) and Women's ACM (WACM), are active partners in providing professional development opportunities for computer sciences graduate students.

## COMPUTER SCIENCES: PROFESSIONAL PROGRAM, MS

This is a named option with the Computer Sciences MS. (p. 474)

The program is designed such that working professionals can complete the program and earn an MS degree within two years. Professional Master's students can take coursework in many areas: artificial intelligence, computational biology, computer architecture, computer graphics, computer networks, computer security, database systems, human–computer interaction, numerical analysis, optimization, performance analysis, programming languages and compilers, systems research, and theoretical computer sciences. The Professional Program's committee advises all computer sciences MS students in the Professional Master's Program. See the department website (https://www.cs.wisc.edu/) for faculty interests, research activities, courses, facilities, and degree requirements.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 15 |
| Spring Deadline | December 1* |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* Spring application is only open to pre-admitted Plus One Pathway applicants.

Applicants with a strong background in computer sciences or a related field are encouraged to apply for admission. At a minimum, the applicant should have some programming experience, including courses in data structures and machine organization, and should have a year of college-level mathematics at the calculus level or above. Applicants are evaluated based on their previous academic record, letters of recommendation, and a personal statement. All applications must be submitted online. For more information on admissions, visit the department website (http://www.cs.wisc.edu/academics/graduate-programs/professional-masters/apply/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

The Department of Computer Sciences maintains additional funding information (https://www.cs.wisc.edu/grad/programs/funding/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

To obtain the MS degree, students in the Computer Sciences: Professional Master's Program (PMP) must complete a minimum of 30 credits distributed as follows:

- Fifteen credits must be received for core graduate-level courses: Computer Sciences (COMP SCI (https://guide.wisc.edu/courses/comp_sci/)) courses numbered 700-889. Students in the program who enroll in instances of COMP SCI 838, COMP SCI 839, or COMP SCI 880 must verify with the Professional Program Committee that the courses will satisfy program credit requirements.
- COMP SCI 839 may be taken multiple times for credit. Students cannot re-take COMP SCI 839 courses with the same topic.
- COMP SCI 799 Master's Research, COMP SCI 790 Master's Thesis (in case the student elects to write a Master's thesis), and COMP SCI 702 Graduate Cooperative Education can be taken for a combined total of at most six credits for the degree, and may only count in the 15 core credit requirement. COMP SCI 799, COMP SCI 790, and COMP SCI 702 courses taken beyond six credits do not count towards the required degree credits. COMP SCI 702 can be taken a total of two times.
- All remaining credits must be received for Computer Sciences (COMP SCI (https://guide.wisc.edu/courses/comp_sci/)) courses numbered 400 or higher.
- COMP SCI 900 Advanced Seminar in Computer Science can be taken for a total of at most three credits and counts toward the remaining credits received for Computer Sciences (COMP SCI (https://guide.wisc.edu/courses/comp_sci/)) courses numbered 400 or higher.
- COMP SCI/B M E/B M I/BIOCHEM/CBE/GENETICS 915 Computation and Informatics in Biology and Medicine may be taken but does not count toward program requirements.
- COMP SCI 699 does not count toward program requirements. Students in the program are expected to enroll in COMP SCI 799 for research credits, if desired.

### Other policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

This program does not accept graduate transfer credits from other institutions.

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

With program approval, students are allowed to transfer no more than 7 credits from a UW–Madison undergraduate degree. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. This program does not accept undergraduate credits from other institutions.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 14 credits of Computer Sciences coursework numbered 400 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

At the end of any regular (non-summer) semester, a student is considered to be making satisfactory academic progress (SAP) if the following conditions are all satisfied:

- The student has completed at least 6 (if full load) or 3 (if part load) credits of approved courses during the semester.
- The student has removed all Incomplete grades from any previous regular semester or summer session.
- The student has passed any required exams and procedures within designated time limits.

Any graduate student who fails to make satisfactory academic progress (SAP) during two consecutive regular semesters (fall and spring, or spring and fall) will be dismissed from the department at the end of the subsequent summer session. Any graduate student who fails to make satisfactory academic progress (SAP) due to missed deadlines (criterion 3 above) will be dismissed from the department at the end of the subsequent summer session.

## ADVISOR / COMMITTEE

Students in the program will be assigned a faculty advisor and a staff advisor for purposes of advising.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overloads Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

Information on the Professional Master's Program is available on the Computer Sciences graduate degrees and programs page (http://www.cs.wisc.edu/pmp/).

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Department of Computer Sciences hosts many professional development opportunities, including job fairs, workshops, seminars, talks, employer information sessions, mentoring, and student socials. The Department of Computer Sciences' student organizations, Student-ACM (SACM) and Women's ACM (WACM), are active partners in providing professional development opportunities for computer sciences graduate students.

# COMPUTER SCIENCES, PHD

The Department of Computer Sciences offers the master of science (p. 474) and doctor of philosophy degrees in computer sciences. Research specialty areas include artificial intelligence, computational biology, computer architecture, computer graphics, computer networks, computer security, database systems, human–computer interaction, numerical analysis, optimization, performance analysis, programming languages and compilers, systems research, and theoretical computer sciences. The department's Graduate Advising Committee (GAC) advises all computer sciences graduate students except students who are in dissertator status. See the department website (https://www.cs.wisc.edu/) for faculty interests, research activities, courses, facilities, and degree requirements.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants with a strong background in computer sciences or a related field are encouraged to apply for admission. At a minimum, the applicant should have some programming experience, including courses in data structures and machine organization, along with a year of college-level mathematics at the calculus level or above. For more information on admissions, visit the department website (https://www.cs.wisc.edu/graduate-admissions/).

A submitted online application (https://grad.wisc.edu/apply/) is required, consisting of:

- Resume/CV
- Statement of purpose
- Complete supplemental application sections
- Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether or not a degree was earned (official transcripts are requested of only recommended applicants); international academic records must be in the original language accompanied by an official English translation.
- Test scores and three letters of recommendation as detailed above

Contact admissions@cs.wisc.edu with questions about admissions in the traditional MS or the PhD programs.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Funding is usually in the form of fellowships, teaching assistantships, or research assistantships. Because computer science skills are in demand, students who are admitted without funding are often able to find graduate assistantships on campus. The department website (https://www.cs.wisc.edu/academics/graduate-programs/guidebook/financial-aid/) provides information on funding options and offers suggestions for those who are admitted without department funding.

REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | All required qualifying breadth courses must have a grade of at least AB. |
| Assessments and Examinations | Doctoral students must complete a qualifying process, a preliminary examination, and a dissertation requirement. The qualifying process includes both completion of "qualifying breadth courses" (see Required Courses, below) as well as satisfactory completion of a depth examination in a selected focus area. The preliminary examination is an oral examination demonstrating depth of knowledge in the area of specialization in which research for the dissertation will be conducted. The dissertation requirement consists of conducting a substantial piece of original research in computer science, reporting it in a dissertation that meets the highest standards of scholarship, and explaining and defending the contents of the dissertation in a final oral examination and defense. |
| Language Requirements | No language requirements. |
| Graudate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

### Additional Qualifying Breadth Courses Requirement

PhD students must take one course from each of the bands 1, 2, 3 and 4 listed below. Two of the four courses used to satisfy this requirement must be numbered 700 or above; the remaining two courses must be numbered 500 above. Grades in all courses used for breadth must be at least AB. COMP SCI 839 may satisfy breadth in the band declared by the course instructor at the time of course offering.

One course taken as a graduate student at another institution may satisfy breadth. A request for this must be made in writing to the faculty member designated to approve equivalence for the respective course on the breadth list. The request should indicate the corresponding UW–Madison course, include a transcript showing a grade equivalent to AB or better, a course syllabus and description.

| Code | Title | Credits |
|---|---|---|
| **Band 1** | | |
| COMP SCI/ E C E 506 | Software Engineering | 3 |
| COMP SCI 536 | Introduction to Programming Languages and Compilers | 3 |
| COMP SCI 537 | Introduction to Operating Systems | 4 |
| COMP SCI 538 | Introduction to the Theory and Design of Programming Languages | 3 |
| COMP SCI 542 | Introduction to Software Security | 3 |
| COMP SCI/ E C E 552 | Introduction to Computer Architecture | 3 |
| COMP SCI 640 | Introduction to Computer Networks | 3 |
| COMP SCI 642 | Introduction to Information Security | 3 |
| COMP SCI 701 | Construction of Compilers | 3 |
| COMP SCI 703 | Program Verification and Synthesis | 3 |
| COMP SCI 704 | Principles of Programming Languages | 3 |
| COMP SCI/ E C E 707 | Mobile and Wireless Networking | 3 |
| COMP SCI 736 | Advanced Operating Systems | 3 |

| | | |
|---|---|---|
| COMP SCI 739 | Distributed Systems | 3 |
| COMP SCI 740 | Advanced Computer Networks | 3 |
| COMP SCI 744 | Big Data Systems | 3 |
| COMP SCI/ E C E 752 | Advanced Computer Architecture I | 3 |
| COMP SCI/ E C E 755 | VLSI Systems Design | 3 |
| COMP SCI/ E C E 757 | Advanced Computer Architecture II | 3 |
| COMP SCI 758 | Advanced Topics in Computer Architecture | 3 |
| COMP SCI/ E C E 763 | Trustworthy Artificial Intelligence | 3 |
| COMP SCI/ E C E 782 | Advanced Computer Security and Privacy | 3 |
| **Band 2** | | |
| COMP SCI 559 | Computer Graphics | 3 |
| COMP SCI 564 | Database Management Systems: Design and Implementation | 4 |
| COMP SCI 565 | Introduction to Data Visualization | 3 |
| COMP SCI 566 | Introduction to Computer Vision | 3 |
| COMP SCI 570 | Introduction to Human-Computer Interaction | 3 |
| COMP SCI 571 | Building User Interfaces | 3 |
| COMP SCI/ B M I 576 | Introduction to Bioinformatics | 3 |
| COMP SCI 580 | Intelligent Robotics | 3 |
| COMP SCI 764 | Topics in Database Management Systems | 3 |
| COMP SCI 765 | Data Visualization | 3 |
| COMP SCI/ E C E 766 | Computer Vision | 3 |
| COMP SCI/ ED PSYCH/ PSYCH 770 | Human-Computer Interaction | 3 |
| COMP SCI 774 | Data Exploration, Cleaning, and Integration for Data Science | 3 |
| COMP SCI 772 | Learning Based Image Synthesis and Manipulation | 3 |
| COMP SCI/ B M I 775 | Computational Network Biology | 3 |
| COMP SCI/ B M I 776 | Advanced Bioinformatics | 3 |
| COMP SCI 784 | Foundations of Data Management | 3 |
| **Band 3** | | |
| COMP SCI/ MATH 513 | Numerical Linear Algebra | 3 |
| COMP SCI/ MATH 514 | Numerical Analysis | 3 |
| COMP SCI 520 | Introduction to Theory of Computing | 3 |
| COMP SCI/E C E/ I SY E 524 | Introduction to Optimization | 3 |
| COMP SCI/I SY E/ MATH/STAT 525 | Linear Optimization | 3 |
| COMP SCI/ I SY E 526 | Advanced Linear Programming | 3 |
| COMP SCI 577 | Introduction to Algorithms | 4 |
| COMP SCI 710 | Computational Complexity | 3 |
| COMP SCI/ MATH 714 | Methods of Computational Mathematics I | 3 |
| COMP SCI/ MATH 715 | Methods of Computational Mathematics II | 3 |
| COMP SCI/ I SY E 719 | Stochastic Programming | 3 |
| COMP SCI/ I SY E 723 | Dynamic Programming and Associated Topics | 3 |
| COMP SCI/I SY E/ MATH/STAT 726 | Nonlinear Optimization I | 3 |
| COMP SCI/ I SY E 727 | Convex Analysis | 3 |
| COMP SCI/I SY E/ MATH 728 | Integer Optimization | 3 |
| COMP SCI/I SY E/ MATH 730 | Nonlinear Optimization II | 3 |
| COMP SCI 787 | Advanced Algorithms | 3 |
| COMP SCI 880 | Topics in Theoretical Computer Science | 3 |
| **Band 4** | | |
| COMP SCI/E C E/ M E 532 | Matrix Methods in Machine Learning | 3 |
| COMP SCI/E C E/ M E 539 | Introduction to Artificial Neural Networks | 3 |
| COMP SCI 540 | Introduction to Artificial Intelligence | 3 |
| COMP SCI 550 | Algorithmic Game Theory & Learning | 3 |
| COMP SCI/ E C E 561 | Probability and Information Theory in Machine Learning | 3 |
| COMP SCI/ E C E 760 | Machine Learning | 3 |
| COMP SCI/ E C E 761 | Mathematical Foundations of Machine Learning | 3 |
| COMP SCI 762 | Advanced Deep Learning | 3 |
| COMP SCI 769 | Advanced Natural Language Processing | 3 |
| COMP SCI/B M I 771 | Learning Based Methods for Computer Vision | 3 |
| COMP SCI/E C E/ STAT 861 | Theoretical Foundations of Machine Learning | 3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Subject to faculty approval, one graduate course taken elsewhere may be used for breadth. Other than that, no credits of graduate coursework from other institutions are allowed to satisfy requirements.

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

No credits from an undergraduate degree are allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

At the end of any regular (non-summer) semester, a student is considered to be making satisfactory academic progress (SAP) if the following conditions are all satisfied:

- Before achieving dissertator status: the student has completed at least 6 (if full load) or 3 (if part load) credits of approved courses during the semester.
- After achieving dissertator status: the student has satisfactorily completed at least three credits of courses approved by the student's major professor.
- The student has removed all Incomplete grades from any previous regular semester or summer session.
- The student has passed any required exams and procedures within designated time limits.

Any graduate student who fails to make satisfactory academic progress (SAP) during two consecutive regular semesters (fall and spring, or spring and fall) will be dismissed from the department at the end of the subsequent summer session. Any graduate student who fails to make satisfactory academic progress (SAP) due to missed deadlines will be dismissed from the department at the end of the subsequent summer session.

## ADVISOR / COMMITTEE

A member of the graduate advising committee must formally approve all graduate schedules each semester until a student is in dissertator status.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students must pass the qualifying process by the end of the sixth semester.

The preliminary exam must be taken within two regular (non-summer) semesters after the deadline for the qualifying exam.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Department of Computer Sciences hosts many professional development opportunities, including job fairs, workshops, seminars, talks, employer information sessions, mentoring, and student socials. The Department of Computer Sciences' student organizations, Student-ACM (SACM) and Women's ACM (WACM), are active partners in providing professional development opportunities for computer sciences graduate students.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of study.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of study.
3. Creates research, scholarship, or performance that makes a substantive contribution.
4. Demonstrates breadth within their learning experiences.
5. Advances contributions of the field of study to society.
6. Communicates complex ideas in a clear and understandable manner.
7. Fosters ethical and professional conduct.

# DATA ENGINEERING, MS

The Department of Computer Sciences (CS) offers a dynamic environment for study, research, and professional growth.

The MS in Data Engineering program focuses on the principles and practices of managing data at scale. It emphasizes the valid and efficient collection, storage, management, and processing of datasets to support computation and data driven systems important to data science and data analytics functions. Given the increasing amounts of data being generated and processed daily, almost all industries need data engineers to build and maintain robust data-handling systems. There is a strong workforce demand for data engineering expertise.

Visit the department website (https://www.cs.wisc.edu/) for faculty interests, research activities, courses, and additional program information. Students may also be interested in other programs offered by the Department of Computer Sciences, including:

- Computer Sciences Master's Program (p. 475) (MS Computer Sciences: Computer Sciences): A research-oriented master's degree that prepares students for careers in industry research or for PhD level education in Computer Sciences.
- Professional Master's Program (p. 478) (MS Computer Sciences: Professional Program): This degree is designed for students who are primarily interested in a professional career as a computer scientist in a variety of industries.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed

admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## REQUISITES FOR ADMISSION

Applicants to the MS Data Engineering program should have completed a bachelor's degree in computer science or a related field.

To apply, applicants must submit or declare the following in the online application (https://grad.wisc.edu/apply/):

### Statement of Purpose

Applicants should use the Statement of Purpose to allow us to better understand their background and interest in the MS Data Engineering program. It is helpful to research the specifics of the program, including offered courses and faculty, to better articulate personal goals to program offerings. The Statement of Purpose should be written in essay form. There is no word limit or formatting expectations, but it is important to be concise (1 to 1 ½ pages is sufficient).

The Graduate School has additional statement of purpose guidance (https://grad.wisc.edu/apply/prepare/).

### CV/Resume

This should highlight an application's accomplishments and qualifications including academic honors or distinctions, professional experience in a related field of data or computers, any publications and other relevant experience.

### Three Letters of Recommendation

Letters of Recommendation are used to corroborate the quality of the applicant's work and prior performance. If you have been out of school for a few years and your work has been relevant to graduate study, you may want to include a recommendation letter from a work supervisor. Because you are applying for graduate school, academic recommendations can still be helpful to us when evaluating your application

### Unofficial Transcript(s)

Upload an unofficial copy of your transcript from all institutions attended, showing any undergraduate and graduate degrees awarded. If recommended for admission, the Graduate School will ask for transcripts from each institution.

### English Proficiency Exam

This program follows the requirements of the Graduate School (https://grad.wisc.edu/apply/requirements/#:~:text=institution%20code%201846)-,English%20proficiency,-To%20demonstrate%20English) regarding language proficiency. Demonstrating English proficiency is required of all international degree-seeking students.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

The Department of Computer Sciences maintains additional funding information (https://www.cs.wisc.edu/grad/programs/funding/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None. |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Data Engineering Foundations** | | |
| Complete the following courses. | | |
| COMP SCI 739 | Distributed Systems | 3 |
| COMP SCI 744 | Big Data Systems | 3 |
| COMP SCI 764 | Topics in Database Management Systems | 3 |
| COMP SCI 774 | Data Exploration, Cleaning, and Integration for Data Science | 3 |
| **Machine Learning Requirement** | | |
| Complete a minimum of 2 courses from the list below. | | 6 |
| COMP SCI 540 | Introduction to Artificial Intelligence | |
| COMP SCI/ E C E 760 | Machine Learning | |
| COMP SCI 762 | Advanced Deep Learning | |
| COMP SCI/ E C E 763 | Trustworthy Artificial Intelligence | |
| STAT 451 | Introduction to Machine Learning and Statistical Pattern Classification | |
| STAT 453 | Introduction to Deep Learning and Generative Models | |
| STAT 615 | Statistical Learning | |
| **Algorithms Requirement** | | |
| Complete a minimum of one course from below. | | 3-4 |
| COMP SCI/E C E/ I SY E 524 | Introduction to Optimization | |
| COMP SCI 577 | Introduction to Algorithms | |
| COMP SCI/I SY E/ MATH/STAT 726 | Nonlinear Optimization I | |
| COMP SCI 787 | Advanced Algorithms | |
| **Systems Requirement** | | |
| Complete a minimum of one course from below. | | 3-4 |
| COMP SCI 407 | Foundations of Mobile Systems and Applications | |
| COMP SCI 537 | Introduction to Operating Systems | |
| COMP SCI 564 | Database Management Systems: Design and Implementation | |
| COMP SCI 640 | Introduction to Computer Networks | |
| COMP SCI/ E C E 707 | Mobile and Wireless Networking | |
| COMP SCI 740 | Advanced Computer Networks | |
| **Humans and Data Requirement** | | |
| Complete a minimum of one course from below. | | 3 |
| COMP SCI 570 | Introduction to Human-Computer Interaction | |
| COMP SCI 571 | Building User Interfaces | |
| COMP SCI 765 | Data Visualization | |
| COMP SCI/ ED PSYCH/ PSYCH 770 | Human-Computer Interaction | |
| **Electives** | | |
| Complete any additional coursework from above or from the list below to meet 30 credits. Courses used as an elective cannot also be used to fulfill data engineering fundamentals requirements or breadth requirements for machine learning, algorithms, systems, and humans and data. | | 1-3 |
| COMP SCI 642 | Introduction to Information Security | |
| COMP SCI 702 | Graduate Cooperative Education [1] | |
| COMP SCI 790 | Master's Thesis [1] | |
| COMP SCI 799 | Master's Research [1] | |
| COMP SCI 900 | Advanced Seminar in Computer Science [1] | |
| STAT 611 | Statistical Models for Data Science | |
| STAT 612 | Statistical Inference for Data Science | |
| STAT 613 | Statistical Methods for Data Science | |
| **Total Credits** | | **30** |

[1] COMP SCI 799 Master's Research, COMP SCI 790 Master's Thesis, COMP SCI 702 Graduate Cooperative Education, and COMP SCI 900 Advanced Seminar in Computer Science can be taken for a combined total of at most three elective credits.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

POLICIES

# GRADUATE SCHOOL POLICIES

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

This program does not accept graduate transfer credits from other institutions.

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

With program approval, up to 7 Statistics (STAT (https://guide.wisc.edu/courses/stat/)) credits from a UW–Madison undergraduate degree are allowed to transfer for minimum graduate degree credits. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. This program does not accept undergraduate transfer credits from other institutions.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, up to 15 Statistics (STAT (https://guide.wisc.edu/courses/stat/)) credits completed at UW–Madison while a University Special student numbered 300 or above are allowed to transfer for minimum graduate degree requirements. Of these credits, those numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation may also transfer for the minimum graduate coursework (50%) requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Students in the program will be assigned a faculty advisor and a staff advisor for purposes of advising.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.

- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

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

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

### OTHER

Not applicable.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Department of Computer Sciences hosts many professional development opportunities, including job fairs, workshops, seminars, talks, employer information sessions, mentoring, and student socials. The Department of Computer Sciences' student organizations, Student-ACM (SACM) and Women's ACM (WACM), are active partners in providing professional development opportunities for computer sciences graduate students.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Design, implement and evaluate the use of analytic algorithms on sample datasets.
2. Explain how a machine-learning model is developed for and evaluated on real world datasets.
3. Design and execute experimental data collection and processing, and present resulting analyses using best practices in human-centered data communications.
4. Apply and customize analytics, systems and human-centered techniques to application-specific data engineering requirements and objectives.
5. Identify tradeoffs among data engineering techniques (analytics, systems and/or human-centered) and contrast design alternatives, within the context of specific data engineering application domains.
6. Survey, interpret and comparatively criticize state of the art data engineering research talks and papers,with emphasis on constructive improvements.
7. Organize, execute, report on, and present a real world data engineering project in collaboration with other researchers/programmers.

# COUNSELING PSYCHOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Bilingual Psychological Services: Esperanza, Graduate/Professional Certificate (p. 491)
- Counseling Psychology, Doctoral Minor (p. 491)
- Counseling Psychology, PhD (p. 492)
- Counseling, MS (p. 499)

# BILINGUAL PSYCHOLOGICAL SERVICES: ESPERANZA, GRADUATE/PROFESSIONAL CERTIFICATE

**The Certificate in Bilingual Psychological Services: Esperanza no longer admits new students after Summer 2026 and the program will be discontinued Fall 2027.** Students already admitted may only complete and be awarded this certificate through Summer 2027. If you have any questions, please contact the department (see contact box).

This certificate develops foundational knowledge as well as practical skills for graduate students in Counseling, School or Rehabilitation Psychology programs in the School of Education or other health-related professions such as Social Work, Nursing, Family Medicine and Public Health to be able to provide psychological services to Spanish-speaking and bilingual (SsB) clients and community members. It involves coursework focused on Latinx/e mental health and wellbeing, microskills training to communicate bilingually, and support for case management as well as adapting extant services for SsB communities. The certificate curriculum and training are grounded in anti-racist, liberation, and decolonization frameworks to promote social justice and healing that engages radical hope for change in Latinx/e communities and expands the workforce capacity to provide linguistically responsive and culturally affirming mental health services.

## ADMISSIONS

## ADMISSIONS

**The Certificate in Bilingual Psychological Services: Esperanza no longer admits new students after Summer 2026 and the program will be discontinued Fall 2027.** Students already admitted may only complete and be awarded this certificate through Summer 2027. If you have any questions, please contact the department (see contact box).

## REQUIREMENTS

## REQUIREMENTS

Students must maintain an average GPA of 3.0. Students interested in improving their Spanish language skills may take SPANISH 319 Topics in Spanish Language Practice while enrolled in the Esperanza Certificate.

### FOUNDATIONAL COURSES

| Code | Title | Credits |
|---|---|---|
| **Spring I** | | |
| COUN PSY 500 | Radical Healing and Ethics of Bilingual Latinx Training | 1 |
| **Summer I** | | |
| COUN PSY/ CHICLA 525 | Dimensions of Latin@ Mental Health Services | 3 |
| COUN PSY 550 | Strengthening Latinxs | 3 |
| **Fall I** | | |
| COUN PSY 575 | Latinx Foundational Practicum: Case Conceptualization | 1 |
| **Spring II** | | |
| COUN PSY 580 | Latinx Advanced Practicum: Treatment Planning & Interventions | 1 |
| **Total Credits** | | **9** |

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Develop awareness of the social, cultural, spiritual, linguistic, political and historical features that influence mental health work with Latinxs
2. Become knowledgeable about the theoretical and philosophical foundations of Latinx psychology
3. Understand the structural, environmental and social determinants of health that influence the development and maintenance of health disparities among Latinxs
4. Develop cultural and linguistic competency in providing psychotherapeutic interventions to Latinxs across the lifespan
5. Demonstrate the ability to conceptualize and implement culturally grounded approaches to mental health care with Latinxs

# COUNSELING PSYCHOLOGY, DOCTORAL MINOR

The minor in counseling psychology is in alignment with a scientist-practitioner model of training, which emphasizes the integration of counseling and psychological theory and practice along with development of research skills in the domains encompassed by counseling psychology.

The profession of counseling psychology uses an inclusive definition of multiculturalism (i.e., a range of individual cultural differences including, but not limited to, race/ethnicity, gender, sexual orientation, disability, class status). In doing so, the complexity of diversities and influence of oppressions and saliencies of multiple cultures can be addressed. Students in counseling psychology are trained to apply a tripartite framework of personal identity in which individual, group, and universal levels are considered. Drawing from such a holistic framework permits the simultaneous attention and address of unique processes, cultural differences and similarities, and universal experiences, while recognizing the influence of social conditioning, sociopolitical forces and context, and institutional processes. This emphasis on respect for diversity and competence to bridge cultural divides is consistent with the core values of counseling psychology, and has implications for the roles and mutual obligations of trainers and trainees in counseling psychology programs.

ADMISSIONS

## ADMISSIONS

### DECLARATION OF DOCTORAL MINOR

All graduate students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to the Counseling Psychology doctoral minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying. The graduate program manager will review your application for admittance, and contact the student regarding the next steps (below).

#### Minor Form

Students must complete a doctoral minor form listing their plan of study. Students are encouraged to declare the doctoral minor prior to completing coursework.

If the student has selected a faculty member from the Counseling Psychology faculty to be their doctoral minor advisor, the form should be signed by them. If no specific faculty member has been selected, the form may be submitted to the graduate program manager in room 335B, who will then forward the request to the department chair for approval.

Following the signature of the Counseling Psychology doctoral minor advisor or department chair, the student must then obtain the signature of their home department advisor. The completed form with all signatures must be submitted to the doctoral minor graduate program manager.

REQUIREMENTS

## REQUIREMENTS

### REQUIRED COURSES

Students must meet the following requirements:

- Complete a minimum of 12 credits in graduate-level Counseling Psychology (COUN PSY (https://guide.wisc.edu/courses/coun_psy/)) courses.
  - Coursework can include both those courses typically taken by Counseling MS (https://guide.wisc.edu/graduate/counseling-psychology/counseling-psychology-ms/#requirementstext) students as well as Counseling Psychology PhD (p. 494) students. However, in all cases, the focus of the coursework should be content-based, not practicum-based.
- Earn a grade of at least a B in each course applied to the doctoral minor.
  - All coursework must be taken on a graded basis; pass/fail and audited courses cannot be used.
- All coursework must be completed at UW–Madison during the student's time in their current graduate program. Any exceptions to this will require the advance approval of the doctoral minor advisor or department chair.

#### Independent Study and Research Courses

- A maximum of 3 credits of independent study (e.g., 699, 799) may be towards doctoral minor requirements.
- Research (990) cannot be used to satisfy doctoral minor requirements.

# COUNSELING PSYCHOLOGY, PHD

The APA-accredited doctoral program in counseling psychology is based on the scientist/practitioner model of professional psychology and integrates counseling and psychological theory, scientific inquiry, and supervised practice. Counseling psychology is a psycho-educational specialty in which practitioners help others to improve their well-being, alleviate their distress, resolve their crises, and increase their ability to solve problems and make decisions. Counseling psychologists apply systematic, research-based approaches to help themselves and others understand and develop solutions to problems that are educational, vocational, emotional, social, cultural, health-related, or developmental in nature.

The UW–Madison program places special emphasis on multicultural competence and social justice, integration of research and practice, and preparation for ethical and professional conduct as either a researcher, teacher, or practitioner. The theoretical orientation of the program is best described as eclectic. Coursework emphasizes the research base of counseling psychology and students are expected to involve themselves in faculty research. All students complete a one-year, full-time pre-doctoral internship as a culminating training experience. The planned length of the program for students entering with a master's degree (post-MA track) is five years, although students may opt to take additional time depending on academic background and career objectives.

The department also admits a small number of students to a post–BA track. These students apply to the PhD program at the completion of their undergraduate degree and are required to integrate coursework and professional practice training at the master's level, as well as introductory doctoral coursework, during the first two years of study. Students admitted to the post–BA track typically have excellent academic records and experiences that demonstrate high levels of both helping skills and research skills prior to admissions. The planned length of the post–BA track is six years, although actual completion times will vary depending on student needs and career goals.

The mission of the counseling psychology PhD program is to train health service psychologists who are skillful in research and intervention with diverse populations, who integrate science and practice into their professional roles, and who uphold high ethical and professional standards as psychologists. Program graduates are broadly prepared for a number of professional roles, including direct service, research, teaching, clinical supervision, and program design and evaluation.

ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched

the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Many students who apply to and are enrolled in the PhD program have earned a master's degree (post-MA in counseling or a related field). However, we also encourage applicants to apply entering directly from a bachelors degree into the PhD program for highly qualified students who have not yet earned a master's degree in a counseling-related field and wish to apply directly to a PhD program. Students entering without a masters may have work, volunteer, or research experience in counseling or a related profession, have exhibited a passion for helping others, and/or possess a master's degree in a non-counseling field. Admission to the program is highly competitive. Applicants are responsible for collecting, assembling, and submitting all the pieces of the application by the deadline. Applicants must upload materials to the online application.

Several informational meetings are hosted each fall by the department. A schedule of meetings and other information can be found on the Information for Prospective PhD Applicants (https://counselingpsych.education.wisc.edu/cp/phd-program/for-prospective-phd-applicants/) page.

Questions can be directed to the Graduate Program Manager.

## APPLICANTS WITHOUT A MASTER'S DEGREE IN COUNSELING OR RELATED FIELD

The program accepts applications from applicants without a master's degree in counseling. An undergraduate degree in Psychology is recommended. Applicants without a Psychology degree but with substantial undergraduate coursework in introductory psychology and statistics may be considered.

Information and application instructions are found on the program website (https://counselingpsych.education.wisc.edu/academics/phd-in-counseling-psychology/information-for-phd-applicants/).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of Counseling Psychology has been very successful in providing financial support for PhD students who remain in good standing in the program. Funding is contingent upon the availability of resources and usually comes from multiple sources during doctoral study, including fellowships and assistantships, and currently includes tuition remission (except for the final year in the APA-accredited internship) and health benefits, as well as providing valuable research/teaching/clinical experiences.

Students admitted to the post-MA program are typically funded during their three years of required coursework and their dissertator year and students admitted to the post-BA program are typically funded during their first four years of required coursework and their dissertator year.

All students are required to complete an APA-accredited clinical internship in their final year of the program (typically year 5 for post-MA students and year 6 for post-BA students). The required predoctoral internship is a year-long salaried training experience that is funded by the internship site. Tuition remission is not included during the APA-accredited internship year.

The Department of Counseling Psychology has a limited number of graduate teaching assistantships. The number of TAs that the department is able to employ each year depends on departmental financial resources, course offerings, and enrollment. Salary amounts for TA positions are not negotiable. Positions in the Department of Counseling Psychology are announced in late spring to entering and continuing doctoral students. Students are also encouraged to apply to positions contact other departments for positions within their programs. Department teaching assistantships are assigned through a competitive application process each spring. Admitted students (non-fellows) are included in the process the spring before they start in the program. Students are encouraged to also apply for graduate assistantships outside the department, and most obtain at least some of their support in other departments or units on campus during their time in the program.

Currently, all graduate assistantships and fellowships include tuition remission and health benefits.

### Fellowships

- **University Fellowship Competition**: The department nominates one outstanding incoming student for the One-Year Graduate School Fellowship in early spring. The fellowship provides support for the first academic (nine-month) year to provide the student with dedicated time to engage in research with a counseling psychology faculty supervisor. The fellowship includes a stipend, remission of tuition and segregated fees, plus health insurance benefits.
- **Education Graduate Research Scholars Fellowship**: The department is able to nominate a limited number of incoming students for the School of Education Graduate Research Scholars (Ed-GRS) fellowship each year. The Graduate Research Scholars' community and the School of Education partner to administer this fellowship. To learn more, visit the GRS website (https://grad.wisc.edu/funding/graduate-research-scholars/).
- **Other fellowships**: Occasionally, the department is successful in nominating and securing other fellowship funding for students

via competitions internal and external to UW-Madison. For more information, visit the Graduate School website (https://grad.wisc.edu/funding/fellowships/). Additional Fellowship opportunities are typically shared via faculty and professional listservs.

### Financial Aid

Information and application materials for financial aid, loans, scholarships, and student employment may be obtained by contacting the Office of Student Financial Aid (https://financialaid.wisc.edu/) at 333 East Campus Mall, Room 9701, Madison, WI 53706, 608-262-3060. International applicants are encouraged to seek other forms of financial assistance as international students are not eligible for loans and scholarships.

*Additional information about funding is available on the* Counseling Psychology website *(*http://counselingpsych.education.wisc.edu/cp/phd-program/funding/*). Questions can be directed to the Graduate Program Manager. See contact information.*

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 91 credits |
| Minimum Residence Credit Requirement | 51 credits |
| Minimum Graduate Coursework Requirement | Half of degree coursework must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students are required to attain a minimum course grade of B for all required courses. |
| Assessments and Examinations | Satisfactory progress is demonstrated by earning a minimum grade of B in all required courses, demonstration of competency on routine evaluation milestones, responsible professional conduct in employment and practicum settings, and timely progress on independent work. A comprehensive formative review of student performance, encompassing academic and clinical training, research involvement, and other roles such as employment and departmental activities, is conducted annually.<br><br>The doctoral preliminary examination includes two components, including both written and oral presentations. The clinical case study (PE-1) is an in-depth reflection on a single counseling case, and serves as an exemplar of clinical competencies in the role of counselor. The dissertation proposal (PE–2) includes a literature review and method section or a proposal for 2 related manuscripts for a proposed dissertation project.<br><br>The program provides two models for how the dissertation can be structured: 1. The standard Five-Chapter Dissertation, which is based on the approved dissertation proposal and provides the results and discusses the interpretation of findings from the dissertation research, or 2. Students may choose to write a 2-manuscript (full-length, not brief report) dissertation in which 2 manuscripts are prepared, as well as a brief introduction and conclusion. More detail about both options are provided in the Doctoral Handbook. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | Optionally, PhD students in the Department of Counseling Psychology may elect to complete a doctoral minor and/or a graduate/professional certificate. Students are expected to consult with their advisors concerning the breadth requirement. |

## REQUIRED COURSES

For students with a master's degree in counseling, a personalized program plan will be developed and some of the following courses may be satisfied with previous master's coursework.

There are two primary curriculum domains of the doctoral program. Required coursework and practicum experiences contribute to each student's competency in these areas. The core curriculum areas are:

1. Discipline-Specific Knowledge
   a. History and Systems of Psychology
   b. Basic Psychology Content Areas (i.e., Affective Aspects of Behavior, Biological Aspects of Behavior, Cognitive Aspects of Behavior, Developmental Aspects of Behavior, and Social Aspects of Behavior)
   c. Research, Quantitative Methods, and Psychometrics
   d. Advanced Integrative Knowledge in Scientific Psychology
2. Profession-Wide Competencies
   a. Integration of Science and Practice
   b. Ethical and Legal Standards
   c. Individual and Cultural Diversity
   d. Professional Values and Attitudes
   e. Communication and Interpersonal Skills
   f. Assessment
   g. Intervention
   h. Supervision
   i. Consultation and Interprofessional/Interdisciplinary Skills Required coursework (i.e., major core coursework) includes courses in each of these areas.

In accordance with the Standards of Accreditation (SoA) for Health Service Psychology, all students are required to document mastery of broad and general content knowledge in each of these psychological foundations areas during their doctoral studies.

| Code | Title | Credits |
|---|---|---|
| **Discipline-Specific Knowledge Courses** | | |
| *Foundational Knowledge* | | |
| COUN PSY 740 | Abnormal Behavior and Psychopathology (if not taken in previous coursework) | 3 |
| COUN PSY 800 | Theories of Counseling | 3 |
| COUN PSY 805 | Helping Relationships and Techniques | 3 |
| COUN PSY 806 | Supervised Practicum in Counseling | 3 |
| *History and Systems* | | |
| COUN PSY/ ED PSYCH/ RP & SE 737 | Seminar in History and Systems of Psychology | 3 |
| *Basic Psychology* | | |
| COUN PSY/PSYCH/ RP & SE 729 | Advanced Social Psychology | 3 |
| ED PSYCH 542 | The Biological Basis of Behavior | 3 |
| ED PSYCH/ HDFS 725 | Theory and Issues in Human Development | 3 |
| ED PSYCH 533 | Thinking, Feeling, & Learning | 3 |
| *Advanced Integrative Knowledge* | | |
| COUN PSY/ ED PSYCH/ RP & SE 736 | Seminar in Psychology of Individual Differences | 3 |
| COUN PSY 926 | Seminar in Ethical and Professional Issues in Counseling Psychology | 3 |
| *Research, Quantitative Methods, and Psychometrics* | | |
| Complete the following: | | 12 |
| COUN PSY 905 | Research Practicum in Counseling Psychology (2 semesters) | |
| COUN PSY 950 | Research Methods in Counseling Psychology | |
| COUN PSY 960 | Research Methods in Counseling Psychology, II | |
| **Profession-Wide Competencies-Related Required Coursework** | | |
| *Core Courses* | | |
| Complete the following: | | |
| COUN PSY 850 | Mental Health Consultation in Health Service Psychology | 3 |
| COUN PSY 951 | Counseling Psychology Research in Individual Intervention | 3 |
| COUN PSY 956 | Seminar: Research in Vocational Psychology and Career Development | 3 |
| *Clinical Training Sequence* | | |
| COUN PSY 810 | Professional Development and Clinical Practice (2 semesters) [1] | 4 |
| COUN PSY 900 | Counseling Psychology Practicum--Foundational (2 semesters) | 6 |
| COUN PSY 903 | Counseling Psychology Practicum--Advanced (2 semesters) | 6 |
| COUN PSY 902 | Counseling Psychology Practicum in Supervision | 4 |
| COUN PSY 890 | Advanced Assessment Techniques in Counseling Psychology | 3 |
| *Research or Thesis, Externship, and Internship Courses* | | |
| Complete the following: | | 8 |
| COUN PSY 990 | Research or Thesis (Up to 4 semesters) | |
| or COUN PSY/ ED PSYCH/ PSYCH 995 | Predoctoral Internship | |
| COUN PSY 999 | Independent Reading | |
| COUN PSY 904 | Counseling Psychology Externship (optional) [2] | |
| COUN PSY 908 | Pre-Doctoral Internship in Health Service Psychology Preparation Seminar | |
| **Data Analytic Methods** | | |
| Complete two additional courses; at least one must address quantitative data analysis. Examples could include: | | 6 |
| COUN PSY/ CURRIC/ED POL/ ED PSYCH/ELPA/ RP & SE 719 | Introduction to Qualitative Research | |
| COUN PSY 755 | Seminar on Meta-Analysis | |
| ED PSYCH 771 | Test Construction | |
| ED PSYCH 960 | Structural Equation Modeling | |
| ED PSYCH 964 | Hierarchical Linear Modeling | |

| | | |
|---|---|---|
| ED PSYCH 963 | Design & Analysis of Quasi-Experiments for Causal Inference | |
| **Total Credits** | | **91** |

1 Students must take at least 2 semesters of COUN PSY 810 Professional Development and Clinical Practice for 4 credits.
2 Students may take 2 semesters of COUN PSY 904 Counseling Psychology Externship for a total of 2-6 credits.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 40 credits of graduate coursework from other institutions. Coursework earned four or more years prior to admission to the doctoral program is not allowed to satisfy requirements.

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

No credits from an other institution or UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned four or more years prior to admission to the doctoral program is not allowed to satisfy requirements.

## PROBATION

Placement on probation indicates a very serious faculty concern about a student's performance. Students are placed on probation, as opposed to being dismissed from the program, when the faculty determines that the student likely will be able to address the difficulty that led to the probation if appropriate remediation is provided. If a recommendation for probation and remediation is adopted by the faculty, the student and advisor work with the Doctoral Training Committee (or a subset of this committee) to formulate a remediation plan including explicit goals and deadlines for evaluation of their attainment.

Students on probation cannot be approved as ready for the next level of clinical training (i.e., for foundational practicum; for internship) until they have successfully remediated the identified concern(s). This can have a substantial impact on time to degree, as practicum applications begin in the fall semester for the following academic year.

## ADVISOR / COMMITTEE

Upon admission to the doctoral program, all students are assigned a faculty advisor. The doctoral student may select a major professor from the Department of Counseling Psychology who is not the original faculty advisor. In view of the important role that the major professor plays in the student's dissertation research, students are advised to allow themselves sufficient time to get acquainted with all faculty, so that they can select a major professor with whom they share similar research interests, career goals, or other interests. The doctoral student's faculty advisor plays an important role in monitoring and assisting the student with program planning.

Reviews of student progress are an agenda item for departmental faculty meeting in November (1st-year students only) and in April or May (all active PhD students). All students are required to conduct a yearly progress report meeting with their advisor. Student perspectives are taken into account in these reviews, and all students complete the Doctoral Student Report on Progress, in conjunction with their advisors.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students have eight years from the date of admission to complete all of the necessary courses. Courses that are more than eight years old will not fulfill program completion requirements for admission to candidacy. Admission to candidacy occurs when students successfully complete all required coursework and pass their doctoral preliminary examinations. Students must be admitted to candidacy within ten years of admission to the department. Once admitted to candidacy (dissertator status) the student has five years to complete the dissertation and pass the final oral examination.

Once students are admitted they are expected to maintain continuous enrollment and make satisfactory progress toward their degree. Failure to maintain continuous enrollment may result in lengthy reentry process or possible termination from the program.

Prior to reentry into the program, the student should contact the department and petition the faculty for reentry. The full faculty will determine whether the student is granted reentry without conditions, granted reentry conditionally (e.g., require additional coursework or adherence to timelines for completion of degree requirements) or denied reentry.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)

- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
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Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

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- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
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- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Prepare for role as professional psychologist.
2. Apply professional standards and conduct.
3. Demonstrate scientific foundations.
4. Acquire knowledge and skill in psychological practice.
5. Acquire knowledge and skills in clinical supervision.
6. Develop relational skills.
7. Gain an understanding of the scientific basis for practice.
8. Acquire knowledge of research methods.
9. Apply research findings to psychological practice.
10. Apply scientific thinking to practice.
11. Develop a multicultural competence and social justice orientation.
12. Acquire cultural and scientific knowledge relevant to diverse and underrepresented groups.
13. Develop awareness of self as a cultural being.
14. Develop skill in application of knowledge of self, culture, and context to clinical work.

## ACCREDITATION

# ACCREDITATION

American Psychological Association (http://www.apa.org/)

Accreditation status: Accredited. Next accreditation review: 2029.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

Examination for Professional Practice in Psychology (http://www.asppb.net/)

| Year of Exam | UW-Madison Graduates: First Attempt | Nationa First Attemp |
|---|---|---|
| 2017-2019 | 76.00% | 80.2% |
| 2020-2022 | 86.67% | 76.22% |
| 2019-2024 | 81.25% | 76.87% |

Note: Because of the relatively small size of many doctoral programs, EPPP pass rates are reported only in terms of the three and five-year moving averages.

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

#### The requirements of this program meet certification/licensure requirements in the following states:

Wisconsin

#### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# COUNSELING, MS

The MS program emphasizes counseling in community and agency settings, including university and college counseling centers. The master's degree emphasizes service delivery, and its practica/internship components reflect that emphasis. The curriculum stresses knowledge and development of skills in individual and group counseling, consultation, research, ethics, multiculturalism, social justice, and vocational psychology. Supervised practicum experiences are available through the training clinic, university counseling centers, community mental health centers, and numerous other campus units and community agencies. Students are prepared to work predominantly as practitioners in community agencies, post-secondary educational institutions, business and industry. The program fulfills academic requirements to become a licensed professional counselor in the state of Wisconsin.

The sequence of required courses combined with lab and field experiences can be planned on either a full- or part-time basis, but care must be taken in proper sequencing of courses for those attending part-time. Those students enrolling on a full-time basis typically complete the program in two years, including summer classes. For more information, visit the program website (http://counselingpsych.education.wisc.edu/cp/masters-program/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission to the program is highly competitive. Approximately 150 master's applications are received each year, and the department enrolls 10–12 new master's students per year. The Department of Counseling Psychology accepts applications for fall enrollment between early September and the fall deadline listed above for the MS in Counseling program. **There is no option for spring or summer initial enrollment in the department.** The applicant is responsible for collecting,

assembling, and submitting all the pieces of the application by the fall deadline. Applicants must upload materials to the online application.

## REQUIREMENTS

In addition to acquired academic competencies and counseling skills, the counseling profession requires a high level of ethical behavior, self-awareness and personal maturity. All are considered in assessing a student's fitness for a career as a professional counselor. The applicant will be expected to meet minimum requirements for admission set by the Graduate School. Department requirements are more rigorous. An undergraduate degree is required for the master's program.

### Prerequisite

Applicants should have 3 credit hours of introductory psychology and 3 credit hours in statistics **or** measurement/psychometrics/ test construction. If the applicant has not completed the necessary requirements at the time of application, he or she may be admitted with deficiencies and complete the coursework in addition to the program requirements. Prior volunteer or paid work experience in community agencies is important for placement in community agencies for practicum.

## INFORMATIONAL MEETINGS

Several informational meetings are hosted each fall by the department. A schedule of these meetings and other information can be found on the Information for Prospective MS Applicants (http://counselingpsych.education.wisc.edu/cp/masters-program/ms-application/) page.

Questions can be directed to the Graduate Program Manager.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### Fellowships

Racial and ethnic minority students are encouraged to apply for the American Psychological Association Minority Fellowship Program. Information is available at https://www.apa.org/pi/mfp (https://www.apa.org/pi/mfp/).

### Assistantships

The Department of Counseling Psychology has a limited number of Project and Teaching Assistantships. Although master's students occasionally receive assistantships in the department, assistantships within the department are primarily awarded to doctoral students. Master's students are encouraged to seek other forms of financial assistance. Other departments on campus do offer assistantships at the master's level and occasionally to students from outside their individual department; you may inquire to other departments directly or view the "UW Graduate Assistant" jobs available on the Student Jobs (https://studentjobs.wisc.edu/) website.

### Financial Aid

Information and application materials for financial aid, loans, scholarships, and student employment may be obtained by contacting the Office of Student Financial Aid (https://financialaid.wisc.edu/) at 333 East Campus Mall, Room 9701, Madison, WI 53706, 608-262-3060. International applicants are encouraged to seek other forms of financial assistance as international students are not eligible for loans and scholarships.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 60 credits |
| Minimum Residence Credit Requirement | 51 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | Students are required to attain a minimum course grade of B for all coursework that fulfills the 60-credit requirement. |
| Assessments and Examinations | The Professional Integration Exercise (PIE) is a capstone experience for all master's students, where they have the opportunity to pull together their learning and skills and their overall professional identity. Through this oral clinical case conceptualization, they have the opportunity to demonstrate to the faculty their readiness as a master's-level clinician. The Professional Integration Exercise (PIE) will be conducted in late spring during students' second year of training. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The MS degree in counseling requires that students satisfactorily complete coursework, practica experiences, and a professional integration experience. Students earn a minimum of 60 graduate credits. Coursework beyond the 60-credit minimum may be required of students entering with course deficiencies, as enumerated in their letters of admission. Students seeking licensure or certification out of state should check with those states' particular requirements.

The curriculum has been revised in accordance with changes in Wisconsin State licensing requirements with courses only offered once each year. The master's program is a two-year plan that students should follow. The offering of courses is designed for students following the course sequence. Students who depart from the course sequence may be delayed in completing the program and need to consult with their advisors to determine the best course sequence. Students are expected to complete any program deficiencies before they begin the program or during the first semester, at the latest.

| Code | Title | Credits |
|---|---|---|
| **Coursework** | | |
| COUN PSY 700 | Practicum Activities (1 credit fall; 1 credit spring) | 2 |
| COUN PSY/ ED PSYCH 723 | Developmental Processes Across the Life Span | 3 |
| COUN PSY/ RP & SE 730 | Professional Counseling Orientation | 3 |
| COUN PSY 740 | Abnormal Behavior and Psychopathology | 3 |
| COUN PSY 745 | Clinical Mental Health Counseling: Diagnosis and Treatment Planning for Counselors | 3 |
| COUN PSY 777 | Crisis and Trauma Counseling | 3 |
| COUN PSY 791 | Foundations of Clinical Mental Health Counseling | 3 |
| COUN PSY 800 | Theories of Counseling | 3 |
| COUN PSY 802 | Group Dynamics Processing and Counseling | 3 |
| COUN PSY 805 | Helping Relationships and Techniques | 3 |
| COUN PSY 806 | Supervised Practicum in Counseling | 3 |
| COUN PSY 808 | Supervised Internship in Counseling (take in fall and spring) [1] | 10 |
| COUN PSY 825 | Counseling Psychology Techniques With Families | 3 |
| COUN PSY 860 | Social and Cultural Foundations of Counseling | 3 |
| COUN PSY 865 | Lifestyle and Career Development | 3 |
| RP & SE 700 | Research Methods in Rehabilitation, Mental Health, & Special Education | 3 |
| RP & SE 720 | Clinical Rehabilitation & Mental Health Counseling - Assessment | 3 |
| RP & SE 721 | Addictions Counseling | 3 |
| *Optional* | | |
| COUN PSY 810 | Professional Development and Clinical Practice (optional; if needed for additional internship hours) | |
| **Total Credits** | | **60** |

[1] The vast majority of students take 5 credits in fall and 5 credits in spring. Occasionally, a student under certain circumstances may be allowed to take fewer credits; please consult with the Graduate Program Manager for more information.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 9 credits of graduate coursework from other institutions towards the minimum credit requirement. Coursework earned ten or more years prior to admission to the master's degree is not allowed to satisfy requirements.

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

Coursework taken as part of a student's undergraduate program of study will not transfer towards the minimum credit requirement.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has

the "Grad 50%" designation. Coursework earned ten or more years prior to admission to the master's degree is not allowed to satisfy requirements.

## PROBATION

When concerns arise about a student's performance which warrants immediate attention, a non-routine review will be initiated. Concerns that would prompt a non-routine review include: academic proficiency (e.g., grade of BC or lower in a required course); clinical competence and/or termination from a practicum placement; interpersonal functioning; and/or unethical behaviors and/or interactions. The student will be notified of the concern by their advisor or the training director. The master's training committee will discuss the matter to determine whether the concern will be taken to the full faculty for consultation and/or decision. An ad hoc committee will work with the student to create a "development plan" or a "remediation plan" (i.e., student is under probation), depending on the seriousness of the issue(s). If the concern persists after the remediation plan or the issue(s) are deemed irremediable, the committee may recommend dismissal from the program to the full faculty. If the full faculty vote is in agreement with the recommendation for dismissal, the student will be dismissed from the program.

## ADVISOR / COMMITTEE

Upon admission to the master's program, students will be assigned a faculty advisor to facilitate their entry to the program. The faculty advisor has several responsibilities, which include: assisting students with course selection; guiding students' clinical and professional development; guiding students' research, including master's thesis (optional); and giving final approval for master's work. The advisor is also available to answer other questions and concerns that may arise regarding departmental procedures, licensure issues and practicum placement.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1246/) policy.

## TIME LIMITS

If students have been absent for five or more years they must petition the counseling psychology faculty, in writing, for readmission. If successful, they must file a new Graduate School application for admission and submit it with a new application fee. Master's students who do not enroll for a period of five or more years are required to retake some or all Program coursework. All coursework, including deficiencies, must be completed within eight years of admission to the program.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
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- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:

a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

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- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651

- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop knowledge foundational to the practice of mental health counseling including normative and nonnormative human development; individual, group, and couples/family counseling; cultural and social diversity. measurement and evaluation; and exposure to crisis, trauma, and stress.
2. Develop skills for effective individual, family, and group counseling for mental health concerns and well-being as well as effective consultation, evaluation and progress monitoring.
3. Apply principles associated with multiculturalism, polyculturalism, and social justice.
4. Develop understanding, identification with and comportment with the profession of mental health counseling including standards of care, moral and ethical principles, professional identity, professional relationships, professional demeanor, self-reflection, and awareness of impact on others.

## ACCREDITATION

# ACCREDITATION

Masters in Psychology and Counseling Accreditation Council (https://mpcacaccreditation.org/) (MPCAC)

Accreditation Status: Accredited. Next accreditation review: 2031

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

**The requirements of this program meet certification/licensure requirements in the following states:**
Colorado, Louisiana, Massachusetts, Minnesota, New Jersey, New York, North Carolina, Oregon, Pennsylvania, Texas, Washington, Wisconsin

**The requirements of this program do not meet certification/licensure requirements in the following states:**
Not applicable

Updated: 1 June 2026

# CURRICULUM AND INSTRUCTION

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES


- Curriculum and Instruction, Doctoral Minor (p. 505)
- Curriculum and Instruction, MS (p. 505)
- Curriculum and Instruction, PhD (p. 538)
- Qualitative Research Methodology in Education, Doctoral Minor (p. 543)

# CURRICULUM AND INSTRUCTION, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Doctoral students in another graduate program who desire a doctoral minor in the Department of Curriculum and Instruction should seek and enlist a faculty member in the Department of Curriculum and Instruction to serve as their doctoral minor advisor.

## REQUIREMENTS

## REQUIREMENTS

Students must complete 12 credits in the Department of Curriculum and Instruction (CURRIC (https://guide.wisc.edu/courses/curric/)). Coursework must be graduate-level and may include courses numbered 300 and above with the "Grad 50%" designation. Independent reading, independent study, research and thesis courses may not satisfy requirements.

# CURRICULUM AND INSTRUCTION, MS

## MASTER'S DEGREE PROGRAMS

The Department of Curriculum & Instruction offers two pathways for the master's degree. A master of science with initial teacher certification is offered as an MS in Curriculum and Instruction with named options in English, social studies, mathematics, science, and world language. Additionally, the department offers a Research Master's program, with a focus on advanced work in education research. In both programs, master's degree students should expect both an atmosphere of intellectual inquiry and the serious academic standards befitting a graduate research program in curriculum and instruction.

Students wishing to apply to a master's program should select an option below for more information on admissions, financial aid, policies, and requirements.

### MS IN CURRICULUM AND INSTRUCTION – RESEARCH MS

The MS in Curriculum and Instruction prepares students for advanced work in education. In some cases, work leading to the degree prepares students to enter a new career as an educational specialist (e.g., curriculum developer, content-area specialist, school department head, curriculum supervisor, early childhood specialist, bilingual teacher, or reading teacher). In other cases, it prepares students to perform at a higher level in their existing job. In yet other cases, it prepares students for PhD study. Motivations for master's degree work include professional updating, maintenance of accreditation, acquisition of new perspectives and skills, development of specialized knowledge, preparation to work with student teachers, preparation for leadership among teachers, and preparation for advanced graduate study.

Students can read about the admissions deadlines, policies, and requirements for this program on the Curriculum & Instruction Research MS page (p. 507) in the Graduate Guide.

### MS IN CURRICULUM AND INSTRUCTION —NAMED OPTIONS (TEACHER CERTIFICATION)

This pathway to an MS in Curriculum and Instruction prepares students for a career in education as a licensed teacher. Students come to the program with a depth of knowledge in their content area and work to build the skills and evidence needed to enter a classroom as a newly licensed teacher. Motivations for master's degree work in this program include an interest in working with adolescents in middle and high schools, a heightened focus on engaging in socially just teaching practices, a goal of building on content knowledge to connect with a wide array of students, and foster growth and development.

Students can read about the admissions deadlines, policies, and requirements for the various content master's programs within the following links.

- Secondary English Education (p. 512)
- Secondary Mathematics Education (p. 517)
- Secondary Science Education (p. 522)
- Secondary Social Studies Education (p. 527)
- World Language Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-world-language-education-ms/)

## ADMISSIONS

## ADMISSIONS

Students apply to the Master of Science in Curriculum and Instruction through one of the named options:

- Research (p. 507)
- Secondary English Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-english-education-ms/)
- Secondary Mathematics Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-mathematics-education-ms/)
- Secondary Science Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-science-education-ms/)
- Secondary Social Studies Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-social-studies-education-ms/)
- World Language Education (p. 533)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### Funding—Fellowships and Financial Support

For funding opportunities, please visit the page links for each named option.

- Research (p. 507)
- Secondary English Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-english-education-ms/)
- Secondary Mathematics Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-mathematics-education-ms/)
- Secondary Science Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-science-education-ms/)
- Secondary Social Studies Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-social-studies-education-ms/)
- World Language Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-world-language-education-ms/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | See Named Options for requirements information. |
| Minimum Graduate Coursework Requirement | See Named Options for requirements information. |
| Overall Graduate GPA Requirement | See Named Options for requirements information. |
| Other Grade Requirements | See Named Options for requirements information. |
| Assessments and Examinations | See Named Options for requirements information. |
| Language Requirements | See Named Options for requirements information. |

## REQUIRED COURSES

Select a Named Option (p. 506) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Curriculum and Instruction must select one of the following named options:

View as listView as grid

- **CURRICULUM AND INSTRUCTION: RESEARCH, MS (P. 507)**
- **CURRICULUM AND INSTRUCTION: SECONDARY ENGLISH EDUCATION, MS (P. 512)**
- **CURRICULUM AND INSTRUCTION: SECONDARY MATHEMATICS EDUCATION, MS (P. 517)**
- **CURRICULUM AND INSTRUCTION: SECONDARY SCIENCE EDUCATION, MS (P. 522)**
- **CURRICULUM AND INSTRUCTION: SECONDARY SOCIAL STUDIES EDUCATION, MS (P. 527)**
- **CURRICULUM AND INSTRUCTION: WORLD LANGUAGE EDUCATION, MS (P. 533)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Research (p. 507)
- Secondary English Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-english-education-ms/)
- Secondary Mathematics Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-mathematics-education-ms/)
- Secondary Science Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-science-education-ms/)

- Secondary Social Studies Education (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-social-studies-education-ms/)
- World Language Education (p. 533)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Breadth of Knowledge) Examples of competence may include demonstrating awareness of historical and intellectual context, educational practices, critical research paradigms within the broader field of Curriculum and Instruction, and theories and approaches from other fields as appropriate for their research.
2. (Depth of Knowledge) Examples of competence may include demonstrating mastery of concepts, theories, and research, and understanding of relevant educational practices and contexts, sufficient to pose questions that extend the current boundaries of knowledge within their chosen subfield of Curriculum and Instruction.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

**The requirements of this program meet certification/licensure in the following states:**
Wisconsin

**The requirements of this program do not meet certification/licensure in the following states:**
Not applicable

Updated: 1 June 2026

# CURRICULUM AND INSTRUCTION: RESEARCH, MS

# MS IN CURRICULUM AND INSTRUCTION: RESEARCH

This is a named option in the Curriculum and Instruction MS (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/). The MS in Curriculum and Instruction research program prepares students for advanced work in education. In some cases, work leading to the degree prepares students to enter a new position or career in education (e.g., curriculum developer, museum educator, content-area specialist, school department head, curriculum supervisor, early childhood specialist, bilingual teacher, or reading teacher). In other cases, it prepares students to perform at a higher level in their existing job. In yet other cases, it prepares students for PhD study. Motivations for master's degree work include professional development, maintenance of accreditation, acquisition of new perspectives and skills, development of specialized knowledge, preparation to work with student teachers, preparation for leadership among teachers, and preparation for advanced graduate study. Whatever their personal reasons for pursuing the degree, master's degree students should expect both an atmosphere of intellectual inquiry and the serious academic standards befitting a graduate research program in curriculum and instruction.

Details of requirements and procedures pertaining to master's degree study in the department are described in the department's MS Program Handbook (https://merit-www.education.wisc.edu/ci-handbook/). Because master's degree students are personally responsible for learning about and following department requirements and procedures, they should familiarize themselves with this document. Master's degree students are also personally responsible for learning about and following Graduate School policies. The curriculum and instruction graduate program office offers an informational meeting for new graduate students at the beginning of each semester.

Prospective students interested in pursuing an MS degree in Curriculum and Instruction with a focus on initial teaching practice may explore named options available in various teacher certification areas. These include: English (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-english-education-ms/), mathematics (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-mathematics-education-ms/), science (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-science-education-ms/), social studies (https://guide.wisc.edu/graduate/curriculum-instruction/

curriculum-instruction-ms/curriculum-instruction-secondary-social-studies-education-ms/), and world language (p. 533).

# INTERNATIONAL APPLICANTS

The department has a long and successful history of working with graduate students from around the world. Over the last 25 years, approximately 130 MS degrees were earned by international students; students in this group came from 37 countries. During the same period, approximately 150 PhD degrees were earned by international students in the department; students in this group came from 43 countries. Altogether, approximately one-third of our graduate students in Curriculum and Instruction are international students, which enriches the social and intellectual environment for all faculty and students as we continuously learn from each other.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 30 for international applicants; June 30 for domestic applicants |
| Spring Deadline | August 30 for international applicants; November 30 for domestic applicants |
| Summer Deadline | January 30 for international applicants; April 30 for domestic applicants |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICANTS

Unofficial transcripts from all previous post-secondary study and three letters of recommendation are required for all master's degree applicants. Letters of recommendation should be written by persons who are qualified to judge the potential of the applicant as a graduate student. All letters of recommendation are submitted electronically as part of the online application for admission.

Applicants are required to submit a detailed statement of reasons for graduate study. This statement should indicate the applicant's primary area of interest, professional objectives, career goals, and why the applicant is interested in pursuing the master's degree in the Department of Curriculum and Instruction. This information is used to gauge the appropriateness of the applicant's program goals in relation to the department's mission and to identify prospective advisors whose research interests match those of the applicant. If an applicant's statement fails to persuade a faculty member to serve as the graduate advisor, the applicant will be refused admission; it is therefore important that this statement be detailed, well-written, and matched to specific areas of study that are available in the department. If an applicant would like for a particular professor to serve as graduate advisor, the applicant should identify the desired advisor in the statement of reasons for graduate study.

All master's degree applicants are required to submit a resume or curriculum vitae (cv).

If the grade point average (GPA) of an applicant's last 60 semester hours of undergraduate coursework is below 3.0 (on a 4-point scale), the applicant may also be required in certain cases to take the Graduate Record Examinations (GRE) general test and have an official report of the scores sent electronically from the Educational Testing Service (ETS) to UW–Madison (institution code: 1846).

## EXPECTED BACKGROUND IN PROFESSIONAL EDUCATION

Previous education coursework is a prerequisite for the master's program in Curriculum and Instruction. Applicants are required to have taken at least 12 credits in education courses that are equivalent to courses taught within a school of education, as judged by the Graduate Education Advisory Committee. Applicants recommended for admission lacking this background will be required to take a specified number of credits of education coursework in addition to the coursework ordinarily required in the graduate program. The courses taken should be chosen in consultation with the graduate advisor, and each of these courses must be taken for a letter grade (not pass/fail). These courses may be carried concurrently with regular graduate courses, but being additional requirements, they do not satisfy requirements of the graduate program.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## DEPARTMENT FUNDING

The department itself does not typically award fellowships or scholarships to Master's students.

However, Master's students are eligible to apply for C&I and non-C&I teaching assistantships, project assistantships, or research assistantships through the campus jobs portal (https://studentjobs.wisc.edu/). Assistantships are also available at the Wisconsin Center for Education

Research (http://www.wcer.wisc.edu/). These assistantships are awarded to qualified, full-time graduate students and typically involve 10–20 hours of professional work each week, usually in close collaboration with one or more professors. Assistantships provide a stipend and may include the cost of tuition (excluding segregated fees).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 21 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | None. |
| Assessments and Examinations | Students are required to complete a thesis or a project; they must also complete an examination. |
| Language Requirements | No language requirements other than the English proficiency required for admission. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Curriculum & Instruction Courses** | | |
| Students must take at least 15 credits in the Department of Curriculum and Instruction (CURRIC) (excluding CURRIC 799: Master's Independent Research and CURRIC 790 Master's Thesis) | | 15 |
| *Recommended* | | |
| Students are encouraged to complete CURRIC 712 to satisfy a portion of the 15 credit requirement. | | |
| **Additional Coursework** | | |
| In consultation with advisor, complete coursework to reach the minimum 30 credit requriement. Up to 3 credits of CURRIC 790 can be used to complete these credits. | | 15 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. This coursework does not count toward graduate career GPA. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. Students should refer to the program handbook to learn which credits may be counted.

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

No credits from a UW–Madison or other institution undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 and above with "Grad 50%" designation taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

The status of a student can be one of two options:

1. Satisfactory progress (progressing according to standards)
2. Unsatisfactory progress (not progressing according to standards; permitted to enroll with specific plan with dates and deadlines in place in regard to removal of unsatisfactory progress to avoid dismissal from the program).

## ADVISOR / COMMITTEE

All students are required to have an advisor. An advisor is assigned to all incoming students. To ensure that they are making satisfactory progress toward a degree, students should meet with their advisor on a regular basis.

The advisor serves as the thesis advisor. Students can be suspended from the program, if they do not have an advisor.

## CREDITS PER TERM ALLOWED

Students may not enroll for more than 12 credits without first obtaining prior written approval from their advisor.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern

is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

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- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
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- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# CURRICULUM AND INSTRUCTION: SECONDARY ENGLISH EDUCATION, MS

This program is a named option in the Curriculum and Instruction MS (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/#textcontainer).

The secondary English program is a streamlined, graduate-level program that prepares students for a teaching license both in a specific content area at the secondary level (grades 4-12) and to work with English language learners (ESL certification, grades PK-12). Additional information may be found at https://uwteach.education.wisc.edu (https://uwteach.education.wisc.edu/).

The program spans two summers and an intervening academic year. Throughout this time, students take graduate-level courses and engage in fieldwork associated with those courses. To earn the degree, students must complete a master's project.

**Notes:** A teacher certification program is offered as a Master of Science in Curriculum and Instruction with various named options: English, mathematics (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-mathematics-education-ms/), science (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-science-education-ms/), social studies (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-social-studies-education-ms/), and world language (p. 533). Candidates may apply for more than one content area. However, they will only be allowed to enroll in one area at a time.

*Elementary teacher certification is not available through the Department of Curriculum and Instruction Master's program. Students who desire elementary teacher certification should contact the* School of Education Student Services Office *(*https://education.wisc.edu/advising-and-careers/*).*

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | January 15 |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | PRAXIS 2 content exam may be required if the breadth of coursework does not match licensing content standards. |
| Letters of Recommendation Required | 2 |

## DEADLINE

The application deadline above is for early admission and priority scholarship consideration. The program will continue to review domestic applications through May. The program will review international applications through mid-March.

## ADMISSIONS REQUIREMENTS

- Baccalaureate level / bachelor's degree
- Unofficial transcripts
- GPA (grade point average) of 3.0 or better (exceptions can be made on a case-by-case basis)
- Prerequisite courses and experiences that demonstrate depth and breadth across the English/Language Art domain
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/)
- Letters of recommendation
- Statement of purpose/reasons for graduate study
- Resume

Details about these requirements can be found here (https://uwteach.education.wisc.edu/how-to-apply/requirements/).

### Prerequisites

Prerequisites to applying to the Secondary English Education named option can be found here (https://uwteach.education.wisc.edu/program-subject-areas/prerequisites/).

### Graduate Record Examinations (GRE)

If GPA is below a 3.0, a GRE may be requested. Applicants would be notified after initial application review.

## HOW TO APPLY

### Step 1: Apply to the UW–Madison Graduate School (https://grad.wisc.edu/apply/)

Information required at this step includes the following:

- Autobiographical data
- Unofficial transcripts documenting undergraduate degree from an accredited college
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/)
- Statement of purpose—open-ended format, usually not to exceed one page
- Resume (or short CV) listing your academic and professional experience as well as any other information that might be helpful to us in evaluating your application. (No specific format is required, but it should not exceed two pages in length.)
- Two letters of recommendation—up to three are allowed
- Supplemental application: This section includes open-ended prompts requesting:
  - Further information about coursework or professional experience within the content field
  - An opportunity to share extenuating circumstances if you feel your GPA does not adequately reflect your academic abilities
  - A brief summary of your previous work with adolescents, educational settings, and/or speakers of languages other than English. (Experience in these areas are not required, but are helpful in determining your readiness for the program.)
  - In essay format, answers to three prompts specifically tailored to your subject area.
- Please note:
  - Be certain you select "Summer" as your term of admission in the Graduate School online application.
  - The UW Secondary Education MS Program admits new students only for the "summer" term.
  - Be certain you select Curriculum and Instruction MS—with your specified content area: English, Mathematics, Science, Social Studies, or World Language.
  - Students may apply for multiple areas, but may only be enrolled in one content area.
  - Please read the Graduate School's Frequently Asked Questions (FAQ) (https://grad.wisc.edu/apply/#FAQ) before completing the online application.

### Step 2: Final Decisions

After your application is complete, a content area team will review your application and share their recommendation with you and the Graduate School.

If recommended for admission, the UW Graduate School will make a final decision on your application. Official transcripts and a background check must be submitted prior to final admission.

If not recommended for admission, a letter will be sent to you outlining the concern or issue. When applicable, you may be offered an opportunity to remain on a wait list, as future spots may become available.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B average or above in all coursework to earn the MS degree. For teaching certification, a candidate must earn a B or better in each course. If a candidate does not earn a B or better additional coursework may be required. |
| Assessments and Examinations | PRAXIS subject test may be required if breadth of coursework does not match licensing content standards. |
| Language Requirements | Candidates must demonstrate advanced proficiency in English to acquire the English as a Second Language certification. |

## REQUIRED COURSES

There are five distinct content-area programs within the UW-Madison Teacher Certification Program (English, Mathematics (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-mathematics-education-ms/), Science (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-science-education-ms/), Social Studies (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-social-studies-education-ms/), and World Language (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-world-language-education-ms/)). Students are admitted to one of these areas. Students in each of the five areas take classes and participate in school field experiences with students from across the subject areas. Teaching and learning about English as a Second Language (ESL) is a co-equal area of certification and is infused throughout the program.

| Code | Title | Credits |
|---|---|---|
| **Summer 1 (Full Time - Mid-June to Late August)** | | |
| *Coursework* | | |
| ED POL 600 | Problems in Educational Policy | 3 |
| CURRIC 736 | Educating Linguistically and Culturally Diverse Learners | 2 |
| CURRIC 737 | Linguistics for Educators | 2 |
| CURRIC 535 | Foundations of Literacy | 2 |
| *Fieldwork* [1] | | |
| CURRIC 510 | Community-Based Practicum [2] | 1-4 |
| **Fall: Academic Semester 1 (Full Time - Early September to Mid January)** | | |
| *Coursework* | | |
| CURRIC 507 | Inclusive Education in Secondary Schools | 2 |
| ED PSYCH 621 | Adolescent Development in Educational Contexts | 2 |
| CURRIC 396 | Teaching of English | 3 |
| CURRIC 673 | Learning Second Language and Literacies | 2 |
| CURRIC 729 | Classroom Management for Secondary Educators | 1 |
| *Fieldwork* [3] | | |
| CURRIC 511 | School-Based Practicum [2] | 1-4 |
| CURRIC 472 | Student Teaching of English in the Middle School [4] | 2-12 |
| or CURRIC 496 | Student Teaching of English in the High School | |
| **Spring: Academic Semester 2 (Full Time - Mid January to Early June)** | | |
| *Coursework* | | |
| CURRIC 596 | Advanced Practices in Teaching English in Secondary Schools | 3 |
| CURRIC 674 | Advanced Methods in Teaching English as a Second Language | 3 |
| *Fieldwork* [5] | | |
| CURRIC 675 | General Seminar [4] | 1-3 |
| CURRIC 496 | Student Teaching of English in the High School [4] | 2-12 |
| or CURRIC 472 | Student Teaching of English in the Middle School | |
| **Summer 2 (Full Time - Early June to Early August)** | | |
| *Coursework* | | |
| ELPA 640 | Legal Rights and Responsibilities for Teachers | 1 |
| CURRIC 747 | Masters Capstone in Teacher Education | 3 |
| *Master's Project* [6] | | |

1. The focus of this summer semester includes a field experience in the local community intended to involve program students with adolescents from diverse backgrounds. The university courses present assignments for students to carry out in the practicum sites. Within the content domain, program students will consider how academic subject knowledge is and should be translated into the curriculum.
2. CURRIC 510 Community-Based Practicum is typically taken for 2-3 credits and CURRIC 511 School-Based Practicum is typically taken for 1 credit.
3. In this semester, program students are placed in local secondary schools. University courses provide assignments for students in their practicum sites and present concepts useful for understanding schooling, teaching, and students. Topics addressed across coursework include teaching methods to engage with all students, universal curriculum design, understanding contemporary adolescence, and theories of literacy and strategies in learning languages.
4. Fall student teaching is typically 4 credits and spring student teaching is typically 8 credits, and includes a 1 credit seminar. Field-based courses are required for certification.
5. Program students will be immersed in a semester of student teaching. University course work provides assignments for students to carry out in their student teaching as well as concepts and practices that will enhance their instructional effectiveness. During this semester, each student will prepare and teach an instructional unit incorporating concepts and theories from all previous semesters. The instructional unit exercise will also provide evidence for the Performance Assessment Portfolio.
6. In the final summer, MS-English students will complete their master's projects under the direction of their capstone instructor and advisor. Students will also complete a Performance Assessment Portfolio including artifacts demonstrating proficiency on each of the School of Education's Teaching Standards (https://tec.education.wisc.edu/current-students/meeting-wisconsin-educator-standards/).

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students may not transfer graduate credits earned at other institutions.

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

Students may not transfer undergraduate credits earned at other institutions or UW-Madison.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Students may not transfer credits earned as a professional student at UW-Madison.

### Credits Earned as a University Special student at UW–Madison

Students may not transfer credits earned as a University Special student at UW-Madison.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are required to have an advisor. An advisor is assigned to all incoming students. To ensure that they are making satisfactory progress toward a degree, students should meet with their advisor on a regular basis.

The advisor serves as the primary contact within the program and approves the candidate's capstone project. Students can be suspended from the program if they do not have an advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

## Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
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- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see

Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
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- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# CURRICULUM AND INSTRUCTION: SECONDARY MATHEMATICS EDUCATION, MS

This program is a named option in the Curriculum and Instruction MS (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/#textcontainer).

The secondary mathematics program is a streamlined, graduate-level program that prepares students for a teaching license both in a specific content area at the secondary level (grades 4-12) and to work with English language learners (ESL certification). Additional information may be found at https://uwteach.education.wisc.edu (https://uwteach.education.wisc.edu/).

The program spans two summers and an intervening academic year. Throughout this time, students take graduate-level courses and engage in fieldwork associated with those courses. To earn the degree, students must complete a master's project.

**Notes:** A teacher certification program is offered as a Master of Science in Curriculum and Instruction with various named options: English (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-english-education-ms/), mathematics, science (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-science-education-ms/), social studies (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-social-studies-education-ms/), and world language (p. 533). Candidates may apply for more than one content area. However, they will only be allowed to enroll in one area at a time.

*Elementary teacher certification is not available through the Department of Curriculum and Instruction Master's program. Students who desire elementary teacher certification should contact the* SoE Student Services Office. *(*https://education.wisc.edu/advising-and-careers/*)*

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | January 15 |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment, participate in a discussion with the ESL team and meet the Graduate School minimum requirements. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | PRAXIS 2 content exam may be required if the breadth of coursework does not match licensing content standards. |
| Letters of Recommendation Required | 2 |

### DEADLINE

The application deadline above is for early admission and priority scholarship consideration. The program will continue to review domestic applications through May. The program will review international applicants through mid-March.

## ADMISSIONS REQUIREMENTS

- Baccalaureate level/bachelor's degree
- Unofficial transcripts
- GPA (grade point average) of 3.0 or better (exceptions can be made on a case-by-case basis)
- Prerequisite courses and experiences that demonstrate depth and breadth across the secondary school mathematics domain
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- Letters of recommendation
- Statement of purpose/reasons for graduate study
- Resume

Details about these requirements can be found here (https://uwteach.education.wisc.edu/program-subject-areas/prerequisites/).

### Prerequisites

Prerequisites to applying to the Secondary Mathematics Education named option can be found here (https://uwteach.education.wisc.edu/program-subject-areas/prerequisites/).

### Graduate Record Examinations (GRE)

If GPA is below a 3.0, a GRE may be requested. Applicants would be notified after initial application review.

## HOW TO APPLY

### Step 1: Apply to the UW–Madison Graduate School (https://grad.wisc.edu/apply/)

Information required at this step includes the following:

- Autobiographical data
- Unofficial transcripts documenting undergraduate degrees from an accredited college
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/)
- Statement of purpose—open-ended format, usually not to exceed one page
- Resume (or short CV) listing your academic and professional experience as well as any other information that might be helpful to us in evaluating your application. (No specific format is required, but it should not exceed two pages.)
- Two letters of recommendation—up to three are allowed
- Supplemental application: This section includes open-ended prompts requesting:
  - Further information about coursework or professional experience within the content field
  - GPA from your last 60 credits and an opportunity to share extenuating circumstances if you feel the number does not adequately reflect your academic abilities.
  - A brief summary of your previous work with adolescents, educational settings, and/or speakers of languages other than English. (Experience in these areas is not required but is helpful in determining your readiness for the program.)
  - In essay format, answers to three prompts specifically tailored to your subject area.
- Please note:
  - Be certain you select "Summer" as your term of admission in the Graduate School online application.
  - The UW Secondary Education MS Program admits new students only for the "summer" term.
  - Be certain you select Curriculum and Instruction MS—with your specified content area: English, Mathematics, Science, Social Studies, or World Language.
  - Students may apply for multiple areas but may only be enrolled in one content area.
  - Please read the Graduate School's Frequently Asked Questions (FAQ) before completing the online application.

### Step 2: Final Decisions

After your application is complete, a content area team will review it and share their recommendation with you and the graduate school.

If the recommendation is favorable, the UW Graduate School will make a final decision on your application. Official transcripts and a background check must be submitted and meet the necessary guidelines prior to final admission.

If the recommendation is not favorable, a letter will be sent to you outlining the concern or issue. When applicable, you may be offered an opportunity to remain on a wait list as future spots become available.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B average or above in all coursework.<br>For certification, if a candidate does not earn a B or better in a course, additional work may be required. |
| Assessments and Examinations | PRAXIS subject test may be required if breadth of coursework does not match licensing content standards. |
| Language Requirements | Candidates must demonstrate advanced proficiency in English to acquire the English as a Second Language certification. |

## REQUIRED COURSES

There are five distinct content-area programs within the UW-Madison Teacher Certification Program (English (https://uwteach.education.wisc.edu/program-subject-areas/english/), Mathematics, Science (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-science-education-ms/), Social Studies (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-social-studies-education-ms/), and World Language (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-world-language-education-ms/)). Students are admitted to one of these areas. Students in each of the five areas take classes and participate in school field experiences with students from across the subject areas. Teaching and learning about English as a Second Language (ESL) is a co-equal area of certification and is infused throughout the program.

| Code | Title | Credits |
|---|---|---|
| **Summer 1 (Full Time - Mid-June to Late August) [1]** | | |
| *Coursework* | | |
| ED POL 600 | Problems in Educational Policy | 3 |
| CURRIC 736 | Educating Linguistically and Culturally Diverse Learners | 2 |
| CURRIC 737 | Linguistics for Educators | 2 |
| CURRIC 635 | Epistemology of Mathematics for Teachers | 2 |
| *Fieldwork [1]* | | |
| CURRIC 510 | Community-Based Practicum [2] | 1-4 |
| **Fall: Academic Semester 1 (Full Time - Early September to Mid January) [3]** | | |
| *Coursework* | | |
| CURRIC 507 | Inclusive Education in Secondary Schools | 2 |
| ED PSYCH 621 | Adolescent Development in Educational Contexts | 2 |
| CURRIC 393 | The Teaching of Secondary School Mathematics I | 3 |
| CURRIC 673 | Learning Second Language and Literacies | 2 |
| CURRIC 729 | Classroom Management for Secondary Educators | 1 |
| *Fieldwork [3]* | | |
| CURRIC 511 | School-Based Practicum [2] | 1-4 |
| CURRIC 497 | Student Teaching in Middle School Mathematics [4] | 2-12 |
| or CURRIC 494 | Student Teaching in High School Mathematics | |
| **Spring: Academic Semester 2 (Full Time - Mid January to Early June) [5]** | | |
| *Coursework* | | |
| CURRIC 394 | The Teaching of Secondary School Mathematics II | 3 |
| CURRIC 674 | Advanced Methods in Teaching English as a Second Language [6] | 3 |
| *Fieldwork [5]* | | |
| CURRIC 494 | Student Teaching in High School Mathematics [4] | 4-12 |
| or CURRIC 497 | Student Teaching in Middle School Mathematics | |
| CURRIC 675 | General Seminar [4] | 1-3 |
| **Summer 2 (Full Time - Early June to Early August) [7]** | | |
| *Coursework* | | |
| CURRIC 747 | Masters Capstone in Teacher Education (Master's Project) [7] | 3 |
| ELPA 640 | Legal Rights and Responsibilities for Teachers | 1 |

[1] The focus of the summer semester includes a field experience in the local community intended to involve program students with adolescents from diverse backgrounds. The university courses present assignments for students to carry out in the practicum sites. Within the

content domain, program students will consider how academic subject knowledge is and should be translated into the curriculum.

[2] CURRIC 510 Community-Based Practicum is typically taken for 2-3 credits and CURRIC 511 School-Based Practicum is typically taken for 1 credit.

[3] In this semester, program students are placed in local secondary schools. University courses provide assignments for students in their practicum sites and present concepts useful for understanding schooling, teaching, and students. Topics addressed across coursework include teaching methods to engage with all students, universal curriculum design, understanding contemporary adolescence, and theories of literacy and strategies in learning languages.

[4] Fall student teaching is typically 4 credits and spring student teaching is typically 8 credits, and includes a 1 credit seminar. Field-based courses are required for certification.

[5] Program students will be immersed in a semester of student teaching. University course work provides assignments for students to carry out in their student teaching as well as concepts and practices that will enhance their instructional effectiveness. During this semester, each student will prepare and teach an instructional unit incorporating concepts and theories from all previous semesters. The instructional unit exercise will also provide evidence for the Performance Assessment Portfolio.

[6] Recommended but not required for the master's degree.

[7] In the final summer, MS-Math students will complete their master's projects under the direction of their capstone instructor and advisor. Students will also complete a Performance Assessment Portfolio including artifacts demonstrating proficiency on each of the School of Education's Teaching Standards (https://tec.education.wisc.edu/current-students/meeting-wisconsin-educator-standards/).

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students may not transfer graduate credits earned at other institutions.

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

Students may not transfer undergraduate credits earned at other institutions or UW-Madison.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Students may not transfer credits earned as a professional student at UW-Madison.

### Credits Earned as a University Special student at UW-Madison

Students may not transfer credits earned as a University Special student at UW-Madison.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are required to have an advisor. An advisor is assigned to all incoming students. To ensure that they are making satisfactory progress toward a degree, students should meet with their advisor on a regular basis.

The advisor serves as the primary contact within the program and approves the candidate's capstone project. Students can be suspended from the program if they do not have an advisor.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
    a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
    b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the

written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# CURRICULUM AND INSTRUCTION: SECONDARY SCIENCE EDUCATION, MS

This program is a named option in the Curriculum & Instruction MS (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/#textcontainer).

The secondary science program is a streamlined, graduate-level program that prepares students for a teaching license both in a specific content area at the secondary level (grades 4-12) and to work with English language learners (ESL certification). Additional information may be found at https://uwteach.education.wisc.edu (https://uwteach.education.wisc.edu/).

The program spans two summers and an intervening academic year. Throughout this time, students take graduate-level courses and engage in fieldwork associated with those courses. To earn the degree, students must complete a master's project.

**Notes:** A teacher certification program is offered as a Master of Science in Curriculum and Instruction with various named options: English (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-english-education-ms/), mathematics (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-mathematics-education-ms/), science, social studies (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-social-studies-education-ms/), and world language (p. 533). Candidates may apply for more than one content area. However, they will only be allowed to enroll in one area at a time.

*Elementary teacher certification is not available through the Department of Curriculum and Instruction Master's program. Students who desire elementary teacher certification should contact the* SoE Student Services office. *(*https://education.wisc.edu/advising-and-careers/*)*

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the***

***Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | January 15 |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment, participate in a discussion with the ESL team and meet the Graduate School minimum requirements. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | PRAXIS 2 content exam may be required if the breadth of coursework does not match licensing content standards. |
| Letters of Recommendation Required | 2 |

## DEADLINE

The application deadline above is for early admission and priority scholarship consideration. The program will continue to review domestic applications through May. The program will review international applicants through mid-March.

## ADMISSIONS REQUIREMENTS

- Baccalaureate level/bachelor's degree
- Unofficial Transcripts
- GPA (grade point average) of 3.0 or better (exceptions can be made on a case by case basis)
- Prerequisite courses and experiences that demonstrate depth and breadth across the secondary educational science domain
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- Letters of recommendation
- Statement of purpose/reasons for graduate study
- Resume

Details about these requirements can be found here (https://uwteach.education.wisc.edu/how-to-apply/requirements/).

### Prerequisites

Prerequisites to applying to the Secondary Science Education named option can be found here (https://uwteach.education.wisc.edu/program-subject-areas/prerequisites/).

### Graduate Record Examinations (GRE)

If GPA is below a 3.0, a GRE may be requested. Applicants would be notified after initial application review.

## HOW TO APPLY

### Step 1: Apply to the UW-Madison Graduate School (https://grad.wisc.edu/apply/)

Information required at this step includes the following:

- Autobiographical data
- Unofficial transcripts documenting undergraduate degree from an accredited college
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/)
- Statement of purpose—open-ended format, usually not to exceed one page
- Resume (or short CV) listing your academic and professional experience as well as any other information that might be helpful to us in evaluating your application. (No specific format is required, but it should not exceed two pages in length.)
- Two letters of recommendation—up to three are allowed
- Supplemental application: This section includes open-ended prompts requesting:
  - A brief summary of your previous work with adolescents, educational settings, and/or speakers of languages other than English. (Experience in these areas are not required, but are helpful in determining your readiness for the program.)
  - An opportunity to share extenuating circumstances if you feel your GPA does not adequately reflect your academic abilities.
  - In essay format, answers to three prompts specifically tailored to your subject area.
- Please note:
  - Be certain you select "Summer" as your term of admission in the Graduate School online application.
  - The UW Secondary Education MS Program admits new students only for the "summer" term.
  - Be certain you select Curriculum and Instruction M.S.—with your specified content area: English, Mathematics, Science, Social Studies, or World Language.
  - Students may apply for multiple areas but may only be enrolled in one content area.
  - Please read the Graduate School's Frequently Asked Questions (FAQ) (http://grad.wisc.edu/admissions/faq/) before completing the online application.

### Step 2: Final Decisions

After your application is complete, a content area team will review your application and share their recommendation with you and the Graduate School.

If the recommendation is favorable, the UW Graduate School will make a final decision on your application. Official transcripts and a background check must be submitted and meet necessary guidelines prior to final admission.

If the recommendation is not favorable, a letter will be sent to you outlining the concern or issue. When applicable, you may be offered an opportunity to remain on a wait list, as future spots may become available.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B average or above in all coursework to earn the MS. For teaching certification, a candidate must earn a B or better in each course. If a candidate does not earn a B or better additional coursework may be required. |
| Assessments and Examinations | PRAXIS subject test may be required if breadth of coursework does not match licensing content standards. |
| Language Requirements | Candidates must demonstrate advanced proficiency in English to acquire the English as a Second Language certification. |

## REQUIRED COURSES

There are five distinct content-area programs within the UW-Madison Teacher Certification Program (English (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-english-education-ms/), Mathematics (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-mathematics-education-ms/), Science, Social Studies (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-social-studies-education-ms/), and World Language (p. 533)). Students are admitted to one of these areas. Students in each of the five areas take classes and participate in school field experiences with students from across the subject areas. Teaching and learning about English as a Second Language (ESL) is a co-equal area of certification and is infused throughout the program.

| Code | Title | Credits |
|---|---|---|
| **Summer 1 (Full Time - Mid-June to Late August)** [1] | | |
| *Coursework* | | |
| ED POL 600 | Problems in Educational Policy | 3 |
| CURRIC 736 | Educating Linguistically and Culturally Diverse Learners | 2 |
| CURRIC 737 | Linguistics for Educators | 2 |
| CURRIC 735 | Epistemic Practice and Science Teaching | 2 |
| *Fieldwork* [1] | | |
| CURRIC 510 | Community-Based Practicum [2] | 2 |
| **Fall: Academic Semester 1 (Full Time - Early September to Mid-January)** [3] | | |
| *Coursework* | | |
| CURRIC 507 | Inclusive Education in Secondary Schools | 2 |
| ED PSYCH 621 | Adolescent Development in Educational Contexts | 2 |

| | | |
|---|---|---|
| CURRIC 390 | Teaching of Science in Secondary Schools | 3 |
| CURRIC 673 | Learning Second Language and Literacies | 2 |
| CURRIC 729 | Classroom Management for Secondary Educators | 1 |
| *Fieldwork* [3] | | |
| CURRIC 511 | School-Based Practicum [2] | 1-4 |
| CURRIC 495 | Student Teaching in Science in the Middle School [4] | 2-12 |
| or CURRIC 490 | Student Teaching in Science in the High School | |
| **Spring: Academic Semester 2 (Full Time - Mid-January to Early June) [5]** | | |
| *Coursework* | | |
| CURRIC 590 | Advanced Practices in the Teaching of Science | 3 |
| CURRIC 674 | Advanced Methods in Teaching English as a Second Language [6] | 3 |
| *Fieldwork* [3] | | |
| CURRIC 490 | Student Teaching in Science in the High School [*] | 2-12 |
| or CURRIC 495 | Student Teaching in Science in the Middle School | |
| CURRIC 675 | General Seminar [4] | 1 |
| **Summer 2 (Full Time - Early June to Early August) [7]** | | |
| *Coursework* | | |
| ELPA 640 | Legal Rights and Responsibilities for Teachers | 1 |
| CURRIC 747 | Masters Capstone in Teacher Education [7] | 3 |
| **Total Credits** | | **30** |

1 The focus of this summer semester includes a field experience in the local community intended to involve program students with adolescents from diverse backgrounds. The university courses present assignments for students to carry out in the practicum sites. Within the content domain, program students will consider how academic subject knowledge is and should be translated into the curriculum.

2 CURRIC 510 Community-Based Practicum is typically taken for 2-3 credits and CURRIC 511 School-Based Practicum is typically taken for 1 credit.

3 In this semester, program students are placed in local secondary schools. University courses provide assignments for students in their practicum sites and present concepts useful for understanding schooling, teaching, and students. Topics addressed across coursework include teaching methods to engage with all students, universal curriculum design, understanding contemporary adolescence, and theories of literacy and strategies in learning languages.

4 Fall student teaching is typically 4 credits and spring student teaching is typically 8 credits, and includes a 1 credit seminar. Field-based courses are required for certification.

5 Program students will be immersed in a semester of student teaching. University course work provides assignments for students to carry out in their student teaching as well as concepts and practices that will enhance their instructional effectiveness. During this semester, each student will prepare and teach an instructional unit incorporating concepts and theories from all previous semesters. The instructional unit exercise will also provide evidence for the Performance Assessment Portfolio.

6 Recommended but not required for the master's degree.

7 In the final summer, MS-Science students will complete their master's projects under the direction of their capstone instructor and advisor. Students will also complete a Performance Assessment Portfolio including artifacts demonstrating proficiency on each of the School of Education's Teaching Standards (https://tec.education.wisc.edu/current-students/meeting-wisconsin-educator-standards/).

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students may not transfer graduate credits earned at other institutions.

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

Students may not transfer undergraduate credits earned at other institutions or UW-Madison.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Students may not transfer credits earned as a professional student at UW-Madison.

### Credits Earned as a University Special student at UW–Madison

Students may not transfer credits earned as a University Special student at UW-Madison.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are required to have an advisor. An advisor is assigned to all incoming students. To ensure that they are making satisfactory progress toward a degree, students should meet with their advisor on a regular basis.

The advisor serves as the primary contact within the program and approves the candidate's capstone project. Students can be suspended from the program if they do not have an advisor.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by

the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# CURRICULUM AND INSTRUCTION: SECONDARY SOCIAL STUDIES EDUCATION, MS

This program is a named option in the Curriculum and Instruction MS (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/#textcontainer).

The secondary social studies program is a streamlined, graduate-level program that prepares students for a teaching license both in a specific content area at the secondary level (grades 4-12) and to work with English language learners (ESL certification, grades PK-12). Additional information may be found at https://uwteach.education.wisc.edu (https://uwteach.education.wisc.edu/).

The program spans two summers and an intervening academic year. Throughout this time, students take graduate-level courses and engage in fieldwork associated with those courses. To earn the degree, students must complete a master's project.

**Notes:** A teacher certification program is offered as a Master of Science in Curriculum and Instruction with various named options: English (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-english-education-ms/), mathematics (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-mathematics-education-ms/), science (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-science-education-ms/), social studies, and world language (p. 533). Candidates may apply for more than one content area. However, they will only be allowed to enroll in one area at a time.

*Elementary teacher certification is not available through the Department of Curriculum and Instruction Master's program. Students who desire elementary teacher certification should contact the* SoE Student Services office. *(*https://education.wisc.edu/advising-and-careers/*)*

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | January 15 |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment, participate in a discussion with the ESL team and meet the Graduate School minimum requirements. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | PRAXIS 2 content exam may be required if breadth of coursework does not match licensing content standards. |
| Letters of Recommendation Required | 2 |

## DEADLINE

The application deadline above is for early admission and priority scholarship consideration. The program will continue to review domestic applications through May. The program will review international applicants through mid-March.

## ADMISSIONS REQUIREMENTS

- Baccalaureate level/bachelor's degree
- Unofficial transcripts
- GPA (grade point average) of 3.0 or better (exceptions can be made on a case-by-case basis)
- Prerequisite courses and experiences to demonstrate depth and breadth of the secondary educational social studies content domain
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- Letters of recommendation
- Statement of purpose/reasons for graduate study
- Resume

Details about these requirements can be found here (https://uwteach.education.wisc.edu/how-to-apply/requirements/).

### Prerequisites

Prerequisites to applying to the Secondary Social Studies Education named option can be found here (https://uwteach.education.wisc.edu/program-subject-areas/prerequisites/).

### Graduate Record Examinations (GRE)

If GPA is below a 3.0, a GRE may be requested. Applicants would be notified after initial application review.

## HOW TO APPLY

### Step 1: Apply to the UW-Madison Graduate School (https://grad.wisc.edu/apply/)

Information required at this step includes the following:

- Autobiographical data
- Unofficial transcripts documenting undergraduate degrees from an accredited college
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/)
- Statement of purpose—open-ended format, usually not to exceed one page
- Resume (or short CV) listing your academic and professional experience as well as any other information that might be helpful to us in evaluating your application. (No specific format is required, but it should not exceed two pages in length.)
- Two letters of recommendation—up to three are allowed
- Supplemental application: This section includes open-ended prompts requesting:
  - Further information about coursework or professional experience within the content field
  - GPA from your last 60 credits, and an opportunity to share extenuating circumstances if you feel the number does not adequately reflect your academic abilities.
  - A brief summary of your previous work with adolescents, educational settings, and/or speakers of languages other than English. (Experience in these areas is not required but is helpful in determining your readiness for the program.)
  - In essay format, answers to three prompts specifically tailored to your subject area.

- Please note:
  - Be certain you select "Summer" as your term of admission in the Graduate School online application.
  - The UW Secondary Education MS Program admits new students only for the "summer" term.
  - Be certain you select Curriculum and Instruction M.S.—with your specified content area: English, Mathematics, Science, Social Studies, or World Language.
  - Students may apply for multiple areas but may only be enrolled in one content area.
  - Please read the Graduate School's Frequently Asked Questions (FAQ) (https://grad.wisc.edu/apply/) before completing the online application.

### Step 2: Final Decisions

After your application is complete, a content area team will review it and share their recommendation with you and the graduate school.

If the recommendation is favorable, the UW Graduate School will make a final decision on your application. Official transcripts and a background check must be submitted and meet the necessary guidelines prior to final admission.

If the recommendation is not favorable, a letter will be sent to you outlining the concern or issue. When applicable, you may be offered an opportunity to remain on a wait list as future spots may become available.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B average or above in all coursework to earn the MS degree. For teaching certification, a candidate must earn a B or better in each course. If a candidate does not earn a B or better additional coursework may be required. |
| Assessments and Examinations | PRAXIS subject test may be required if breadth of coursework does not match licensing content standards. |
| Language Requirements | Candidates must demonstrate advanced proficiency in English to acquire the English as a Second Language certification. |

## REQUIRED COURSES

There are five distinct content-area programs within the UW-Madison Teacher Certification Program (English (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-english-education-ms/), Mathematics (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-mathematics-education-ms/), Science (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-secondary-science-education-ms/), Social Studies, and World Language (https://guide.wisc.edu/graduate/curriculum-instruction/curriculum-instruction-ms/curriculum-instruction-world-language-education-ms/)). Students are admitted to one of these

areas. Students in each of the five areas take classes and participate in school field experiences with students from across the subject areas. Teaching and learning about English as a Second Language (ESL) is a co-equal area of certification and is infused throughout the program.

| Code | Title | Credits |
|---|---|---|
| **Summer 1 (Full Time - Mid-June to Mid-August)** [1] | | |
| *Coursework* | | |
| ED POL 600 | Problems in Educational Policy | 3 |
| CURRIC 736 | Educating Linguistically and Culturally Diverse Learners | 2 |
| CURRIC 737 | Linguistics for Educators | 2 |
| CURRIC 835 | Foundations of Social Studies Education | 2 |
| *Fieldwork* [1] | | |
| CURRIC 510 | Community-Based Practicum [2] | 1-4 |
| **Fall: Academic Semester 1 (Full Time - Early September to Mid January)** [3] | | |
| *Coursework* | | |
| CURRIC 507 | Inclusive Education in Secondary Schools | 2 |
| ED PSYCH 621 | Adolescent Development in Educational Contexts | 2 |
| CURRIC 359 | Teaching of History and the Other Social Studies | 3 |
| CURRIC 673 | Learning Second Language and Literacies | 2 |
| CURRIC 729 | Classroom Management for Secondary Educators | 1 |
| *Fieldwork* | | |
| CURRIC 511 | School-Based Practicum [2] | 1-4 |
| CURRIC 458 | Student Teaching in History and Social Studies in the Middle School [4] | 2-12 |
| or CURRIC 459 | Student Teaching in History and Social Studies in the High School | |
| **Spring: Academic Semester 2 (Full Time - Mid January to Early June)** [5] | | |
| *Coursework* | | |
| CURRIC 559 | Advanced Practices in the Teaching of Social Studies | 3 |
| CURRIC 674 | Advanced Methods in Teaching English as a Second Language [6] | 3 |
| *Fieldwork* [3] | | |
| CURRIC 459 | Student Teaching in History and Social Studies in the High School [4] | 4-12 |
| or CURRIC 458 | Student Teaching in History and Social Studies in the Middle School | |
| CURRIC 675 | General Seminar [4] | 1-3 |
| **Summer 2 (Full Time - Early June to Early August)** | | |
| *Coursework* | | |
| CURRIC 747 | Masters Capstone in Teacher Education ( (Master's Project)) [7] | 3 |
| ELPA 640 | Legal Rights and Responsibilities for Teachers | 1 |

1 The focus of this summer semester includes a field experience in the local community intended to involve program students with adolescents from diverse backgrounds. The university courses present assignments for students to carry out in the practicum sites. Within the content domain, program students will consider how academic subject knowledge is and should be translated into the curriculum.

2 CURRIC 510 Community-Based Practicum is typically taken for 2-3 credits and CURRIC 511 School-Based Practicum is typically taken for 1 credit.

3 In this semester, program students are placed in local secondary schools. University courses provide assignments for students in their practicum sites and present concepts useful for understanding schooling, teaching, and students. Topics addressed across coursework include teaching methods to engage with all students, universal curriculum design, understanding contemporary adolescence, and theories of literacy and strategies in learning languages.

4 Fall student teaching is typically 4 credits and spring student teaching is typically 8 credits, and includes a 1 credit seminar. Field-based courses are required for certification.

5 Program students will be immersed in a semester of student teaching. University course work provides assignments for students to carry out in their student teaching as well as concepts and practices that will enhance their instructional effectiveness. During this semester, each student will prepare and teach an instructional unit incorporating concepts and theories from all previous semesters. The instructional unit exercise will also provide evidence for the Performance Assessment Portfolio.

6 Recommended but not required for the master's degree.

7 In the final summer, MS-Social Studies students will complete their master's projects under the direction of their capstone instructor and advisor.
Students will also complete a Performance Assessment Portfolio including artifacts demonstrating proficiency on each of the School of Education's Teaching Standards (https://tec.education.wisc.edu/current-students/meeting-wisconsin-educator-standards/).

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students may not transfer graduate credits earned at other institutions.

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

Students may not transfer undergraduate credits earned at other institutions or UW-Madison.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Students may not transfer credits earned as a professional student at UW-Madison.

### Credits Earned as a University Special student at UW–Madison

Students may not transfer credits earned as a University Special student at UW-Madison.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are required to have an advisor. An advisor is assigned to all incoming students. To ensure that they are making satisfactory progress toward a degree, students should meet with their advisor on a regular basis.

The advisor serves as the primary contact within the program and approves the candidate's capstone project. Students can be suspended from the program if they do not have an advisor.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

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> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern

is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# CURRICULUM AND INSTRUCTION: WORLD LANGUAGE EDUCATION, MS

This is a named option in the Curriculum and Instruction MS (p. 505).

A master of science with initial teacher certification is offered as a Master of Science in Curriculum and Instruction with named options in English (p. 512), mathematics (p. 517), science (p. 522), social studies (p. 527), and world languages. The program is a streamlined, graduate-level program that prepares students for an initial teaching license in a specific content area. (World language certification spans PK-12; English, math, science, or social studies certifications are at the secondary level.) Additional information may be found at https://uwteach.education.wisc.edu (https://uwteach.education.wisc.edu/).

The WLE named option is for students who want to become highly qualified world language teachers and have already earned an undergraduate degree with a language proficiency and sociocultural understanding of that language.

Candidates may apply for more than one content area; however, they will only be allowed to enroll in one area at a time. Elementary teacher certification is unavailable through the Department of Curriculum and Instruction Master's program. Students who desire elementary teacher certification should contact the SoE Student Services office. (https://education.wisc.edu/advising-and-careers/)

The program spans one summer semester and one full academic year, to total four semesters. Throughout this period, students take graduate-level courses and engage in fieldwork associated with those courses. To earn the degree, students must complete a master's project.

There is a critical need for world language teachers in Wisconsin and beyond. The WLE program will prepare teacher candidates to be critical world language educators who acknowledge and respond to social and educational inequities. The program is grounded on frameworks of justice-oriented, antiracist, and anticolonial pedagogies. Through rigorous and cutting-edge program classes, students will develop as critical thinkers and reflective professionals who are able to create transformative language learning experiences for diverse students.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | January 15 |
| GRE (Graduate Record Examinations) | May be required in certain cases, consult program. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | ACTFL scores at the Intermediate High level for both Oral and Written exams can serve as an alternative method to verify language proficiency for certification purposes |
| Letters of Recommendation Required | 2 |

## DEADLINE

The application deadline above is for early admission and priority scholarship consideration. The program will continue to review domestic applications through May. The program will review international applications through mid-March.

## ADMISSIONS REQUIREMENTS

- Baccalaureate level/bachelor's degree
- Unofficial transcripts
- Grade point average (GPA) of 3.0 or better (exceptions can be made on a case-by-case basis)
- Verification of language proficiency in the certifying language (may be verified by any one of the following methods:
  - Holding a degree in the language from an accredited college obtained within the past five years.
  - Achieving ACTFL scores at the Intermediate High level in both Oral and Written exams.
  - Earning a degree from an institution where the majority of coursework was conducted in the certification language.
- Letters of recommendation
- Statement of purpose/reasons for graduate study
- Resume
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

### Graduate Record Examinations (GRE)

If a GPA is below 3.0, a GRE may be requested. Applicants will be notified after initial application review.

## HOW TO APPLY

### Step 1: Apply to the UW-Madison Graduate School (https://grad.wisc.edu/apply/)

Information required at this step includes the following:

- Provide autobiographical data through the Graduate School online application (https://grad.wisc.edu/apply/)
- Unofficial transcripts documenting undergraduate degrees from an accredited institution
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- Statement of purpose: open-ended format, usually not to exceed one page
- Resume (or short CV) listing your academic and professional experience as well as any other information that might be helpful to us in evaluating your application. (no specific format is required, but it should not exceed two pages in length.)
- Two letters of recommendation: up to three are allowed
- Supplemental application: This section includes open-ended prompts requesting:
  - Further information about coursework or professional experience within the content field
  - GPA from your last 60 credits, and an opportunity to share extenuating circumstances if you feel the number does not adequately reflect your academic abilities.
  - A brief summary of your previous work with adolescents, educational settings, and/or speakers of languages other than English. (Experience in these areas is not required, but is helpful in determining your readiness for the program.)
  - In essay format, answers to three prompts specifically tailored to your subject area.
- Please note:
  - Be certain you select "Summer" as your term of admission in the Graduate School online application.
  - Be certain you select Curriculum and Instruction MS—with your specified content area. This includes secondary English, Mathematics, Science, Social Studies, or World Language education.
  - Applicants may only be enrolled in one subject area.
  - Refer to the Graduate School's Frequently Asked Questions (FAQ) (https://grad.wisc.edu/apply/#FAQ) before completing the online application.

### Step 2: Final Decisions

After completing the application, a content area team will review it and share their recommendation with you and the Graduate School.

If the recommendation is favorable, the UW Graduate School will make a final decision on your application. Official transcripts and a background check must be submitted and meet the necessary guidelines prior to final admission.

If the recommendation is unfavorable, a letter will be sent to you outlining the concern or issue. When applicable, you may be offered an opportunity to remain on a wait list as future spots become available.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Within the Curriculum and Instruction's MS teacher education program, additional financial support is available. Two primary options include:

1. Competitive scholarship awards with gift-based monetary aid ranging from $2,000 to $15,000;
2. All students are currently eligible to enroll in the Teacher Pledge program, a loan forgiveness program that covers the amount of "in-state" tuition, typically in the area of $24,000.

Both options are open to candidates in the program and may be used together. To learn more, please explore https://uwteach.education.wisc.edu/financial-aid (https://uwteach.education.wisc.edu/financial-aid/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a 3.0 average or above in all coursework to earn the MS degree. For teaching certification, a candidate must earn a B or better in each graded course. If a candidate does not earn a B or better additional coursework may be required. |
| Assessments and Examinations | PRAXIS exams may be used to verify content knowledge. ACTFL exams may be required to verify language proficiency. |
| Language Requirements | Candidates must demonstrate advanced proficiency in English to acquire the English as a Second Language certification. |

## REQUIRED COURSES

There are five distinct subject-area programs within the UW-Madison Secondary Teacher Certification Program (English (p. 512), Mathematics (p. 517), Science (p. 522), Social Studies (p. 527), and World Language). Students apply to and are admitted to one of these areas. All students, however, go through the program as a cohort and take classes and participate in school field experiences with students from across the subject areas.

| Code | Title | Credits |
|---|---|---|
| **Summer 1 (Full Time - Mid June to Mid August)** | | |
| The focus of this summer semester includes a field experience in the local community intended to involve program students with adolescents from diverse backgrounds. The university courses present assignments for students to carry out in the practicum sites. Within the content domain, program students will consider how academic subject knowledge is and should be translated into the curriculum. | | |
| *Coursework* | | |
| ED POL 600 | Problems in Educational Policy | 3 |
| CURRIC 736 | Educating Linguistically and Culturally Diverse Learners | 2 |
| CURRIC 737 | Linguistics for Educators (Optional for degree, Required for ESL certification) | 2 |
| CURRIC 435 | Foundations of World Language Education | 2 |
| *Fieldwork* | | |
| CURRIC 510 | Community-Based Practicum | 2 |
| **Fall: Academic Semester 1 (Full Time - Early September to Mid January)** | | |
| In this semester, program students are placed in local secondary schools. University courses provide assignments for students in their practicum sites and present concepts useful for understanding schooling, teaching, and students. Topics addressed across coursework include teaching methods to engage with all students, universal curriculum design, understanding contemporary adolescence, and theories of literacy and strategies in learning languages. | | |
| *Coursework* | | |
| CURRIC 507 | Inclusive Education in Secondary Schools | 2 |
| ED PSYCH 621 | Adolescent Development in Educational Contexts | 2 |
| CURRIC 545 | Teaching World Languages I | 3 |
| CURRIC 673 | Learning Second Language and Literacies (Optional for degree, Required for ESL certification) | 2 |
| CURRIC 729 | Classroom Management for Secondary Educators | 1 |
| *Fieldwork* | | |
| Fall student teaching is typically 4 credits and spring student teaching is typically 8 credits, and includes a seminar. These courses are only required for certification; however, they are not required for the master's degree. | | |
| CURRIC 511 | School-Based Practicum | 1-4 |
| CURRIC 442 | Student Teaching in World Languages (PK-8) | 2-12 |
| **Spring: Academic Semester 2 (Full Time - Mid January to Early June)** | | |
| Program students will be immersed in a semester of student teaching. University coursework provides assignments for students to carry out in their student teaching as well as concepts and practices that will enhance their instructional effectiveness. During this semester, each student will prepare and teach an instructional unit incorporating concepts and theories from all previous semesters. The instructional unit exercise will also provide evidence for the Performance Assessment Portfolio. Students will also complete a Performance Assessment Portfolio including artifacts demonstrating proficiency on each of the School of Education's Teaching Standards (https://tec.education.wisc.edu/current-students/meeting-wisconsin-educator-standards (https://tec.education.wisc.edu/current-students/meeting-wisconsin-educator-standards/)/). | | |
| *Coursework* | | |
| CURRIC 546 | Teaching World Languages II | 2 |
| CURRIC 674 | Advanced Methods in Teaching English as a Second Language (Optional for degree, Required for ESL certification) | 3 |
| CURRIC 675 | General Seminar | 1-3 |

| | | |
|---|---|---|
| *Fieldwork* | | |
| CURRIC 443 | Student Teaching in World Languages (6-12) (Fieldwork) | 2-12 |
| **Summer 2 (Full Time - Mid June to early August)** | | |
| CURRIC 747 | Masters Capstone in Teacher Education | 3 |
| ELPA 640 | Legal Rights and Responsibilities for Teachers | 1 |

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

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All students are required to have an advisor. An advisor is assigned to all incoming students. To ensure that they are making satisfactory progress toward a degree, students should meet with their advisor on a regular basis.

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15 credits

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Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

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- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
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- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
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International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

## Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700

- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Within the program, personalized professional support is provided through the content area's advisor, field-based supervisors, and mentor teachers. The School of Education also supports the development of teacher candidates within the program, throughout the licensing process, and after graduation with the Teacher Education Center (https://tec.education.wisc.edu/become-a-teacher-at-uw-madison/) and Career Center (https://careercenter.education.wisc.edu/).

# CURRICULUM AND INSTRUCTION, PHD

The Department of Curriculum and Instruction offers graduate studies that lead to the Doctor of Philosophy (PhD) in Curriculum and Instruction. The goals of doctoral study in Curriculum and Instruction are to help students develop abilities for research in the field of curriculum and instruction, imbuing them with a distinctive theoretical and critical edge; develop expertise in one of the department's areas of study, listed below; acquire greater competence in curriculum evaluation and development; improve understanding of the teaching–learning process; gain depth and breadth of knowledge in related academic fields; and build a broadened professional background in areas related to curriculum and instruction, such as anthropology, history, philosophy, sociology of education, administration, counseling, educational psychology, and supervision.

PhD study in the department is research-oriented. It prepares students for different forms of intellectual leadership in education including research, curriculum analysis and development, teacher education, and other teaching in higher education as well as leadership positions in educational agencies. These different forms of leadership are not mutually exclusive, but the relative emphasis given to each varies among students and areas of study.

## AREAS OF STUDY

In accord with interests and professional goals, each admitted graduate student is assigned to a primary area of study and to an initial faculty advisor in that area. Areas of study are bilingual education, curriculum studies & global studies, early childhood studies, English as a second language, literacy studies, mathematics education, multicultural education, music education, science education, social studies education, teacher education, world language education, and design, informal, and creative education (DICE).

Details of requirements and procedures pertaining to PhD study in the department are described in the department's PhD Degree Program Handbook (https://merit-www.education.wisc.edu/ci-handbook/). Doctoral students are responsible for learning about and following department requirements and procedures and they should therefore familiarize themselves with this document. PhD students are also responsible for learning about and following Graduate School policies. The curriculum and instruction graduate program office offers an informational meeting for new graduate students at the beginning of each semester.

## INTERNATIONAL APPLICANTS

The department has a long and successful history of working with graduate students from around the world. Over the last 25 years, approximately 130 MS degrees were earned by international students; students in this group came from 37 countries. During the same period, approximately 150 PhD degrees were earned by international students in the department; students in this group came from 43 countries. Altogether, approximately one-third of our graduate students in Curriculum and Instruction are international students, which enriches the social and intellectual environment for all faculty and students as we continuously learn from each other.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched

the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## PHD APPLICANTS

Applicants are required to supplement the application with the items enumerated below.

1. Unofficial transcripts. Unofficial transcripts from all previous postsecondary studies are required for all PhD applicants. Unofficial transcripts should be uploaded to the application system. If an applicant is recommended for admission by the department, official transcripts will need to be submitted directly to the Graduate School by the student's postsecondary institution.
2. Evidence of writing ability. PhD applicants are required to provide evidence of their writing ability by submitting a writing sample (master's thesis, academic paper from a graduate course, a journal article, or any other writing that the applicant believes can be used to judge writing ability). This should be uploaded to the application.
3. Three letters that include an appraisal of academic competence. PhD applicants are required to have three letters of reference assessing their academic and professional competence. Letters of reference written for teachers and other educational professionals ordinarily include an evaluation of their professional competence, and the department values that information. In addition, the department needs letters that provide a knowledgeable appraisal of the applicant's academic competence and research capability. An applicant's former professors are usually best able to provide this, so the department encourages letters from such referees. Letters must be submitted electronically through the online application.
4. Statement of reasons for doctoral study and the names of one or two potential advisors. Each PhD applicant is required to upload a detailed statement of reasons for doctoral study and to pick the names of one or two potential advisors from a drop-down menu. It is highly recommended that applicants contact prospective advisors in advance of applying. Contact information can be found on the C&I website (https://ci.education.wisc.edu/fac-staff/).
   The statement should indicate the applicant's primary area of interest, professional objectives, career goals, and why the applicant is interested in pursuing a research degree in the Department of Curriculum and Instruction. The applicant must identify the desired advisor or advisors in the drop-down menu and it is recommended to do so as well in the statement of reasons for graduate study. This information is used to gauge the appropriateness of the applicant's program goals in relation to the department's mission and to identify prospective advisors whose research interests match those of the applicant.
   If an applicant's statement fails to persuade a faculty member to serve as the graduate advisor, the applicant will be refused admission; it is, therefore, important that this statement be detailed, well-written, and matched to specific advisors and their areas of study that are available in the department. Please see this FAQ (https://ci.education.wisc.edu/admissions-aid/graduate-admissions-faq/) for more information about writing a statement of reasons.
5. Resume or curriculum vitae (cv).

International applicants should note additional requirements that are described in the International Applications section, below.

## INTERNATIONAL APPLICANTS

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## EXPECTED BACKGROUND IN PROFESSIONAL EDUCATION

A background in education coursework is a prerequisite for the PhD program in Curriculum and Instruction. Applicants are required to have taken at least 12 credits in education courses that are equivalent to courses taught within a school of education, as judged by the Graduate Education Advisory Committee. Applicants lacking this background will be required to take a specified number of credits of education coursework in addition to the coursework ordinarily required in the graduate program. The courses taken should be chosen in consultation with the graduate advisor, and each of these courses must be taken for a letter grade (not pass/fail). These courses may be carried concurrently with regular graduate courses; but, being additional requirements, they do not satisfy the requirements of the graduate program.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### Funding - Fellowships and Financial Support

The department may provide funding for full-time, enrolled students. This funding could take the form of assistantships or fellowships and will include tuition remission and a modest stipend. Assistantships typically involve 20 hours of professional work each week that takes place in and around the Madison area. Fellowships do not have work requirements but typically involve attending fellowship events and meetings or participating in research opportunities.

Part-time students are not eligible for fellowships or assistantships in the C&I department. A full-time student temporarily dropping to part-time status will not be eligible for funding while they are part-time. Any

teaching, project, or program assistant in the C&I department must carry a full course load of 8–15 graduate-level credits (3 credits for dissertators) and make satisfactory progress toward the graduate degree.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 36 credits |
| Minimum Graduate Coursework Requirement | 36 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students must pass the preliminary examination within five years of starting the program. |
| Language Requirements | No language requirements other than the English proficiency required for admission. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students completing an external minor must take at least 9 credits, which can include coursework from Curriculum & Instruction only if the minor is Qualitative Research Methods. Students completing a distributed minor must take 12 credits from two or more programs forming a coherent topic. Curriculum & Instruction cannot be one of the two programs. |

### REQUIRED COURSES

All incoming PhD students complete the minimum credit requirement. Students entering the program without a master's degree may be advised to complete additional coursework and a master's thesis if determined appropriate by their advisor.

At least 36 credits must be taken after the student enters the PhD program or in residency.

| Code | Title | Credits |
|---|---|---|
| **Introduction** | | |
| Students are required to complete the following course unless completed previously and with the consent of advisor. | | |
| CURRIC 712 | Introduction to Curriculum and Instruction: Research and Resources | 3 |
| **Curriculum and Instruction** | | |
| Chosen in consultation with advisor, complete coursework in Curriculum and Instruction (CURRIC). Prior coursework from the MS in Curriculum and Instruction may satisfy a portion of this requirement. CURRIC 990, CURRIC 999 and courses from the Qualitative Research Methodology in Education doctoral minor does not satisfy this requirement. | | 12-18 |
| **Breadth** | | **9-12** |
| **Additional Coursework** | | |
| Chosen in consultation with advisor, complete additional coursework to satisfy the minimum credit requirement. This can be also accomplished with courses completed in the master's degree. | | 18-27 |
| *Research Methods* | | |
| Additional coursework must include completion of three research method courses from two different traditions as determined by advisor. | | |
| **Total Credits** | | **51** |

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures

and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 15 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 and above with "Grad 50%" designation taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

The status of a student can be one of two options:

1. Satisfactory progress (progressing according to standards)
2. Unsatisfactory progress (not progressing according to standards; permitted to enroll with specific plan with dates and deadlines in place in regard to removal of unsatisfactory progress to avoid dismissal from the program).

## ADVISOR / COMMITTEE

All students are required to have an advisor. An advisor is assigned to all incoming students. To ensure they are making satisfactory progress toward a degree, students should meet with their advisor on a regular basis.

The advisor serves as the dissertator advisor. Students can be suspended from the program if they do not have an advisor.

## CREDITS PER TERM ALLOWED

12 credits. Students may take up to 15 credits with the approval of their advisor and notification to the graduate program coordinator.

## TIME LIMITS

Students must submit their proposal at least one semester before they can defend their dissertation.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct

Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

## Resources

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- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433

- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Breadth of Knowledge) Examples of competence may include demonstrating awareness of historical and intellectual context, educational practices, critical research paradigms within the broader field of Curriculum and Instruction, and theories and approaches from other fields as appropriate for their research.
2. (Depth of Knowledge) Examples of competence may include demonstrating mastery of concepts, theories, and research, and understanding of relevant educational practices and contexts, sufficient to pose questions that extend the current boundaries of knowledge within their chosen subfield of Curriculum and Instruction.
3. (Research Approaches and Epistemological Foundations) Examples of competence may include articulating research problems that build on history, theory, research, and practice within their subfield of Curriculum and Instruction; choosing research methods appropriate to those problems and demonstrating understanding of epistemological foundations underlying those methods.

# QUALITATIVE RESEARCH METHODOLOGY IN EDUCATION, DOCTORAL MINOR

A minor in Qualitative Research Methodology in Education provides important grounding for students interested in doing a dissertation employing qualitative methods. It also complements a focus on quantitative methods so that students would come out of the graduate program with knowledge and expertise in research methodology (more than a set of tools but a theoretical understanding of the foundation and development of tool implementation). Upon graduation, a student with this minor would be well positioned to teach qualitative methods, to advise graduate students on using qualitative methods, or to evaluate and design research using qualitative methods.

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| Students must complete the following courses. | | |
| CURRIC/ COUN PSY/ED POL/ ED PSYCH/ELPA/ RP & SE 719 | Introduction to Qualitative Research | 3 |
| CURRIC/ COUN PSY/ED POL/ ED PSYCH/ELPA/ RP & SE 788 | Qualitative Research Methods in Education: Field Methods I | 3 |
| CURRIC/ COUN PSY/ED POL/ ED PSYCH/ELPA/ RP & SE 789 | Qualitative Research Methods in Education: Field Methods II | 3 |
| **Qualitative Research Methods Elective** | | **3** |
| Students must complete a course in the School of Education or in other related departments. Elective courses must be approved by the steering committee as having sufficient content in qualitative research methods. | | |
| **Total Credits** | | **12** |

# DANCE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Dance, MFA (p. 544)

# DANCE, MFA

At the University of Wisconsin–Madison, the MFA in Dance fosters choreographic research and creative inquiry at the highest level, spanning stage, screen, community spaces, and beyond. Through individual movement research, collaborative experimentation, and interdisciplinary dialogue, students develop unique artistic processes that build bridges across disciplines and contribute to dance as a cultural and intellectual asset.

The Dance Department offers a Master of Fine Arts in Dance with two named options: 1) Screendance and 2) Creative Research, Culture and Practice. This is a 60-credit, 2 year program with a summer term between academic years.

Both named options share a 28-credit core curriculum, with an additional 23 credits specific to each named option. The remaining 9 credits allow students flexibility to tailor their studies to their individual interests.

The curriculum emphasizes collaborative projects, interdisciplinary learning, and community engagement, and direct research opportunities with faculty. Students will explore dance in various social, cultural, political, and historical contexts, both nationally and internationally, fostering real-world applications of their artistic practice. The MFA thesis research project—whether a suite of screendance works, choreographic compositions, or hybrid dance-based projects—is developed through a scaffolded curriculum and faculty mentorship, culminating in a final presentation by the end of the candidate's study.

This program prepares students to be curious, open-minded, focused, and interdisciplinary, equipping them to thrive in academic, artistic, and professional settings. Graduate students will be equipped with theoretical tools, technical strategies, performance skills, and creative methodologies to innovate in dance. Upon graduation our students will emerge ready to navigate and contribute to a rapidly evolving global arts landscape, where dance plays a vital role in addressing cultural, social, and technological shifts.

See named options:

- Dance: Creative Research, Culture, and Practice, MFA (p. 545)
- Dance: Screendance, MFA (p. 549)

## ADMISSIONS

## ADMISSIONS

Students apply to the Master of Fine Arts in Dance through one of the named options:

- Dance: Creative Research, Culture, & Practice, MFA (p. 545)
- Dance: Screendance, MFA (p. 549)

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 60 credits |
| Minimum Residence Credit Requirement | 30 Credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/) |
| Overall Graduate GPA Requirement | 3.00 GPA Required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other specific grade requirements. |
| Assessments and Examinations | Students must complete an MFA thesis. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Fine Arts in Dance must select one of the following named options:

View as listView as grid

- **DANCE: CREATIVE RESEARCH, CULTURE, AND PRACTICE, MFA (P. 545)**
- **DANCE: SCREENDANCE, MFA (P. 549)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Dance: Creative Research, Culture, & Practice, MFA (p. 545)
- Dance: Screendance, MFA (p. 549)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a range of familiarity with creative methodologies, i.e. improvisation, scoring, and apply them in flexible and adaptable ways to meet project and problem specific needs.
2. Formulate an individual artistic vision in balance with critical analyses, historical perspectives, and curatorial lenses.
3. Cultivate and practice collaborative skills across disciplines using a variety of synchronous and asynchronous modes of communication and collaboration.
4. Investigate dance in diverse community settings and in social, cultural, political, and historical contexts, nationally, and internationally.
5. Develop and practice a critical vocabulary for communicating about one's own work and that of others.

## ACCREDITATION

# ACCREDITATION

National Association of Schools of Dance (https://nasd.arts-accredit.org/)

Accreditation status: The University of Wisconsin-Madison is an accredited institutional member of the National Association of Schools of Dance (NASD).

The university secured NASD Plan Approval for the MFA-Dance program, which was authorized to enroll students in fall 2026. The university will seek Final Approval for Listing the program in accordance with NASD accreditation timeline guidance, which is when transcripts for at least two graduates from the degree are available.

# DANCE: CREATIVE RESEARCH, CULTURE, AND PRACTICE, MFA

UW-Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

The Dance MFA Creative Research, Culture, and Practice named option is a 60-credit, two-year program with a summer term in between academic years.

This terminal degree program is designed for experienced dance artists seeking a critically and culturally focused academic program within a multidisciplinary international community. Creative artists admitted to this program will gain the critical, aesthetic, technical, and interdisciplinary tools needed to innovate, create, and lead in the rapidly evolving global dance field.

The program welcomes dance artists with professional experience and with varied backgrounds and approaches to dance, spanning culturally rooted practices, popular, and contemporary forms, who are prepared for graduate-level inquiry, and driven by innovation and leadership in the dance field. Students will develop and refine their teaching and creative research while exploring their unique contribution to the dance and contemporary performance.

This in-residence, on campus MFA program has intentionally small cohorts and is highly selective. Students entering the UW–Madison MFA in Dance program are offered tuition remission, generous monthly stipends, access to UW–Madison health benefits, and other annual funding opportunities.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

## APPLICATION CHECKLIST

Applicants must submit the following to the online application:

1. Two Letters of recommendation
2. Unofficial transcripts of prior undergraduate and graduate course completion
3. Samples of prior work (choreographic/performance work or screendance work)
4. Artist statement
5. Resume or CV

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 60 credits |
| Minimum Residence Credit Requirement | 54 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/) |
| Overall Graduate GPA Requirement | 3.00 GPA Required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other specific grade requirements. |
| Assessments and Examinations | Students must complete an MFA thesis. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses Requirement** | | |
| Students must complete the following courses for 28 credits. | | |
| DANCE 455 | Dance Composition III | 3 |
| DANCE 466 | Curating the Practice | 4 |
| DANCE 665 | Dance History and Theory | 3 |
| DANCE 675 | Dance and Community | 3 |
| DANCE 762 | Research Methods | 3 |
| DANCE 776 | Dance Curriculum and Teaching Practices (Students complete this one-credit course three times) | 3 |
| DANCE 990 | Creative Project for Research (Students complete this three-credit course three times) | 9 |

| | | |
|---|---|---|
| **Creative Research, Culture, and Practice Courses Requirement** | | |
| Students must complete the following courses for 6 credits. | | |
| DANCE/ AFROAMER/ MUSIC 318 | Cultural Cross Currents: West African Dance/Music in the Americas | 3 |
| DANCE 679 | Dance Field Work | 3 |
| **Choreography / Performance / Production Courses Requirement** | | |
| Students must complete 9 credits from the following courses. | | 9 |
| DANCE 345 | Screendance Production | |
| DANCE 355 | Dance Composition II | |
| DANCE 440 | Advanced Production Laboratory | |
| DANCE 451 | Dance Repertory Theater | |
| DANCE 452 | Dance Repertory Theater | |
| DANCE 551 | Advanced Dance and Repertory Performance I | |
| DANCE 552 | Advanced Dance Repertory and Performance II | |
| **Existing Movement Courses Requirement** | | |
| Students must complete 8 credits from the following courses. Students may also use directed study courses (DANCE 699) to satisfy this requirement. | | 8 |
| DANCE 311 | Contemporary Dance Technique and Theory V | |
| DANCE 312 | Contemporary Dance Technique and Theory VI | |
| DANCE 325 | Ballet Technique III | |
| DANCE 326 | Ballet Technique III-B | |
| **Elective Courses Requirement** | | |
| Students must complete 9 credits of electives. These must be graduate-level dance (DANCE) courses numbered 300 and above and/or research-related areas of study as agreed upon by the advisor. Note: Students will select as related to research interests within and outside of the department. | | 9 |
| **Total Credits** | | **60** |

# POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Coursework from a previous graduate program completed within the past five years may be considered for transfer. Credit transfers will not be granted if the student fails to disclose their intent to transfer credits within their first semester of study. The student must schedule a meeting with the faculty advisor and provide a transcript from the previous institution, who will take the request to the department MFA Committee for approval. Students must maintain the minimum credit load of 12 credits per semester as required by the MFA in Dance. During summer term, the minimum enrollment is 6 credits. No more than 6 transfer credits may be accepted toward the MFA degree.

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

No undergraduate credits earned at other institutions or UW-Madison are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credit for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW-Madison

With program approval, coursework numbered 300 or above taken as a UW-Madison University Special student may be considered for transfer. Coursework earned five or more years prior to admission to the MFA program will not qualify.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credits per semester maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)

  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# DANCE: SCREENDANCE, MFA

UW-Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

The MFA in Dance with Screendance named option is a 60-credit, two-year program with a summer term in between academic years. It is the first terminal degree in Screendance nationally that offers a comprehensively and professionally focused curriculum. Creative artists admitted to this highly-selective program, for whom screendance is their primary focus of their MFA, will gain the critical, aesthetic, technical, and interdisciplinary tools needed to innovate, create, and lead in the rapidly evolving global screendance field.

This in-residence, on campus MFA program has intentionally small cohorts and is highly selective. Students entering the UW–Madison MFA in Dance program are offered tuition remission, generous monthly stipends, access to UW–Madison health benefits, and other annual funding opportunities. Students are assigned assistantships within their first year of study, which may be a Teaching Assistantship (TA) or Lecturing Student Assistantship (LSA) or Project Assistantship (PA).

"*Screendance is the orchestration of the choreography of the camera, the choreography of what is in front of the camera and the choreography developed in the edit" (Professor Omari Carter, Dance).*

*It is the "literal construction of a choreography that lives only as it is rendered in either film, video or digital technologies" it "is never truly fixed as a live performance might be…it is always in the process of becoming" (Professor Douglas Rosenberg, Art).*

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

## APPLICATION CHECKLIST

Applicants must submit the following to the online application:

1. Two Letters of recommendation
2. Unofficial transcripts of prior undergraduate and graduate course completion
3. Samples of prior work (choreographic/performance work or screendance work)
4. Artist statement
5. Resume or CV

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 60 credits |
| Minimum Residence Credit Requirement | 54 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/) |
| Overall Graduate GPA Requirement | 3.00 GPA Required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other specific grade requirements. |
| Assessments and Examinations | Students must complete an MFA thesis. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses Requirement** | | |
| Students must complete the following courses for 28 credits. | | |
| DANCE 455 | Dance Composition III | 3 |
| DANCE 466 | Curating the Practice | 4 |
| DANCE 665 | Dance History and Theory | 3 |
| DANCE 675 | Dance and Community | 3 |
| DANCE 762 | Research Methods | 3 |
| DANCE 776 | Dance Curriculum and Teaching Practices (Students complete this one-credit course three times) | 3 |
| DANCE 990 | Creative Project for Research (Students complete this three-credit course three times) | 9 |
| **Screendance Courses Requirements** | | |
| Students must complete the following courses for 6 credits. | | |
| DANCE 449 | Survey of Interarts and Technology | 3 |
| DANCE 567 | History of Screendance | 3 |
| **Choreography / Performance / Production Courses Requirement** | | |
| Students must complete 13 credits from the following courses. | | 13 |
| DANCE 345 | Screendance Production | |
| DANCE 440 | Advanced Production Laboratory | |
| ART 318 | Introduction to Video, Performance & Installation Art | |
| ART 511 | Art Performance | |
| ART 518 | Artist's Video | |
| ART 531 | Screen Performance | |
| **Existing Movement Courses Requirement** | | |
| Students must complete 4 credits from the following courses. Students may also use directed study courses (DANCE 699) to satisfy this requirement. | | 4 |
| DANCE 311 | Contemporary Dance Technique and Theory V | |
| DANCE 312 | Contemporary Dance Technique and Theory VI | |
| DANCE 325 | Ballet Technique III | |
| DANCE 326 | Ballet Technique III-B | |
| **Elective Courses Requirement** | | |
| Students must complete 9 credits of electives. These must be graduate-level dance (DANCE) courses numbered 300 and above and/or research-related areas of study as agreed upon by the advisor. Note: Students will select as related to research interests within and outside of the department. | | 9 |
| **Total Credits** | | **60** |

POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Coursework from a previous graduate program completed within the past five years may be considered for transfer. Credit transfers will not be granted if the student fails to disclose their intent to transfer credits within their first semester of study. The student must schedule a meeting with the faculty advisor and provide a transcript from the previous institution, who will take the request to the department MFA Committee for approval. Students must maintain the minimum credit load of 12 credits per semester as required by the MFA in Dance. During summer term, the minimum enrollment is 6 credits. No more than 6 transfer credits may be accepted toward the MFA degree.

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

No undergraduate credits earned at other institutions or UW-Madison are allowed to transfer toward the degree

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credit for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW-Madison

With program approval, coursework numbered 300 or above taken as a UW-Madison University Special student may be considered for transfer. Coursework earned five or more years prior to admission to the MFA program will not qualify.

## PROBATION

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

## ADVISOR/COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy

## CREDITS PER TERM ALLOWED

15 credits per semester maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# ECONOMICS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Economics, Doctoral Minor (p. 554)
- Economics, MS (p. 554)
- Economics, PhD (p. 561)
- Financial Economics, MS (p. 567)
- Quantitative Economics, MS (p. 571)

# ECONOMICS, DOCTORAL MINOR

The doctoral minor in economics provides an opportunity for students in other disciplines to obtain economics training to complement their primary doctoral program. Additional information is available on the minor page of the Department of Economics' website (https://econ.wisc.edu/doctoral/minor-requirements/).

## ADMISSIONS

### ADMISSIONS

The minor field must be approved by the Department of Economics graduate coordinator. For help with planning a minor or other question, students should contact the department's graduate advisor.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/professional certificate. To apply to this minor or certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor or graduate/professional certificate for which you are applying.

## REQUIREMENTS

### REQUIREMENTS

The economics doctoral minor requires four courses (12 credits) taken as a graduate student. At least one course must be from the theory sequence (ECON 711 Economic Theory-Microeconomics Sequence, ECON 712 Economic Theory-Macroeconomics Sequence, ECON 713 Economic Theory: Microeconomics Sequence, ECON 714 Economic Theory; Macroeconomics Sequence) along with three appropriate doctoral-level courses at the 600–900 level. Courses that are part of the economics master's program cannot be used as part of the minor sequence. Not more than one course may be a reading course, workshop, or seminar. In addition, the course sequence must comply with the Graduate School policy for Option A Minors. (https://grad.wisc.edu/acadpolicy/#minors)

# ECONOMICS, MS

There are two MS in Economics Named Option degrees. The MS Named Option in Graduate Foundations is a terminal master's degree that students apply to directly. See information about the Graduate Foundations program here (p. 558). The other MS Named Option Economics degree is part of the PhD program and does not admit students directly.

## ADMISSIONS

### ADMISSIONS

Students apply to the Master of Science in Economics through the named option or the PhD:

- The Economics (p. 555) named option is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (https://guide.wisc.edu/graduate/economics/economics-phd/#admissionstext).
- Graduate Foundations (https://guide.wisc.edu/graduate/economics/economics-ms/economics-graduate-foundations-ms/)

## FUNDING

### FUNDING

#### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

### MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

### MAJOR REQUIREMENTS

#### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | See Named Options for policy information. |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | No language requirements. |

#### REQUIRED COURSES

Select a Named Option (p. 555) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Economics must select one of the following named options:

View as listView as grid

- **ECONOMICS: ECONOMICS, MS (P. 555)**
- **ECONOMICS: GRADUATE FOUNDATIONS, MS (P. 558)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Economics (p. 555)
- Graduate Foundations (https://guide.wisc.edu/graduate/economics/economics-ms/economics-graduate-foundations-ms/)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrates understanding of core economic principles and theories in microeconomics, macroeconomics, and econometrics.
2. Uses econometric methods to communicate empirical questions in writing.
3. Conducts empirical research following ethical principles of the discipline for using sources.

# ECONOMICS: ECONOMICS, MS

This is a named option within the Economics MS. (p. 554) This MS in Economics is offered as part of the PhD (p. 561) in Economics. Please see the PhD program in Economics (https://guide.wisc.edu/graduate/economics/economics-phd/) for additional information.

## ADMISSIONS

# ADMISSIONS

The Economics MS named option in Economics is offered for work leading to the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD (p. 561).

Students may also apply to the Economics MS named option in Graduate Foundations (p. 558).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A grade of B or better in at least three of the following six courses: ECON 709, ECON 710, ECON 711, ECON 712, ECON 713, ECON 714. |
| Assessments and Examinations | A comprehensive examination may be required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Economic Theory** | | |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON 714 | Economic Theory; Macroeconomics Sequence | 3 |
| **Mathematics Economics** | | |
| ECON 703 | Mathematical Economics I [1] | 3 |
| **Statistics** | | |
| ECON 709 | Economic Statistics and Econometrics I [1] | 3 |
| ECON 710 | Economic Statistics and Econometrics II [1] | 3 |
| **Additional Credits** | | |
| Students complete courses numbered 300 and above to reach the minimum credit requirement. | | 9 |
| **Total Credits** | | **30** |

[1] Graduate students take these courses for 3 credits each.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Graduate coursework from other institutions will be evaluated on a case-by-case basis by the faculty graduate committee in the Department of Economics. With graduate committee approval, students are allowed to transfer no more than 7 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

UW–Madison undergraduate coursework will be evaluated on a case-by-case basis by the faculty graduate committee in the Department of Economics With graduate committee approval, students are allowed to transfer no more than 7 credits of coursework numbered 700 or above taken as a UW–Madison undergraduate. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Coursework numbered 700 or above taken as a UW–Madison University Special student will be evaluated on a case-by-case basis by the faculty graduate committee in the Department of Economics. With graduate committee approval, students are allowed to transfer no more than 9 credits of coursework. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# ECONOMICS: GRADUATE FOUNDATIONS, MS

This is a named option within the Economics MS. (p. 554) The Economics Master of Science–Graduate Foundations (MS–GF) program offers a terminal graduate degree that prepares students for high-level professional careers in government and industry or further study for the PhD degree. The MS-GF program emphasizes econometric training more than similar programs at other universities. Today's job market and PhD programs in economics require strong quantitative skills along with a command of microeconomic and macroeconomic theory. Wisconsin's tradition of supporting economic theory with quantitative methods is well suited to these requirements.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 1 |
| Spring Deadline | July 15 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

The Department of Economics offers admission to the Master of Science–Graduate Foundations program. Mathematics preparation should include multivariate calculus, elementary probability, and regression analysis.

## MASTER'S PROGRAM APPLICATION CHECKLIST:

1. Fill out the Graduate School Online Electronic Application at: https://grad.wisc.edu/apply/
   a. You will select the "Economics MS – Graduate Foundations" program. If you wish to apply to both the Economics PhD and an Economics MS programs (Graduate Foundations and/or Financial Economics), you may select all the programs on your application.
2. To complete the application, you will need to submit the following materials (in PDF format):
   a. **Statement of Purpose.** Students who are interested in applying for financial scholarships should provide proof of family income (i.e. income tax records) in a pdf file that goes together with the personal statement.
   b. **All transcripts from the universities or colleges you have attended:** Please scan all transcripts from all your degree-granting institutions and any other institution where you have been enrolled and upload the pdf file(s) to your application. The transcript uploaded must match the official transcript and there should be no changes or edits made to it. Do not upload any high school transcripts. International academic records must be in the original language accompanied by an official English translation. Your school should provide an official translation of your documents; otherwise, have a translation done by your school or an official translator. In some countries, these people are also notaries. Do not submit an evaluation from a credential evaluation service in lieu of a translation.
   c. **Math Preparation Form**: Please complete the Math Preparation form. Complete either the PDF version (https://econ.wisc.edu/wp-content/uploads/sites/89/2017/07/Math-Prep-form.-MS.-writeable.pdf) or Word version (https://econ.wisc.edu/wp-content/uploads/sites/89/2017/02/Math-Preparation-Form.doc) of the document. If you complete the form in Word, save the document as a PDF file. Upload the completed document; the file must be in PDF file format.
   d. **Resume/CV:** All applicants must submit a resume or CV in English. Please upload your resume/CV in PDF file format.
   e. **Graduate School Application fee:** This fee is required to complete the application. Information on the fee is available on the Graduate School FAQ (https://grad.wisc.edu/apply/#FAQ).
3. Provide at least two letters of recommendation. Letters must be submitted electronically by your references. Your application is incomplete until all letters of recommendation are received. Please instruct your references not to send any paper-based letters by mail.
4. All international degree-seeking applicants must demonstrate English proficiency. See the Graduate School requirements (https://grad.wisc.edu/apply/requirements/) for English proficiency. Find information on how to send official GRE and English proficiency test scores on the Graduate School's application requirements (https://grad.wisc.edu/apply/requirements/) page. You may also send your GRE test score to the Graduate School if you wish, although the GRE is not required.
   a. The UW-Madison Department of Economics' institutional and department code is 1846.
   b. It is very important you use the same name and spelling on the application as you used on the test form to avoid any delay in adding scores to your file.
   c. TOEFL and IELTS are accepted if the test is taken within two years of the start of the admission term. Duolingo scores will be accepted for Spring 2025 admission and beyond.

Note: More information regarding the English proficiency requirement (http://grad.wisc.edu/admissions/requirements/), the online application, fees, and Graduate School frequently asked questions (FAQs) is available at the Graduate School admissions page (http://grad.wisc.edu/admissions/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| ECON 700 | Mathematics for Economists | 3 |
| ECON 701 | Microeconomics I | 3 |
| ECON 702 | Macroeconomics I | 3 |
| ECON 704 | Econometrics I | 3 |
| ECON 705 | Econometrics II | 3 |
| ECON 706 | Econometrics III | 3 |
| ECON 708 | Microeconomics II | 3 |
| **Electives** | | |
| In addition to the core courses, master's students will also take three electives of the list below. | | 9 |
| ECON 442 | Macroeconomic Policy | |
| ECON 450 | Wages and the Labor Market | |
| ECON 464 | International Trade | |
| ECON 661 | Issues in International Macroeconomics | |
| ECON 664 | Issues in International Trade | |
| ECON 703 | Mathematical Economics I | |
| ECON 709 | Economic Statistics and Econometrics I | |
| ECON 710 | Economic Statistics and Econometrics II | |
| ECON 711 | Economic Theory-Microeconomics Sequence | |
| ECON 712 | Economic Theory-Macroeconomics Sequence | |
| ECON 713 | Economic Theory: Microeconomics Sequence | |
| ECON 714 | Economic Theory; Macroeconomics Sequence | |
| ECON 730 | International Financial Economics | |
| ECON 770 | Data Analytics for Economists | |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Graduate coursework from other institutions will be evaluated on a case-by-case basis by the faculty graduate committee in the Department of Economics. With graduate committee approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to the master's program is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 12 credits of coursework numbered 300 or above taken as a UW-Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.

- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

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

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

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Master of Science in Economics Graduate Foundations named option students have special access to career advising and resources through the Economics Career Development Office (ECDO). The ECDO hosts career workshops, coordinates the Student Leadership Committee, and invites employers to speak to students on campus. We encourage all economics master's students to schedule an appointment with one of our dedicated career advisors. During your appointment, we can assist with:

- Deciding if a career outside of academia is right for you
- Resume and cover letter review
- Job and internship search strategies
- Interview preparation and mock interviews
- How to network and develop an effective LinkedIn

# ECONOMICS, PHD

The doctoral program in economics offers a firm grounding in the theory and tools of economics as well as in a variety of fields of specialization. Facilities within the department include faculty and student offices, a library of core materials, and a computer center. The size of the department, the breadth of specialties represented among the faculty, the abundance of research workshops and research facilities, and the related programs of other university departments combine to provide an unusually supportive atmosphere for study and research. Students are encouraged to work together; study groups for course work and preliminary examinations are standard. The department currently has roughly 40 faculty members and approximately 150 graduate students. All doctoral students are assigned desk space. The department and students sponsor social events throughout the year. A graduate advisor is on staff to help students with problems and questions.

The first year of doctoral study concentrates on economic theory and statistics courses. In addition, the department holds seminars for first-year doctoral students that feature faculty presentations. The presentations provide first-year students the opportunity to meet the faculty and learn about research in each field. The department offers seven fields of concentration: econometrics, industrial organization, international economics, labor economics, macroeconomics, microeconomic theory, and public economics.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 5 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants to the doctoral program receive full funding consideration if the application form is submitted and graduate school application fee is paid by the deadline for fall term admission.

Doctoral admission requirements include a bachelor's degree, plus three semesters of calculus, a semester of linear algebra, and a semester of mathematical statistics, which must be completed before entering the program. Mathematics preparation should include multivariate calculus, elementary probability, and regression analysis. Applicants must submit three letters of recommendation and Graduate Record Exam (GRE) scores. Additional information is available on the Department of Economics website (https://econ.wisc.edu/doctoral/admissions/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Applicants to the doctoral program receive full funding consideration if the application form is submitted by December 5. The department offers a number of financial support packages for the first year of study to incoming doctoral students with outstanding records. These packages guarantee support for five years of study and take the form of fellowship, teaching assistantship, research assistantship, or a combination of the three. All continuing support is based on the condition that a student is making good progress in the program.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B average in the first year econometrics courses; retaking the applicable course (s) during the second year if the two-course GPA average is less than 3.0. |

| | |
|---|---|
| Assessments and Examinations | The micro and macro theory preliminary examinations must be taken in early summer following the first year of graduate study. Students who do not pass both exams on this first attempt must retake the exam(s) they did not pass in late summer. A third attempt is granted only if the student has passed one exam after the second attempt.<br><br>To maintain satisfactory progress through the program, each student must have the field paper approved by the student's major field by December 15 of the third year of study and must complete a three-signature dissertation proposal by December 15 of the fourth year of study. Consult the department website (https://econ.wisc.edu/doctoral/program-guidelines (https://econ.wisc.edu/doctoral/program-guidelines/)/) for additional information. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students completing an Option B (Distributed) minor are recommended to complete four courses from inside and outside the Economics department. See the Economics department minor fields page (https://econ.wisc.edu/doctoral/minor-requirements (https://econ.wisc.edu/doctoral/minor-requirements/)/) for details. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **First Year Course Requirements** | | |
| *Core Economic Theory* | | |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON 714 | Economic Theory; Macroeconomics Sequence | 3 |
| *Mathematics Economics* | | |
| ECON 703 | Mathematical Economics I [1] | 3 |
| *Statistics* | | |
| ECON 709 | Economic Statistics and Econometrics I [1] | 3 |
| ECON 710 | Economic Statistics and Econometrics II [1] | 3 |
| **PhD Course Requirements** | | |
| *Breadth* | | |
| Most Option A (external) minors and graduate/professional certificates are 9 credits. Students completing an Option B (distributed) minor complete 12 credits. See table above for more details. | | 9-12 |
| *Major Field Coursework* | | |
| Refer to specific required courses below. Other credits must be in ECON taken in consultation with advisor. | | 12 |
| *Additional Credits* | | |
| Students take a minimum of 6-9 additional credits numbered 300 or above to meet the minimum credit requirements. ECON 990 and ECON 999 may be applied toward these credits. | | 6-9 |
| **Total Credits** | | **51** |

[1] Graduate students take these courses for 3 credits each.

### Econometrics [1]

Econometrics is concerned with the methods for empirical analysis in economics. The program provides strong preparation and training for students interested in econometric methods and theory, and as well as for students whose primary interest lies in applied economics.

The scope of econometrics at Wisconsin is suggested by a list of recent research projects by the econometrics faculty (often with the assistance of graduate students). These include the generalized method of moments, nonparametric likelihood, bootstrap methods, interactions-based models, macroeconometrics, nonlinear time series, and semiparametric estimation. In addition, studies conducted by other faculty members and students —in public economics, labor, industrial organization, macroeconomics, trade, and microeconomics—often draw on appropriately sophisticated econometric techniques.

The econometrics program can be augmented by course offerings in Statistics (STAT (https://guide.wisc.edu/courses/stat/)).

| Code | Title | Credits |
|---|---|---|
| **Methods** | | |
| Students who choose econometrics as their major field, or who simply want more advanced training, will complete the following course. | | |
| ECON 715 | Econometric Methods | 3 |
| **Elective(s)** | | |
| Students must complete one or more of the following courses. | | |
| ECON 716 | Econometric Methods | 3 |
| ECON 718 | Topics in Applied Econometrics | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Industrial Organization [1]

For students planning to write a dissertation in industrial organization, the field requirement is a paper to be completed during the summer of the second year. Upon completion of course work and the field requirement, students are expected to actively participate in the weekly industrial organization workshop and seminar. The workshop is dedicated to presentations by graduate students who are working on dissertations in industrial organization and by faculty members; the seminar is for invited speakers from other universities.

The standard graduate preparation in industrial organization consists of two courses:

1. One course presents an overview of the field, focusing on topics where theoretical models have successfully been taken to data. These topics include: static oligopoly models of price/quantity competition in homogeneous and differentiated good markets, models of product search and advertising, bilateral oligopoly models with contracting, models of contracting with asymmetric information, auctions, models of price discrimination, static and dynamic models of entry and exit.
2. The second course focuses more on the details of how to estimate these models and, in particular, on the treatment of unobservables. The course also covers recent developments in the field. The main goal of this course is to transition students from being consumers of research to producers of research in industrial organization.

The empirical approach of industrial organization has shifted from discovering robust empirical regularities that hold across a broad cross section of industries to the detailed study of individual markets based on a theoretical model. This reflects the belief that market structure and firm behavior are sufficiently diverse across industries that they are best studied in the context of a well-defined product and geographical market. The methodology for studying markets at this level involve specifying an equilibrium model of firm behavior and applying this model to data by testing its predictions (reduced form) and/or by estimating its primitives (structural), which are typically consumer preferences and firm costs. Knowledge of model primitives is used to construct counterfactuals and conduct policy analysis.

The main analytical tools are game theory, econometrics, and computational methods, and students would benefit from taking advanced courses in these subjects.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## International Economics [1]

International economics is divided into the trade side and the macroeconomics side.

1. The trade side considers the causes and consequences of international trade and of policies that alter trade patterns. A variety of both general equilibrium and partial equilibrium models featuring selected distortions to various competitive norms are used to explore these issues, and empirical evidence relating to the theories is also emphasized. Recent work analyzes theoretical and empirical investigations of trade and factor movements in the presence of firm-level heterogeneity, dynamics, uncertainty, endogenous government policy reaction, strategic interaction across governments and firms, and the design and purpose of international trade agreements. ECON 871 Advanced International Economics introduces students to the core of the real side of international economics.
2. The macroeconomics side of international economics puts special focus on the role of financial markets and monetary variables in open economies. It devotes attention to exchange rate determination and real and financial interaction among open economies. It treats traditional and current analytical approaches to understanding the macroeconomic consequences of monetary policy, fiscal policy, and policy coordination across borders; international capital mobility and default; economic growth; and, optimal portfolio choices. The role of credit frictions on international allocations and the causes and consequences of international financial crises and "sudden stops" are examined.

| Code | Title | Credits |
|---|---|---|
| **International Economics** | | |
| The following course introduces students to the core of the real side of international economics. | | |
| ECON 871 | Advanced International Economics | 3 |
| **Macroeconomics** | | |
| ECON 872 | Advanced International Economics | 3 |
| **Topics and Treatments in International Economics** | | |
| ECON 899 | Recent Advances in Economics | 1-3 |
| **Workshop** | | |
| These weekly workshops are an integral part of the program, in which both faculty and advanced graduate students actively participate. | | |
| ECON 977 | Workshop in International Economics | 1-7 |
| ECON 978 | Workshop in International Economics | 1-7 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Labor Economics [1]

Labor economics has a long and distinguished history of scholarly research and the application of this research to policy issues. Wisconsin has traditionally been an important center for this work. Students majoring in this field are expected to (eventually) understand relevant institutional features of labor markets, sources of data and econometric techniques needed to draw inferences from these data, and the models of rational economic behavior needed to organize coherent economic thinking about labor markets.

The core material deals with labor supply decisions made by rational households, labor demand decisions made by profit-maximizing firms, and the equilibrium wage differentials and employment patterns implied by these decisions when markets are competitive. Applications include the analysis of wage differentials, life-cycle age-earnings profiles, and returns to human capital investments. Further topics, emphasizing deviations from the competitive ideal, include incentive schemes, discrimination, bargaining between workers and employers to divide monopoly rents, search and unemployment.

Labor economics is complemented by several research institutes connected with the department. These institutes are often a source for research assistantship positions and support for dissertation research for labor majors.

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| Students must complete the following courses for the labor major. These are usually taken in the second year of the program. Both theoretical and empirical research are emphasized in these courses, and students begin work on a research paper that will help lay the foundation for dissertation research. These courses are supplemented by an active workshop program featuring speakers from various universities and research centers (including Wisconsin). | | |
| ECON 750 | Labor Economics | 3 |
| ECON 751 | Survey of Institutional Aspects of Labor Economics | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Macroeconomics and Monetary Economics [1]

Macroeconomics and monetary economics at Wisconsin emphasizes research on dynamic stochastic environments, as these seem central to understanding private sector and policy determinants of growth, business cycles, income distribution and other central topics. The graduate program in macroeconomics and monetary economics equips students to conduct research in this lively and rapidly changing field through a variety of advanced courses. The course selection varies from year to year, but typically it includes at least one course emphasizing macroeconomic theory and one course emphasizing empirical methods in macroeconomics. In recent years, the field has offered courses in:

1. theory and econometrics of environments comprised of interacting agents, with a focus on inequality dynamics;
2. monetary and financial theory, providing conceptual foundations for understanding financial market equilibria as well as the effects of alternative macroprudential and monetary policies
3. methods of modeling and coping with uncertainty, imperfect information, and private information, and their implications for the design of economic policy;
4. computational or econometric methods, covering tools that have wide applicability in macroeconomics and other areas of economics;
5. topics in macroeconomics, including consumption, time use and the aggregate relevance of micro shocks.

In addition to the courses offered in the department (in general up to five per year), the field recognizes courses taken outside the department (e.g., mathematics courses for those interested in theory, probability and statistics, and courses for students planning to work on empirical topics) as well as other fields.

Students are required to participate in the weekly macro workshop. Students are encouraged to present their own research in this seminar. In addition, depending on demand, the field organizes a brown bag seminar designed to encourage students to present research at an early stage, and individual faculty members regularly form reading groups to discuss tightly focused bodies of state of the art research to help facilitate the development of dissertation ideas.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Microeconomic Theory [1]

Microeconomic theory is a broad area that examines foundational issues in economic modeling and provides tools for applied economic research. The field includes partial and general equilibrium theory, game theory, the economics of incentives and information, and decision theory. Students often find it helpful to take courses in the microeconomics field to acquire the technical skills required to do rigorous applied work. Advanced courses in microeconomics offered by the economics department change as the frontiers of the subject and the interests of the faculty evolve.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Public Economics [1]

Public economics is the study of the government's role in the economy, particularly through tax and expenditure policy. Wisconsin has a long and distinguished tradition of teaching and research in public economics. Scholars in public economics examine a wide range of issues. Research by members of the Wisconsin public economics faculty examines, for example, the behavioral effects of taxation social insurance, savings, altruism, anti-poverty policy, education, peer effects, income distribution, and issues in health economics.

There are two required courses for the public economics field, ECON 741 Theory of Public Finance and Fiscal Policy and an applied econometrics or field topics course. These courses examine theoretical and empirical methods in the field. Specific topics will vary across years, but the sequence will typically cover optimal taxation; the effects of taxation on various aspects of household behavior, such as labor supply, consumption and saving, charitable giving, and household portfolio behavior; social insurance—insurance provided by the government for longevity risk, work-related injuries, unemployed, and disability; fiscal federalism, local public finance, and the provision of public goods; and the rationale and effectiveness of government efforts to ameliorate poverty. The two-course sequence will also typically address topics of active research interest in the field, in broad areas of education and health policy, for example. Like other fields of concentration at Wisconsin, in their second year, students begin work on a research paper. The public economics field also holds an active seminar series featuring invited guests from various universities and research centers (including Wisconsin).

There are many resources across campus that may be of interest to students writing dissertations in public economics. The Institute for Research on Poverty (IRP) has a graduate student fellows program where students receive interdisciplinary training in poverty-related research. Public faculty and students also participate in the Interdisciplinary Training Program in the Education Sciences (ITP).

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Graduate coursework from other institutions will be evaluated on a case-by-case basis by the faculty graduate committee in the Department of Economics. With graduate committee approval, students are allowed to transfer no more than 15 credits of graduate coursework from other institutions. Credits earned ten years or more prior to admission to a doctoral degree are not allowed to satisfy requirements.

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

On a case-by-case basis, this program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

On a case-by-case basis, this program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

On a case-by-case basis, this program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students must complete the final oral exam by May 15 of the seventh year of study.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

#### Placement

The department has a well-organized placement service. Each year a faculty member functions as the placement officer. They are assisted by the placement assistant who coordinates the sending of CVs and letters of recommendation, makes available job vacancy information, and provides resources and general guidance to ensure students are prepared for the job market. Each job market candidate gives a regular faculty research seminar on their primary research paper; these seminars are typically widely attended by faculty and students and provide a rigorous "test run" for the job market paper. To prepare for the job market interviews, all students participate in mock "job market interviews" with faculty members. Students also receive extensive help from their primary advisor. Students also benefit from the fact that several organizations actively recruit on campus. Finally, Wisconsin students typically self-organize additional presentations of job market papers, providing one another with additional opportunities for practice.

Many graduates accept research positions in academia, while others gain employment with international organizations, government, private consulting, or tech firms. Between 2015 and 2025, placements at U.S. universities have included positions as assistant professors at Harvard Business School, Stanford (Health Policy), Michigan, Johns Hopkins University, University of California–San Diego, Boston College, Rutgers, UNC-Chapel Hill, University of Oregon, University of Rochester, Ohio State University, University of Illinois-Urbana-Champaign, Michigan State, University of California–Santa Cruz, Purdue, and Amherst College. Placements at non–U.S. universities have included University of Toronto, HEC Lausanne, Imperial College London, University College London, McMaster University, National Taiwan University, University of Mannheim, University of Warwick, National University of Singapore, Peking University, University of Hong Kong, Osaka University, and Tsinghua University. Students pursuing nonacademic employment have accepted positions at institutions including the Federal Reserve, Bank of Canada, U.S. Treasury, RAND Corporation, the Korea Development Institute, NERA, Analysis Group, Bates White, Cornerstone Research, Compass Lexecon, Brattle Group, Amazon, and Uber.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Establishes a firm grounding in economic theory.
2. Exhibits expert depth of knowledge in one of the fields of specialization in the Economics department.
3. Demonstrates command of the tools needed to conduct and assess empirical research in economics.
4. Creates and presents research that makes a substantive contribution to the field.
5. Follows ethical principles of the discipline in using sources in research.

# FINANCIAL ECONOMICS, MS

The Master of Science in Financial Economics (MSFE) degree provides advanced training in economics and finance to students interested in careers and further graduate study involving quantitative analysis in various areas of financial economics. Graduate students will acquire the skills for employment in the financial services sector in positions requiring advanced analytical skills and in-depth familiarity with the structure and functioning of financial markets and institutions. The MSFE prepares graduates for research positions and for doctoral study in financial economics. The MSFE program integrates subject areas traditionally taught and trained in the School of Business Finance Department and the College of Letters & Science Economics Department. The partnership between these departments ensures that students gain a rigorous understanding of theoretical finance and the economic framework upon which that theory is based.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

Mathematics preparation should include multivariate calculus and statistics.

## MASTER'S PROGRAM APPLICATION CHECKLIST:

1. Fill out the Graduate School Online Electronic Application at: https://grad.wisc.edu/apply/
2. You will select the "Financial Economics MS" program on the application. If you have already applied to another program, you will need to start a new application. The application requires the following materials (in PDF format):
   a. Statement of Purpose
   b. Unofficial transcripts from the universities or colleges you have attended:
      i. Please scan all transcripts from undergraduate institutions where you have been enrolled and upload the pdf file(s) to your application. The transcript uploaded must match the official transcript and there should be no changes or edits made to it. Do not upload any high school transcripts.
      ii. International academic records must be in the original language accompanied by an official English translation. Your school should provide an official translation of your documents; otherwise have a translation done by your school or a certified translator. Do not submit an evaluation from a credential evaluation service in lieu of a translation.
      iii. The Graduate School will send a request for official transcripts if you are recommended for admission by the Financial Economics program.
   c. Math Preparation Form: Please complete the Math Preparation form. Applicants must complete a total of three semesters of calculus and one semester of linear algebra in their undergraduate coursework. Complete either the PDF version (https://msfe.wiscweb.wisc.edu/wp-content/uploads/sites/1516/2020/09/Math-Preparation-Form-MSFE.pdf) or Word version (https://msfe.wiscweb.wisc.edu/wp-content/uploads/sites/1516/2020/09/Math-Preparation-Form-MSFE.docx) of the document. If you complete the form in Word, save the document as a PDF file. Upload the completed document; the file must be in PDF file format.
   d. Resume/CV: All applicants must submit a resume or CV in English. Please upload your resume/CV in PDF file format.
   e. Graduate School Application fee: This fee is required to complete the application. Information on the fee is available here under Frequently Asked Questions (FAQs): https://grad.wisc.edu/apply/
   f. Provide two letters of recommendation. Letter must be submitted electronically by your references no later than March 1 for fall term admission. (https://grad.wisc.edu/apply/)
   g. Test Scores (if applicable) (https://grad.wisc.edu/apply/)

All international degree-seeking applicants are required to provide proof of English proficiency. For more information on this requirement, check the English proficiency section on the Requirements for Admission (https://grad.wisc.edu/apply/requirements/) page.

Students who apply to both the MS-Financial Economics and PhD program are required to submit GRE scores.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in the Master of Science in Financial Economics Program are not eligible to receive tuition remission from graduate assistantship appointments at this institution. Accepting any position that grants tuition waiver while enrolled in the program may lead to the removal of the student from the MS in Financial Economics student cohort. Corporate tuition support is not included in these categories, nor is the waiver of tuition due to veteran status.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | The Financial Economics sequence courses require students to write a paper. Students must meet all Graduate School grade requirements. |
| Language Requirements | There are currently no language requirements for the master's degree in Financial Economics. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core in Financial Economics** | | |
| ECON 704 | Econometrics I | 3 |
| ECON 721 | Financial Microeconomics | 3 |
| ECON 724 | Financial Econometrics | 3 |
| FINANCE 720 | Investment Theory and Practice | 3 |
| FINANCE 725 | Corporation Finance Theory and Practice | 3 |
| FINANCE 730 | Derivative Securities - Theory and Practice | 3 |
| **Elective Courses in Financial Economics** | | |
| Students will take two additional elective courses in Finance and two additional elective courses in Economics, from the list below. | | 12 |
| FINANCE 410 | Bank Management | |
| FINANCE 420 | Investment Banking and Capital Markets | |
| FINANCE 635 | Business Valuation | |
| FINANCE 650 | Mergers and Acquisitions | |
| FINANCE 740 | Analysis of Fixed Income Securities | |
| FINANCE/ INTL BUS 745 | Multinational Business Finance | |
| FINANCE 757 | Entrepreneurial Finance | |
| FINANCE 765 | Contemporary Topics | |
| FINANCE 920 | Theory of Finance | |
| FINANCE 971 | Seminar-Corporate Finance (Ph.D.) | |
| ECON 702 | Macroeconomics I | |
| ECON 709 | Economic Statistics and Econometrics I | |
| ECON 711 | Economic Theory-Microeconomics Sequence | |
| ECON 712 | Economic Theory-Macroeconomics Sequence | |
| ECON 725 | Machine Learning for Economists | |
| ECON 730 | International Financial Economics | |
| ECON 770 | Data Analytics for Economists | |
| **Total Credits** | | **30** |

Because the Financial Economics sequence courses require students to write a paper, they have the option of enrolling in directed research to complete the paper, under the supervision of the program faculty.

#### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures

and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Graduate coursework from other institutions will be evaluated on a case-by-case basis by the Financial Economics faculty committee. With program committee approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

With program approval, up to 7 credits in coursework numbered 300 or above from another institution or UW–Madison undergraduate career are allowed to transfer in fulfillment of the minimum graduate degree credit requirement; if those 7 credits are in coursework numbered 700 or above from another institution or UW–Madison undergraduate career, they are allowed to transfer in fulfillment of the minimum graduate coursework requirement. All credits so counted must be over and above the minimum credits that were required by the original undergraduate degree. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 12 credits of coursework numbered 300 or above taken as a UW–Madison University Special student toward the degree credit requirements; if those 12 credits of coursework taken as a UW–Madison University Special student are numbered 700 or above, are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation, they are allowed to transfer in fulfillment of the minimum graduate coursework requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
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- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

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

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES FOR MS FINANCIAL ECONOMICS

MSFE students are among an elite group with easy access to the Career Management Center at the School of Business (https://wsb.wisc.edu/), providing exceptional career exploration, placement, and professional development services. The School of Business has a proven record of placing students in leading financial services and consulting firms across the globe. Classes are more analytical and quantitative than traditional MS programs in either Economics or Finance, making graduates prepared for roles at investment and commercial banks, asset management companies, and consulting.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate understanding of core principles of financial economics and theories in financial econometrics, financial markets, valuation of securities, and corporate financial structure.
2. Apply financial econometric methods to process historical economic and financial data, build and estimate models of that data, and use the results to make financial decisions.
3. Recognize and apply principles of ethical and professional conduct.
4. Evaluate current events and historical information that provide a basis for evaluating and understanding economic and market conditions, leading to wise financial decisions.

# QUANTITATIVE ECONOMICS, MS

The MSQE program is a terminal graduate degree that prepares students for high-level professional careers involving the analysis of economic data. This master's program is well suited for students who want to prepare for a career where advanced economics training is required or beneficial but the PhD is not required. The MSQE program emphasizes econometric training more than similar programs at other universities. Today's job market requires strong quantitative skills along with a command of economic theory. Wisconsin's tradition of supporting economic theory with quantitative methods is well suited to these requirements.

## ADMISSIONS

# ADMISSIONS

UW-Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 1 |
| Spring Deadline | This program does not admit in the spring |
| Summer Deadline | This program does not admit in the summer |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not required but may be considered if available |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test (s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

## ADMISSIONS CRITERIA

Admissions criteria for the MS in Quantitative Economics include:

1. A bachelor's degree from a regionally accredited US institution or a comparable degree from an international institution is required. International applicants must have a degree comparable to a regionally accredited US bachelor's degree.
2. Completed at least one semester of multivariate calculus, elementary probability and regression analysis.
3. A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree.
4. Reasons for graduate study/statement of purpose; not to exceed two pages
5. Curriculum vitae or resume.
6. Unofficial transcripts from all previous post-secondary studies are required. International academic records must be submitted in the original language and accompanied by an English translation. If an applicant is recommended for admission, the Graduate School will ask applicants to request official transcripts sent to the Graduate School from the undergraduate institution.

# FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students enrolled in the Master of Science in Quantitative Economics are allowed to accept teaching assistantships, project assistantships, and research assistantships, but will not receive tuition remission.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School's Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None |
| Assessments and Examinations | None |
| Language Requirements | No language requirements |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| ECON 770 | Data Analytics for Economists | 3 |
| ECON 704 | Econometrics I | 3 |
| ECON 707 | Causal Estimation in Economics | 3 |
| ECON 725 | Machine Learning for Economists | 3 |
| ECON 726 | Applications of Machine Learning in Economics | 3 |
| ECON 771 | Advances in Artificial Intelligence for Economists | 3 |
| ECON 701 | Microeconomics I | 3 |
| **Electives** | | |
| Students must complete 9 credits from the following courses. | | 9 |
| ECON 442 | Macroeconomic Policy | |
| ECON 450 | Wages and the Labor Market | |
| ECON 464 | International Trade | |
| ECON 661 | Issues in International Macroeconomics | |
| ECON 664 | Issues in International Trade | |
| ECON 700 | Mathematics for Economists | |
| ECON 702 | Macroeconomics I | |
| ECON 708 | Microeconomics II | |
| ECON 730 | International Financial Economics | |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Graduate coursework from other institutions will be evaluated on a case-by-case basis by the faculty graduate committee in the Department of Economics. With graduate committee approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to the master's program is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 12 credits of coursework numbered 300 or above taken as a UW-Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR/COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Master of Science in Quantitative Economics students have special access to career advising and resources through the Economics Career Development Office (ECDO). The ECDO hosts career workshops, coordinates the Student Leadership Committee, and invites employers to speak to students on campus. We encourage all economics master's students to schedule an appointment with one of our dedicated career advisors. During your appointment, we can assist with:

- Deciding if a career outside of academia is right for you
- Resume and cover letter review
- Job and internship search strategies
- Interview preparation and mock interviews
- How to network and develop an effective LinkedIn

To schedule an appointment with one of our professional career advisors, please see this website (https://econ.wisc.edu/careers/advising/).

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate understanding of core principles of microeconomic theory.
2. Obtain a deep understanding of methods to perform causal analysis; evaluate the appropriateness of the methods given the economic question and available data; interpret the limitations in inference when an ideal approach is available.
3. Clean and analyze economics data sets using modern statistical software and frontier econometric approaches.
4. Communicate results of analysis of economics data in precise yet clear manner.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Education Law and Civil Rights, Graduate/Professional Certificate (p. 575)
- Educational Leadership and Policy Analysis, Doctoral Minor (p. 576)
- Educational Leadership and Policy Analysis, MS (p. 576)
- Educational Leadership and Policy Analysis, PhD (p. 606)
- Sports Leadership, MS (p. 631)
- Wisconsin Idea Executive Educational Leadership Preparation Program, EdS (p. 635)
- Wisconsin Idea Executive Educational Leadership Preparation Program, PhD (p. 639)

# EDUCATION LAW AND CIVIL RIGHTS, GRADUATE/PROFESSIONAL CERTIFICATE

The Certificate in Education Law and Civil Rights is a 9-credit graduate/professional certificate that focuses on legal issues that arise in public elementary and secondary schools (and provides flexibility to students interested in higher education law). The courses included in this certificate cover topics involving discriminatory practices against populations that have been historically marginalized in schools. Through a legal lens, students analyze existing case law, statutes, and regulations to assist those working in schools create policies that are inclusive and meet their legal obligations.

The mission of the department is to create, evaluate, exchange, and apply knowledge about leadership, learning, and organizational performance to prepare scholars and scholar practitioners who cultivate equity and educational opportunity in a diverse and changing world.

Many varied educational constituencies need to be able to analyze and to inform debate on educational issues, and to lead and develop learning communities that meet the diverse learning needs of students and society. We believe effective educational leadership in any institution embodies three core values: inquiry, equity, and reflection.

Graduates and recipients of the department's instruction are expected to reflect the knowledge, skills, and personal qualities that will be successful in promoting, producing, and improving learning and increasing public trust in educational institutions.

## ADMISSIONS

## ADMISSIONS

This certificate is open to any UW-Madison student enrolled in a graduate or professional program. Students can declare their intent to pursue the certificate by completing the Add/Change/Discontinue application process (https://grad.wisc.edu/documents/change-program/) through the Graduate Student Portal (found in MyUW) and selecting, "Certificate in Education Law and Civil Rights". Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

## REQUIREMENTS

## REQUIREMENTS

Students must complete a minimum of nine credits, including one of two required courses, and six elective credits. A description of the certificate requirements is provided below.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete at least one of the following courses. | | |
| ELPA 840 | Public School Law | 3 |
| or ELPA 640 | Legal Rights and Responsibilities for Teachers | |
| **Electives** | | |
| Students must complete 6 credits from the following options: | | 6 |
| ELPA/ LEGAL ST 442 | Civil Rights Laws, the Courts, and Public Education | |
| ELPA 832 | Resource Allocation for Equity and Social Justice | |
| ELPA 841 | Legal Aspects of Higher Education | |
| ELPA/ED POL/ ED PSYCH/ RP & SE 842 | Legal Foundations of Special Education and Pupil Services | |
| ELPA 870 | The Politics of Education | |
| ELPA 910 | Seminar in Educational Law | |
| **Total Credits** | | **9** |

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Identify various legal issues that are inherent and emerging in schools
2. Examine various legal principles and their application
3. Analyze current school practices from the standpoint of potential legal controversies, including the ability to recognize preventative law situations
4. Engage in academic discourse involving issues of social justice and the democratic underpinnings of education

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS, DOCTORAL MINOR

A minor in Educational Leadership and Policy Analysis serves to provide a rational, unified set of courses which have a clearly articulated theme or focus which allows the student to develop knowledge in educational leadership and policy analysis.

## ADMISSIONS

### ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Contact Graduate Program Manager (email in contact information box).

## REQUIREMENTS

### REQUIREMENTS

Students must complete at least 12 credits in Educational Leadership and Policy Analysis (ELPA (https://guide.wisc.edu/courses/elpa/)). Courses must be selected in consultation with advisor in the Department of Educational Leadership and Policy Analysis.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS, MS

The MS degree in Educational Leadership and Policy analysis can be pursued through one of its named options (formal sub-majors documented on the transcript):

- Educational Policy Analysis & Evaluation (p. 582)
- Global Higher Education (p. 588)
- Higher Education (p. 593)
- K-12 Leadership (p. 597)
- Wisconsin Idea Principal Preparation (p. 602)

The department has long held a commitment to diversity (https://elpa.education.wisc.edu/about/) and the strength it brings to a program. The department seeks to attract a very diverse student population. As one of its core values (https://elpa.education.wisc.edu/about/), the ELPA learning community celebrates wholeness, while, at the same time, values the richness of differences in life experiences, cultural backgrounds, ways of knowing, and perspectives of its individual members. The department seeks to renew itself continually by attracting faculty and students who contribute to this diversity as well as enhance the larger community.

## ADMISSIONS

### ADMISSIONS

Students apply to the Master of Science in Educational Leadership and Policy Analysis through one of the named options:

- Educational Leadership and Policy Analysis: Educational Policy Analysis & Evaluation, MS (p. 582)
- Educational Leadership and Policy Analysis: Global Higher Education, MS (p. 588)
- Educational Leadership and Policy Analysis: Higher Education, MS (p. 593)
- Educational Leadership and Policy Analysis: K-12 Leadership, MS (p. 597)
- Educational Leadership and Policy Analysis: Wisconsin Idea Principal Preparation, MS (p. 602)
- Educational Leadership and Policy Analysis: Cooperative Program with UW-Whitewater, MS (p. 578) (suspended, discontinued fall 2027)

## FUNDING

### FUNDING

#### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

### MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

### MAJOR REQUIREMENTS

#### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | See Named Options for policy information. |
| Minimum Graduate Coursework Requirement | See Named Options for policy information. |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | See Named Options for policy information. |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 577) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MS in Educational Leadership and Policy Analysis must select one of the following named options:

View as listView as grid

- **EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: COOPERATIVE PROGRAM WITH UW-WHITEWATER, MS (P. 578)**
- **EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: EDUCATIONAL POLICY ANALYSIS & EVALUATION, MS (P. 582)**
- **EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: GLOBAL HIGHER EDUCATION, MS (P. 588)**
- **EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: HIGHER EDUCATION, MS (P. 593)**
- **EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: K-12 LEADERSHIP, MS (P. 597)**
- **EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: WISCONSIN IDEA PRINCIPAL PREPARATION, MS (P. 602)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Educational Leadership and Policy Analysis: Cooperative Program with UW–Whitewater, MS (p. 578)
- Educational Leadership and Policy Analysis: Educational Policy Analysis & Evaluation, MS (p. 582)
- Educational Leadership and Policy Analysis: Global Higher Education, MS (p. 588)
- Educational Leadership and Policy Analysis: Higher Education, MS (p. 593)
- Educational Leadership and Policy Analysis: K-12 Leadership, MS (p. 597)
- Educational Leadership and Policy Analysis: Wisconsin Idea Principal Preparation, MS (p. 602)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to scholarly inquiry or practice in educational settings.
2. Identifies sources and assembles evidence pertaining to questions or challenges in the field of study or field of practice.
3. Demonstrates understanding of the primary field of study or field of practice in a historical, social, or global context.
4. Demonstrates understanding of how to identify and address social inequalities in educational opportunities and outcomes through a field of study or field of practice.
5. Selects and/or utilizes the most appropriate methodologies and practices.
6. Evaluates or synthesizes information pertaining to questions or challenges in the field of study or field of practice.
7. Communicates clearly in ways appropriate to the field of study or field of practice.
8. Recognizes and applies principles of ethical and professional conduct.

## CERTIFICATION/LICENSURE

## CERTIFICATION/LICENSURE

If seeking educational administrator licensure as part of the WI Idea Principal Prep, Coop Program UW-Whitewater, or K-12 Leadership named option, a practicum experience requiring 150 contact hours for an initial administrator license and an additional 75 hours for each additional administrative license.

Additional Department of Public Instruction Licensure Requirements:

1. Completion of a state-approved educator preparation program in the licensure area.
2. A minimum of master's degree or the equivalent. Superintendent license requires a specialist degree or equivalent; program coordinator licenses require a bachelor's degree.
3. A valid or eligibility to hold a provisional educator license in teaching or pupil services. School business administrator and program coordinator licenses are waived from this requirement.
4. Six semesters of successful full-time classroom teaching experience, or six semesters of successful experience as a pupil services professional including 540 hours of classroom teaching experience.

School business administrator and program coordinator licenses are waived from this requirement.

https://dpi.wi.gov/licensing/general/administrators (https://dpi.wi.gov/licensing/general/administrators/)

## PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure requirements in the following states:

Wisconsin

### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: COOPERATIVE PROGRAM WITH UW-WHITEWATER, MS

**The Cooperative Program with UW-Whitewater named option in the Educational Leadership and Policy Analysis MS no longer admits new students after Summer 2025 and the program will be discontinued Fall 2027.** If you have any questions, please contact the department (see contact box).

This is a named option in the Educational Leadership and Policy Analysis MS (p. 576).

The University of Wisconsin Board of Regents approved the cooperative master of science degree program in educational leadership and policy analysis between the University of Wisconsin–Madison and the UW–Whitewater campus on February 5, 1982.

The cooperative program provides the opportunity for educators in the northeastern and central regions of Wisconsin to obtain a master of science degree with certification (principal, director of instruction, director of special education and pupil services) in Educational Leadership and Policy Analysis from UW–Madison.

Students must be admitted simultaneously to UW–Madison and UW–Whitewater. Program admission will be to the UW–Madison Department of Educational Leadership and Policy Analysis and to the UW–Whitewater Department of Curriculum and Instruction as a special student. The Graduate School at UW–Whitewater processes graduate special student admission. Upon completion of the approved program, students will be awarded a master of science degree from UW–Madison.

## ADMISSIONS

# ADMISSIONS

**The Cooperative Program with UW-Whitewater named option in the Educational Leadership and Policy Analysis MS no longer admits new students after Summer 2025 and the program will be discontinued Fall 2027.** If you have any questions, please contact the department (see contact box).

The MS in Educational Leadership and Policy Analysis: Cooperative Program with UW–Whitewater is no longer admitting new students as of fall 2025. If you are seeking educational administrator licensure, please consider applying to the following programs:

- Educational Leadership and Policy Analysis: K-12 Leadership, MS (p. 597)
- Educational Leadership and Policy Analysis: Wisconsin Idea Principal Preparation, MS (p. 602)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits (15 UW–Madison credits and 15 UW–Whitewater credits) |
| Minimum Residence Credit Requirement | 15 credits at UW–Madison |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | n/a |
| Language Requirements | n/a |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **UW-Whitewater Coursework** | | |
| Introduction to Elementary and Secondary Education (EDADMIN 728) | | 3 |
| School-Community Relations (EDADMIN 734) | | 3 |
| Supervision of Instruction (EDADMIN 769) | | 3 |
| The School Principalship (EDADMIN 776) | | 3 |
| Practicum in ELPA (EDADMIN 793) | | 3 |
| **UW-Madison Coursework** | | |
| ELPA 735 | Leadership for Equity and Diversity | 3 |
| ELPA 832 | Resource Allocation for Equity and Social Justice | 3 |
| ELPA 847 | Instructional Leadership and Teacher Capacity | 3 |
| ELPA 840 | Public School Law | 3 |
| ELPA 863 | Race, Class and Educational Inequality | 3 |
| **Total Credits** | | **30** |

The program includes a practicum experience that requires 150 contact hours for an initial administrator license and an additional 75 hours for each additional administrative license. Cooperative program students enroll in their practicum at UW-Whitewater and complete the required hours under the guidance of the UW-Whitewater cooperative program director.

Submission and approval of an online portfolio is required for both degree completion and certification. Portfolio requirements (https://elpa.education.wisc.edu/academics/resources-handbooks-and-forms/) are available on the department website in the program handbook.

#### Optional Coursework for Additional Licensure, Director of Instruction

| Code | Title | Credits |
|---|---|---|
| ELPA 860 | Organizational Theory and Behavior in Education | 3 |
| ELPA 875 | Theory and Practice of Educational Planning | 3 |
| 75-hour field experience | | |
| **Total Credits** | | **6** |

#### Optional Coursework for Additional Licensure, Director of Special Education and Pupil Services

| Code | Title | Credits |
|---|---|---|
| ELPA/RP & SE 835 | Leadership for Inclusive Schooling | 3 |
| ELPA/ED POL/ ED PSYCH/ RP & SE 842 | Legal Foundations of Special Education and Pupil Services | 3 |
| 75-hour field experience | | |
| **Total Credits** | | **6** |

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

None allowed.

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

None allowed.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, students may transfer no more than 6 credits of coursework numbered 300 or above taken as a UW-Madison University special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
- Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257

- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

Funding is not offered along with offers for admission.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: EDUCATIONAL POLICY ANALYSIS & EVALUATION, MS

This is a named option in the Educational Leadership and Policy Analysis MS (https://guide.wisc.edu/graduate/educational-leadership-policy-analysis/educational-leadership-policy-analysis-ms/#text).

There are three departments in the University that focus on educational policy-related issues.

The master's program in Educational Policy Analysis and Evaluation has an emphasis on conducting educational policy research and analysis with a goal of advancing the achievement of all students through effective policy design, development, implementation, and evaluation of educational policies and programs. Students develop a knowledge base that includes a strong foundation in research methods (both quantitative and qualitative) and an ability to conduct sophisticated educational policy research and analysis grounded in understandings of the educational policy and governance system in the U.S. and the issues and challenges facing educational leaders embedded in school, university, community/technical college, or adult learning contexts.

The La Follette School of Public Affairs provides education in public management and policy analysis, as well as in public policy and global governance. Faculty in the School are experts in social policy, health and aging, energy and the environment, international trade and development, and public management. The education provided focuses on gaining quantitative, policy analysis, and public management skills. Students may take elective courses in specific substantive policy areas that are of interest to them. Many La Follette students have an interest in education policy and choose to take courses in ELPA.

A third department, Educational Policy Studies, takes a multi-disciplinary approach (sociology, philosophy, anthropology, history) to the study of educational policy and practice. Students may focus on U.S. or international issues. Students often choose to focus on educational inequality.

If you are interested in policy analysis as it relates to broad social policy issues including, but not limited to education, we recommend the LaFollette MPA or MIPA programs. You would be trained in the tools necessary to analyze and design social policy and could take courses in our department and Educational Policy Studies.

If you were interested specifically in educational leadership and policy as a focus for your study (not the broader social policy issues) and intended to work in schools or in school-related policy, particularly in the U.S., we would recommend our department. If you were interested in a more theoretical understanding of educational policy systems and wanted to take a particular disciplinary focus and a mix of international and U.S. contexts, we would recommend Educational Policy Studies.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants are required to upload the following items to the online application.

1. Essay statement (not to exceed two pages) that addresses the following:
   a. Your area of interest (task or functional area of administration.)
   b. Your career goals (i.e., why the applicant is interested in pursuing a degree in educational administration.)

c. Your professional objectives and how the UW-Madison program will contribute toward the applicant's role as a school/institution leader.

2. Unofficial transcripts. Official transcripts will be requested prior to Graduate School admission.
3. Resume or CV.
4. Three letters of recommendation. Recommendations from three (3) people who are qualified to evaluate the academic and professional competence of the applicant are required. When completing the online application, submit names and emails of those requesting recommendation from; recommendations are sent electronically to your application.
5. Supporting document if undergraduate GPA is below 3.00. In statement, explain why GPA does not accurately reflect high potential to serve in leadership roles.

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

While the department funds full-time PhD students we are unable to provide funding for Master's students. In consultation with one's advisor, students are encouraged to seek positions in other areas that are related to their own research and professional interests. The University student job center posts some opportunities. The department also forwards job postings from other areas on campus to department students.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

The following are examples of curricular pathways to complete the degree.

Note: Regardless of your pathway, the degree earned is Educational Leadership and Policy Analysis: Educational Policy Analysis & Evaluation, MS.

### Educational Policy Evaluation [1]

| Code | Title | Credits |
|---|---|---|
| **Foundations Core** | | |
| ELPA 870 | The Politics of Education | 3 |
| ELPA 961 | Critical Issues in Educational Policy | 3 |
| **Methods of Policy Analysis** | | |
| ELPA/ ED PSYCH 822 | Introduction to Quantitative Inquiry in Education | 3 |

| | | |
|---|---|---|
| ELPA 823 | Data Management for Education Policy Analysis | 3 |
| Students also select one of the following courses: | | 3 |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 719 | Introduction to Qualitative Research | |
| ELPA 725 | Introduction to Research Design in Educational Leadership and Policy Analysis | |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 788 | Qualitative Research Methods in Education: Field Methods I | |
| ELPA/ ED PSYCH 827 | Surveys and Other Quantitative Data Collection Strategies | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| **Depth Courses** | | |
| ELPA 890 | Applied Research in Educational Administration | 3 |
| Students also select three of the following courses: | | 9 |
| ELPA 701 | Introduction to Higher and Post-Secondary Education | |
| ELPA 831 | Financing Postsecondary Education | |
| ELPA 832 | Resource Allocation for Equity and Social Justice | |
| ELPA 840 | Public School Law | |
| ELPA 841 | Legal Aspects of Higher Education | |
| ELPA/ED POL/ ED PSYCH/ RP & SE 842 | Legal Foundations of Special Education and Pupil Services | |
| ELPA 860 | Organizational Theory and Behavior in Education | |
| ELPA 863 | Race, Class and Educational Inequality | |
| ELPA 875 | Theory and Practice of Educational Planning | |
| ELPA 881 | Ideas of the University: Images of Higher Learning for the 21st Century | |
| ELPA 887 | Diversity and Inequality in Higher Education | |
| ELPA 910 | Seminar in Educational Law | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| **Electives** | | |
| Select any relevant substantive or methods course from ELPA or other departments. | | 3 |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Education Law [1]

| Code | Title | Credits |
|---|---|---|
| **Foundations Core** | | |
| ELPA 870 | The Politics of Education | 3 |
| ELPA 961 | Critical Issues in Educational Policy | 3 |
| **Methods of Policy Analysis** | | |
| Students select one of the following courses: | | 3 |
| ELPA/ ED PSYCH 822 | Introduction to Quantitative Inquiry in Education | |
| ELPA 823 | Data Management for Education Policy Analysis | |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 719 | Introduction to Qualitative Research | |
| ELPA 725 | Introduction to Research Design in Educational Leadership and Policy Analysis | |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 788 | Qualitative Research Methods in Education: Field Methods I | |
| ELPA/ ED PSYCH 827 | Surveys and Other Quantitative Data Collection Strategies | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| **Depth Courses** | | |
| ELPA 840 | Public School Law | 3 |
| ELPA 841 | Legal Aspects of Higher Education | 3 |
| or ELPA/ED POL/ ED PSYCH/ RP & SE 842 | Legal Foundations of Special Education and Pupil Services | |
| or ELPA 910 | Seminar in Educational Law | |
| Students also select three of the following courses: [2] | | 9 |
| ELPA 701 | Introduction to Higher and Post-Secondary Education | |
| ELPA 831 | Financing Postsecondary Education | |
| ELPA 832 | Resource Allocation for Equity and Social Justice | |
| ELPA 841 | Legal Aspects of Higher Education | |
| ELPA/ED POL/ ED PSYCH/ RP & SE 842 | Legal Foundations of Special Education and Pupil Services | |
| ELPA 910 | Seminar in Educational Law | |
| ELPA 860 | Organizational Theory and Behavior in Education | |
| ELPA 863 | Race, Class and Educational Inequality | |
| ELPA 875 | Theory and Practice of Educational Planning | |
| ELPA 881 | Ideas of the University: Images of Higher Learning for the 21st Century | |
| ELPA 887 | Diversity and Inequality in Higher Education | |

| | | |
|---|---|---|
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| ELPA 890 | Applied Research in Educational Administration | |
| **Electives** | | |
| Select any relevant substantive or methods courses from ELPA or other departments. | | 6 |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Students may take additional law courses of ELPA 841, ELPA/ED POL/ ED PSYCH/RP & SE 842, or ELPA 910 if not used already for Depth Courses requirement.

### General Studies (No Concentration)[1]

| Code | Title | Credits |
|---|---|---|
| **Foundations Core** | | |
| ELPA 870 | The Politics of Education | 3 |
| ELPA 961 | Critical Issues in Educational Policy | 3 |
| **Methods of Policy Analysis** | | |
| Students select from the following: | | 6 |
| ELPA/ ED PSYCH 822 | Introduction to Quantitative Inquiry in Education | |
| ELPA 823 | Data Management for Education Policy Analysis | |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 719 | Introduction to Qualitative Research | |
| ELPA 725 | Introduction to Research Design in Educational Leadership and Policy Analysis | |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 788 | Qualitative Research Methods in Education: Field Methods I | |
| ELPA/ ED PSYCH 827 | Surveys and Other Quantitative Data Collection Strategies | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| **Depth Courses** | | |
| Students select from the following: | | 12 |
| ELPA 890 | Applied Research in Educational Administration | |
| ELPA 701 | Introduction to Higher and Post-Secondary Education | |
| ELPA 831 | Financing Postsecondary Education | |
| ELPA 832 | Resource Allocation for Equity and Social Justice | |
| ELPA 840 | Public School Law | |
| ELPA 841 | Legal Aspects of Higher Education | |
| ELPA/ED POL/ ED PSYCH/ RP & SE 842 | Legal Foundations of Special Education and Pupil Services | |
| ELPA 860 | Organizational Theory and Behavior in Education | |
| ELPA 863 | Race, Class and Educational Inequality | |
| ELPA 875 | Theory and Practice of Educational Planning | |
| ELPA 881 | Ideas of the University: Images of Higher Learning for the 21st Century | |
| ELPA 887 | Diversity and Inequality in Higher Education | |
| ELPA 910 | Seminar in Educational Law | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| **Electives** | | |
| Select any relevant substantive or methods course from ELPA or other departments. | | 6 |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

If applicable to degree completion, and with program approval, students may transfer no more than 9 credits of graduate coursework in educational leadership from other institutions and 6 credits of graduate coursework in areas other than educational leadership from other institutions. A maximum of 14 total credits of prior coursework (graduate credits earned at other institutions and undergraduate credits earned at other institutions or UW-Madison combined) are allowed to transfer. Coursework earned ten or more years prior to admission to the master's degree is not allowed to satisfy requirements.

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

If applicable to degree completion and with program approval, 6 credits of coursework numbered 500 or above from a UW–Madison undergraduate degree, or the course equivalent from another institution, may transfer. A maximum of 14 total credits of prior coursework (graduate credits earned

at other institutions and undergraduate credits earned at other institutions or UW-Madison combined) are allowed to transfer. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
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> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
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> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: GLOBAL HIGHER EDUCATION, MS

This is a named option in the Educational Leadership and Policy Analysis MS (https://guide.wisc.edu/graduate/educational-leadership-policy-analysis/educational-leadership-policy-analysis-ms/#text).

For more information, please check out the program website (https://ghe.elpa.education.wisc.edu/). For inquiries regarding the GHE program, please contact the GHE Program Director (see Contact Information in the sidebar).

**Global Higher Education (GHE) Program** at the University of Wisconsin–Madison prepares globally minded professionals and scholars to lead in international education, higher education administration, and student affairs. We are dedicated to supporting each student's success, well-being, and professional growth through a collaborative and caring learning community.

**Who should apply for the Global Higher Education (GHE) Program?**

1. The Global Higher Education (GHE) program at the University of Wisconsin–Madison is designed for people who want to build careers in **higher education administration**, **student affairs**, and **international education leadership**. This program is an excellent choice for those seeking a **master's degree in higher education** or a **graduate program focused on international and global aspects of student affairs**. About 70% of our alumni work at colleges and universities across the United States and around the world.
2. The GHE program prepares students for professional roles such as **international student advisor**, **study abroad advisor**, **international admissions counselor**, **education program coordinator**, **academic advisor,** and **career advisor** who support both domestic and international students.
3. The program also provides a strong foundation for students interested in pursuing **doctoral study or research** in **higher education leadership**, **policy and administration**, **comparative and international education**, and **global student mobility**. Approximately 24% of GHE alumni have continued into Ph.D. programs in the United States, and 20 of them have earned their doctoral degrees by August 2025.

Click here to read more about **GHE alumni job placement**.

**Global Higher Education (GHE) Program** at the University of Wisconsin–Madison stands out for its strong commitment to student success, career readiness, and lifelong professional growth.

- **Career-Focused Learning:** Every aspect of the GHE program is designed with your career outcomes in mind. Students gain practical skills and experience that prepare them for positions in higher education administration, international programs, and student services around the world.
- **Embedded Internship and Career Development:** Students participate in hands-on internship experiences and receive structured career development support throughout the program, connecting academic learning to professional practice.
- **Supportive, Collaborative Community:** The GHE program fosters a close-knit, supportive, and family-like community where students learn from one another and form lasting friendship and professional relationships.
- **Personalized Mentoring and Coaching:** Each student receives individualized mentoring, academic advising, and career coaching from faculty who are deeply invested in their success.
- **Lifelong Alumni Network:** Our support doesn't end at graduation. GHE alumni stay connected through a global professional network that offers ongoing guidance, collaboration, and career opportunities.

Graduates leave the program confident, globally minded, and ready to make a difference in higher education institutions and organizations worldwide.

Read **What GHE alumni said about the family-like learning community?**

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 31 for international applicants; July 1 for domestic applicants |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants are required to upload the following items to the online application.

1. Essay statement (not to exceed two pages) that addresses the following:
   a. Clearly identify Global Higher Education as your area of interest.
   b. Explain why you are interested in a master's degree focusing on Global Higher Education. What are your career goals? Tell us what kind of educational and/or international experiences may have inspired you to pursue a master's degree in the field of international higher education.
   c. What are your expectations from the Global Higher Education program? How will this program contribute to your professional objectives?
   d. What can you contribute to the program and other cohort students, (such as your experiences, your knowledge in global international higher education)?

   **Attention**: You do not have to try to imitate the American style of a "Statement of Purpose" if this is not a common genre in your culture, as we respect and celebrate the cultural diversities brought by applicants and students from around the world.
2. Unofficial transcripts. Official transcripts will be requested prior to Graduate School admission.
3. Resume or CV.
4. Supporting document if undergraduate GPA is below 3.00. In statement, explain why GPA does not accurately reflect high potential to serve in leadership roles.

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |

| | |
|---|---|
| Assessments and Examinations | Contact the program for information on required assessments and examinations. |
| Language Requirements | Contact the program for information on any language requirements. |

## REQUIRED COURSES

The Global Higher Education program is a 30-credit named option within the Educational Leadership and Policy Analysis (ELPA) MS.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| Students must select two of the following courses based on cohort program recommendation or in consultation with advisor. | | 6 |
| ELPA 886 | Internationalization of Higher Education | |
| ELPA 885 | Leadership for Study Abroad Programs and International Student Services | |
| ELPA 940 | Special Topics Seminar in Educational Leadership (Topic: Mobility and Inclusion in International Higher Education) | |
| **Foundational Courses** | | |
| Students must complete the following courses. | | 6 |
| ELPA 701 | Introduction to Higher and Post-Secondary Education | |
| ELPA 725 | Introduction to Research Design in Educational Leadership and Policy Analysis | |
| **Depth Courses** | | |
| Students must select two of the following courses based on cohort program recommendation or in consultation with advisor. | | 6 |
| ELPA 888 | Assessment in Higher Education | |
| ELPA 878 | The American Community College | |
| ELPA 883 | Perspectives on College Student Identity and Development | |
| ELPA 887 | Diversity and Inequality in Higher Education | |
| **Electives** | | |
| Students must select 4 courses (3 credits each) based on cohort program recommendation or in consultation with advisor. | | 12 |
| ELPA 880 | Academic Programs in Colleges and Universities | |
| ELPA 881 | Ideas of the University: Images of Higher Learning for the 21st Century | |
| ELPA 824 | Introduction to Qualitative Inquiry in Educational Leadership and Policy Analysis | |
| ELPA 882 | Minority-Serving Institutions of Higher Education | |
| ELPA 715 | Governance and Administration of Colleges and Universities | |
| ELPA 736 | Administration of Student Services in Higher Education | |
| ELPA 870 | The Politics of Education | |
| ELPA 831 | Financing Postsecondary Education | |
| ELPA 841 | Legal Aspects of Higher Education | |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 719 | Introduction to Qualitative Research | |
| ELPA/ ED PSYCH 822 | Introduction to Quantitative Inquiry in Education | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| ELPA 999 | Independent Reading | |
| ELPA 990 | Research or Thesis | |
| **Total Credits** | | **30** |

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Requires program director approval.

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

No credits from a UW-Madison undergraduate degree or other institution are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, students may transfer no more than 6 credits of coursework numbered 300 or above taken as a UW-Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

The Global Higher Education program director advises all students in the program.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
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- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
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> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.

5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The GHE program provides to its students a comprehensive, embedded professional development program that includes career advising, workshops on preparation of job applications and job interviews, individual career coaching, and assisting students to develop their professional network. The embedded professional development program has greatly contributed to our graduates' success on the job market.

For information on GHE student internship and alumni job placement, please check out our website: https://ghe.elpa.education.wisc.edu/alumni-job-placement/

All GHE courses are taught by ELPA faculty members, clinical professors, and instructors who all have doctoral degrees. Many of them are nationally renowned scholars or practitioners with first-hand administrative and managerial experience in higher education.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: HIGHER EDUCATION, MS

This is a named option in the Educational Leadership and Policy Analysis MS (p. 576).

The master's program in Higher Education (HE) offers a broad range of course selections with foundations in administration, organization, governance, teaching and learning, and policy and research. The program affords students the opportunity to study minority serving institutions, legal and financial aspects of higher education, the politics of higher education, academic programs in colleges and universities, ideas of the university, diversity and inequality in higher education, the American community colleges, assessment in higher education, perspectives on college student identity and development, administrative services and critical leadership issues in higher education. Students also have the opportunity to complete field experiences. The culminating experience of the Higher Education Master's program is a capstone project. Students completing a Master's degree in higher education work in a variety of leadership roles at colleges, universities, and technical colleges in student affairs, academic affairs, and policy.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants are required to upload the following items to the online application.

1. Essay statement (not to exceed two pages) that addresses the following:
   a. Your area of interest (task or functional area of administration.)
   b. Your career goals (i.e., why the applicant is interested in pursuing a degree in educational administration.)
   c. Your professional objectives and how the UW-Madison program will contribute toward the applicant's role as a school/institution leader.
2. Unofficial transcripts. If recommended for admission, official transcripts will be requested by the Graduate School.
3. Resume or CV.
4. Three letters of recommendation. Recommendations from three (3) people who are qualified to evaluate the academic and professional competence of the applicant are required. When completing the online application, submit the names and emails of those requesting recommendation from; recommendations are sent electronically to your application.
5. Supporting document if undergraduate GPA is below 3.00. In a statement, explain why GPA does not accurately reflect high potential to serve in leadership roles.

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

While the department funds full-time PhD students we are unable to provide funding for Master's students. In consultation with one's advisor, students are encouraged to seek positions in other areas that are related to their own research and professional interests. The University student job center posts some opportunities. The department also forwards job postings from other areas on campus to department students.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | None. |
| Language Requirements | None. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Foundations** | | |
| Students complete the following course during their first semester of study. | | |
| ELPA 701 | Introduction to Higher and Post-Secondary Education | 3 |
| **Core** | | |
| Students must complete the following courses: | | |
| ELPA 841 | Legal Aspects of Higher Education | 3 |
| ELPA 883 | Perspectives on College Student Identity and Development | 3 |
| ELPA 887 | Diversity and Inequality in Higher Education | 3 |
| *Administration Organization & Governance* | | |
| Complete at least one of the following: | | 3 |
| ELPA 715 | Governance and Administration of Colleges and Universities | |
| ELPA 736 | Administration of Student Services in Higher Education | |
| *Policy and Research* | | |
| Complete at least one of the following: | | 3 |
| ELPA 725 | Introduction to Research Design in Educational Leadership and Policy Analysis | |
| ELPA 888 | Assessment in Higher Education | |
| *Institutional Diversity* | | |
| Complete at least one of the following: | | 3 |
| ELPA 878 | The American Community College | |
| ELPA 882 | Minority-Serving Institutions of Higher Education | |
| **Additional Coursework** | | |
| Option of completing coursework outside of Educational Leadership & Policy Analysis OR completing additional ELPA coursework, including the courses above. Additional suggested electives are listed below. Consult with advisor prior to selecting courses. If completing a field experience, only 3 credits of additional coursework are required. | | 3-6 |
| ELPA 831 | Financing Postsecondary Education | |
| ELPA 856 | Mobility and Inclusion in Global Higher Education | |
| ELPA 880 | Academic Programs in Colleges and Universities | |
| ELPA 881 | Ideas of the University: Images of Higher Learning for the 21st Century | |
| ELPA 885 | Leadership for Study Abroad Programs and International Student Services | |
| ELPA 886 | Internationalization of Higher Education | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| **Capstone Learning Project** | | |
| Required in final semester of study from the following: | | 3 |

| | | |
|---|---|---|
| ELPA 777 | Higher and Post-Secondary Education Capstone Seminar | |
| ELPA 999 | Independent Reading | |
| **Field Experience - Optional** | | |
| If student chooses to complete optional field experience, enroll in following: | | 0-3 |
| ELPA 700 | Field Experience in Educational Leadership | |
| ELPA 999 | Independent Reading | |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

If applicable to degree completion, and with program approval, students may transfer no more than 9 credits of graduate coursework in educational leadership from other institutions and 6 credits of graduate coursework in areas other than educational leadership from other institutions. A maximum of 14 credits of prior coursework (graduate credits earned at other institutions and undergraduate credits earned at other institutions or UW-Madison combined) are allowed to transfer. Coursework earned ten or more years prior to admission to the master's degree is not allowed to satisfy requirements.

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

If applicable to degree completion and with program approval, 6 credits of coursework numbered 500 or above from a UW–Madison undergraduate degree, or equivalent courses from other institutions, may transfer. A maximum of 14 credits of prior coursework (graduate credits earned at other institutions and undergraduate credits earned at other institutions or UW-Madison combined) are allowed to transfer. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW- Madison. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, students may transfer no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are assigned an initial advisor upon admission to the department.

Master's students have the option of requesting a change of advisor and will also need to find a faculty member willing to serve as their advisor. An advisor agreement form is required to change advisors.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)

- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

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- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: K-12 LEADERSHIP, MS

This is a named option in the Educational Leadership and Policy Analysis MS (p. 576).

This in-person program is a named option within our Master of Science in Educational Leadership and Policy Analysis. The 15-month program provides all coursework required for Wisconsin school principal licensure (in addition to the master's degree requirement). Designed for current teachers and educational leaders, the program prepares professionals to lead schools and systems that actively eliminate learning inequities for all students. Graduates earn their master's degree and become eligible for a Wisconsin administrator license endorsement for the principalship.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | April 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## DEADLINE

Applications are reviewed on a rolling basis until the cohort reaches capacity. The final deadline for applying is April 15 for a summer start. In most cases, applicants will be informed of an admission decision within 3-4 weeks of receiving your completed application. The K-12 Leadership named option of the Master of Science in Educational Leadership admits applicants for a summer admission to the program only.

## APPLICATION

This program's courses are delivered on the UW-Madison campus. Applicants interested in completing classes online should apply to the Wisconsin Idea Principal Preparation Program named option.

Applicants should hold a teaching license. Applicants must upload the following items to the online application.

1. Essay statement (not to exceed two pages) that addresses the following:
   a. Describe evidence in your educational practice of your commitment to addressing equity/social justice issues and a desire to lead with a focus on eliminating inequities.
   b. Describe evidence of your instructional excellence with a range of diverse learners.
   c. Describe evidence of leadership excellence related to equity and diversity.
   d. Is there anything else you would like us to know about why you would be an excellent candidate for this program focused on social justice?
2. Unofficial transcripts. If recommended for admission, official transcripts will be requested by the Graduate School.
3. Resume or CV.
4. Three letters of recommendation. Recommendations from three (3) people who are qualified to evaluate the academic and professional competence of the applicant are required. When completing the online application, submit the names and emails of those requesting recommendation from; recommendations are sent electronically to your application.
5. Supporting document if undergraduate GPA is below 3.00. In a statement, explain why GPA does not accurately reflect high potential to serve in leadership roles.

International degree-seeking applicants are **not eligible** for this program.

# FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

While the department funds full-time PhD students we are unable to provide funding for Master's students. In consultation with one's advisor, students are encouraged to seek positions in other areas that are related to their own research and professional interests. The University student job center posts some opportunities. The department also forwards job postings from other areas on campus to department students.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None. |
| Assessments and Examinations | Students must complete an online portfolio. Portfolio requirements are provided by the Director of the K-12 Master's Leadership program. |
| Language Requirements | None. |

## REQUIRED COURSES

All courses are required. There are no electives in the program.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| Note: Students may take ELPA 703 in the first summer and ELPA 847 in the second summer as determined by the department. | | |
| ELPA 735 | Leadership for Equity and Diversity | 3 |
| ELPA 832 | Resource Allocation for Equity and Social Justice | 3 |
| ELPA 847 | Instructional Leadership and Teacher Capacity | 3 |
| ELPA 900 | Internship in Educational Administration | 3 |
| ELPA 845 | School-Level Leadership | 3 |
| ELPA 863 | Race, Class and Educational Inequality | 3 |
| ELPA/INTER-HE 770 | Community, Opportunity, and Justice | 3 |
| ELPA 840 | Public School Law | 3 |
| or ELPA 640 | Legal Rights and Responsibilities for Teachers | |
| ELPA 703 | Evaluating and Supporting Quality Classroom Teaching | 3 |
| ELPA 726 | Data-Driven Leadership for Educational Equity and Systemic School Improvement | 3 |
| **Total Credits** | | **30** |

### Practicum

The program includes a practicum experience that requires 150 contact hours for an initial administrator license and an additional 75 hours for each additional administrative license. Practicums are completed under the guidance of department faculty.

Submission and approval of an online portfolio is required for degree completion and certification. Portfolio requirements (https://elpa.education.wisc.edu/academics/resources-handbooks-and-forms/) are available on the department website in the program handbook.

## OPTIONAL COURSEWORK FOR ADDITIONAL LICENSURE

Students may also be eligible for a Director of Instruction (6 additional credits) and/or Director of Special Education and Pupil Services license (6 additional credits) by completing additional course work and an additional 75 hour practicum for each license.

### Director of Instruction

| Code | Title | Credits |
|---|---|---|
| ELPA 860 | Organizational Theory and Behavior in Education | 3 |
| ELPA 875 | Theory and Practice of Educational Planning | 3 |
| 75-hour field experience | | |
| **Total Credits** | | **6** |

### Director of Special Education and Pupil Services

| Code | Title | Credits |
|---|---|---|
| ELPA/RP & SE 835 | Leadership for Inclusive Schooling | 3 |
| ELPA/ED POL/ ED PSYCH/ RP & SE 842 | Legal Foundations of Special Education and Pupil Services | 3 |
| 75-hour field experience | | |
| **Total Credits** | | **6** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

If applicable to degree completion, and with program approval, students may transfer no more than 9 credits of graduate coursework in educational leadership from other institutions and 6 credits of graduate coursework in areas other than educational leadership from other institutions. Coursework earned ten or more years prior to admission to the master's degree is not allowed to satisfy requirements.

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

If applicable to degree completion and with program approval, 6 credits of coursework numbered 500 or above from a UW–Madison undergraduate degree may transfer. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW- Madison. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. Undergraduate transfer credits are not permitted from other institutions.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the

written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.

5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

Funding is not offered along with offers for admission.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: WISCONSIN IDEA PRINCIPAL PREPARATION, MS

This is a named option in the Educational Leadership and Policy Analysis MS (p. 576).

This fully online program is a named option within our Master of Science in Educational Leadership and Policy Analysis. The 15-month program provides all coursework required for Wisconsin school principal licensure (in addition to the master's degree requirement). Designed for current teachers and educational leaders, the program prepares professionals to lead schools and systems that actively eliminate learning inequities for all students. Graduates earn their master's degree and become eligible for a Wisconsin administrator license endorsement for the principalship.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | April 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## DEADLINE

Applications are reviewed on a rolling basis until the cohort reaches capacity. The final deadline for applying is April 15 for a summer start. In most cases, you will be informed of an admission decision within 3-4 weeks of receiving your completed application.

## APPLICATION

Applicants should hold a teaching license and upload the following items to the online application.

1. Essay statement (not to exceed two pages) that addresses the following:
   a. Describe evidence in your educational practice of your commitment to addressing equity/social justice issues and a desire to lead with a focus on eliminating inequities.
   b. Describe evidence of your instructional excellence with a range of diverse learners.
   c. Describe evidence of leadership excellence related to equity and diversity.
   d. Is there anything else you would like us to know about why you would be an excellent candidate for this program on social justice?
2. Unofficial transcripts. If recommended for admissions, official transcripts will be requested by the Graduate School.
3. Resume or CV.
4. Supporting document if undergraduate GPA is below 3.00. In statement, explain why GPA does not accurately reflect high potential to serve in leadership roles.

International degree-seeking applicants are **not eligible** for this program.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODES OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None. |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| Note: Students may take ELPA 703 in the first summer and ELPA 847 in the second summer as determined by the department. | | |
| ELPA 735 | Leadership for Equity and Diversity | 3 |
| ELPA 832 | Resource Allocation for Equity and Social Justice | 3 |
| ELPA 847 | Instructional Leadership and Teacher Capacity | 3 |
| ELPA 900 | Internship in Educational Administration | 3 |
| ELPA 845 | School-Level Leadership | 3 |
| ELPA 863 | Race, Class and Educational Inequality | 3 |
| ELPA/INTER-HE 770 | Community, Opportunity, and Justice | 3 |
| ELPA 840 | Public School Law | 3 |
| or ELPA 640 | Legal Rights and Responsibilities for Teachers | |
| ELPA 703 | Evaluating and Supporting Quality Classroom Teaching | 3 |
| ELPA 726 | Data-Driven Leadership for Educational Equity and Systemic School Improvement | 3 |
| **Total Credits** | | **30** |

### Practicum

The program includes a practicum experience that requires 150 contact hours for an initial administrator license and an additional 75 hours for each additional administrative license. Practicums are completed under the guidance of department faculty.

Submission and approval of an online portfolio is required for degree completion and certification. Portfolio requirements (https://elpa.education.wisc.edu/academics/resources-handbooks-and-forms/) are available on the department website in the program handbook.

## OPTIONAL COURSEWORK FOR ADDITIONAL LICENSURE

Students may also be eligible for a Director of Instruction (6 additional credits) and/or Director of Special Education and Pupil Services license (6 additional credits) by completing additional course work and an additional 75 hour practicum for each license.

### Director of Instruction

| Code | Title | Credits |
|---|---|---|
| **Optional Coursework for Additional Licensure, Director of Instruction** | | |
| ELPA 860 | Organizational Theory and Behavior in Education | 3 |
| ELPA 875 | Theory and Practice of Educational Planning | 3 |
| 75-hour field experience | | |
| **Total Credits** | | **6** |

### Director of Special Education and Pupil Services

| Code | Title | Credits |
|---|---|---|
| **Optional Coursework for Additional Licensure, Director of Special Education and Pupil Services** | | |
| ELPA/RP & SE 835 | Leadership for Inclusive Schooling | 3 |
| ELPA/ED POL/ ED PSYCH/ RP & SE 842 | Legal Foundations of Special Education and Pupil Services | 3 |
| 75-hour field experience | | |
| **Total Credits** | | **6** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 9 credits of graduate coursework in educational leadership from other institutions and 6 credits of graduate coursework in areas other than educational leadership from other institutions. Coursework earned ten or more years prior to admission to the master's degree is not allowed to satisfy requirements.

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

With program approval, 6 credits of coursework numbered 500 or above from a UW–Madison undergraduate degree may transfer. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW- Madison. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. Undergraduate transfer credits are not permitted from other institutions.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, students may transfer no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
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- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color,

national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

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2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals

of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

Students in the Wisconsin Idea Principal Preparation Program are not permitted to seek double or dual degrees.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS, PHD

The mission of the department is to create, evaluate, exchange, and apply knowledge about leadership, learning, and organizational performance to prepare scholars and scholar practitioners who cultivate equity and educational opportunity in a diverse and changing world.

Many varied educational constituencies need to be able to analyze and to inform debate on educational issues, and to lead and develop learning communities that meet the diverse learning needs of students and society. We believe effective educational leadership in any institution embodies three core values: inquiry, equity, and reflection.

Graduates and recipients of the department's instruction are expected to reflect the knowledge, skills, and personal qualities that will be successful in promoting, producing, and improving learning and increasing public trust in educational institutions.

The PhD degree in Educational Leadership and Policy Analysis can be pursued through one of its named options (formal sub-majors documented on the transcript):

- Higher Education (p. 614) (research), focused on the effective administration of postsecondary institutions, including higher education leadership, student affairs administration, and athletic administration.
- K–12 Leadership (p. 620) (research), emphasizing the effective administration of primary and secondary institutions.
- Educational Policy Analysis and Evaluation (p. 608) (research), stressing effective formation and analysis of policies governing the administration of all educational institutions.
- Wisconsin Idea Executive (p. 627) program.

Students in each named option will focus their course work within the emphasis, although students are encouraged to learn about other areas as well.

The department has long held a commitment to diversity (https://elpa.education.wisc.edu/about/) and the strength it brings to a program. The department seeks to attract a very diverse student population. As one of its core values (https://elpa.education.wisc.edu/about/), the ELPA learning community celebrates wholeness, while, at the same time, values the richness of differences in life experiences, cultural backgrounds, ways of knowing, and perspectives of its individual members. The department seeks to renew itself continually by attracting faculty and students who contribute to this diversity as well as enhance the larger community.

## ADMISSIONS

# ADMISSIONS

Students apply to the PhD in Educational Leadership and Policy Analysis through one of the named options:

- Educational Leadership and Policy Analysis: Educational Policy Analysis & Evaluation, PhD (p. 608)
- Educational Leadership and Policy Analysis: Higher Education, PhD (p. 614)
- Educational Leadership and Policy Analysis: K-12 Leadership, PhD (p. 620)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Newly admitted full-time PhD students in Educational Leadership & Policy Analysis may be offered funding from a combination of school or university fellowships, teaching assistantships, and/or project/research assistantships based upon availability. Funding is not contingent upon accepting offers of admission.

Part-time students are not eligible for department funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 75 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Select a Named Option (p. 607) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the PhD in Educational Leadership and Policy Analysis must select one of the following named options:

View as listView as grid

- **EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: EDUCATIONAL POLICY ANALYSIS & EVALUATION, PHD (P. 608)**
- **EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: HIGHER EDUCATION, PHD (P. 614)**
- **EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: K-12 LEADERSHIP, PHD (P. 620)**
- **EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: WISCONSIN IDEA EXECUTIVE PHD COHORT, PHD (P. 627)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Educational Leadership and Policy Analysis: Educational Policy Analysis & Evaluation, PhD (p. 608)
- Educational Leadership and Policy Analysis: Higher Education, PhD (p. 614)
- Educational Leadership and Policy Analysis: K-12 Leadership, PhD (p. 620)
- Educational Leadership and Policy Analysis: Wisconsin Idea Executive PhD Cohort, PhD (p. 627) (suspended fall 2027, discontinued fall 2031)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of study.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of study.
3. Creates research or scholarship that makes a substantive contribution.
4. Demonstrates breadth within their learning experiences.
5. Advances contributions to society in the field of study or field of practice.
6. Communicates complex ideas in a clear and understandable manner.
7. Fosters ethical and professional conduct.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: EDUCATIONAL POLICY ANALYSIS & EVALUATION, PHD

This is a named option in the Educational Leadership and Policy Analysis PhD (https://guide.wisc.edu/graduate/educational-leadership-policy-analysis/educational-leadership-policy-analysis-phd/).

There are three departments in the University that focus on educational policy-related issues.

In ELPA (Educational Leadership and Policy Analysis) the Department's emphasis is on conducting educational policy research and analysis with a goal of advancing the achievement of all students through effective policy design, development, implementation, and evaluation of educational policies and programs. Students develop a knowledge base that includes a strong foundation in research methods (both quantitative and qualitative) and an ability to conduct sophisticated educational policy research and analysis grounded in understandings of the educational policy and governance system in the U.S. and the issues and challenges facing educational leaders embedded in school, university, community/technical college, or adult learning contexts. Recent graduates of the program are faculty members at research universities, researchers in research centers and consulting firms, policy analysts for non-profit organizations, university administrators, a university president, and policy analysts at the federal and state levels.

The La Follette School of Public Affairs provides education in public management and policy analysis, as well as in public policy and global governance. Faculty in the School are experts in social policy, health and aging, energy and the environment, international trade and development, and public management. The education provided focuses on gaining quantitative, policy analysis, and public management skills. Students may take elective courses in specific substantive policy areas that are of interest to them. Many La Follette students have an interest in education policy and choose to take courses in ELPA.

A third department, Educational Policy Studies, takes a multi-disciplinary approach (sociology, philosophy, anthropology, history) to the study of educational policy and practice. Students may focus on U.S. or international issues. Students often choose to focus on educational inequality.

If you are interested in policy analysis as it relates to broad social policy issues including, but not limited to education, we recommend the La Follette MPA or MIPA programs. You would be trained in the tools necessary to analyze and design social policy and could take courses in our department and Educational Policy Studies.

If you were interested specifically in educational leadership and policy as a focus for your study (not the broader social policy issues) and intended to work in schools or in school-related policy, particularly in the U.S., we would recommend our department. If you were interested in a more theoretical understanding of educational policy systems and wanted to take a particular disciplinary focus and a mix of international and U.S. contexts, we would recommend Educational Policy Studies.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION

Applicants are required to upload the following items to the online application.

1. Essay statement. Each applicant must submit a "Reasons for Study" essay. Applicants are encouraged to review the information on our website, talk with our alumni and current students, and interact with members of the faculty and staff. Applicants should address the following in an essay that does not exceed three pages (single or double spaced.)
   a. What are your primary career goals and professional gaps you have identified as important for your intellectual and professional advancement over the next 5-10 years?
   b. In what ways will these professional gaps be addressed through a doctoral program at UW-Madison?
   c. Describe at least one research topic and/or project you plan to work on during your doctoral program.
   d. As you will note, the program is interested in developing and maintaining a diverse and engaged learning community. Please identify any unique or special contributions you will bring to this community.
2. Unofficial transcripts. If recommended for admission, official transcripts will be requested by the Graduate School.
3. Resume or CV.
4. Three letters of recommendation. Recommendations from three (3) people who are qualified to evaluate the academic and professional

competence of the applicants are required. When completing the online application, submit the names and emails of those requesting recommendation from; recommendations are sent electronically to the application.

5. Supporting document if required. Applicants who earned an undergraduate GPA below 3.00 or a graduate GPA below 3.5 should provide additional explanation/documentation to support their admission. In statement, explain why GPA does not accurately reflect high potential to serve in leadership roles.

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

### Essay Statement

A "strong" essay is characterized by:

- A clear, thorough, well-organized essay that expresses ideas in a detailed and engaging manner.
- Addresses all components of the instructions.
- Paragraphs signal the divisions of thought and sentences flow with ideas in a logical sequence.
- No (or very few) noticeable errors in composition.
- The articulation of clear scholarly interests that are consistent with the department's mission and that may expand knowledge within the field.

A "satisfactory" essay is characterized by:

- A detailed, well-organized essay.
- Addresses all components of the instructions.
- Paragraphs signal the major divisions of thought and sequence.
- Few errors in composition.
- The articulation of scholarly interests that are consistent with the department's mission.

A "weak" essay is characterized by:

- A well-organized but insufficiently detailed essay.
- Addresses some, but not all, of the components of the instructions.
- Paragraphs do not contain main topics.
- A distracting number of errors in composition or spelling (i.e., more than two or three per page).
- No articulation of scholarly interests.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 75 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |

| | |
|---|---|
| Language Requirements | None. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Introduction to the Field** | | |
| These introductory courses lay the foundational framework for work in the department. The Doctoral Inquiry class, ELPA 810, is taken during the first semester of coursework and is required for all incoming PhD students regardless of their area of interest. Students are encouraged to take ELPA 961 at the beginning of their studies as well. All students in the ELPA PhD program are strongly encouraged to take the Literature Review course, ELPA 812, during their second year. | | 6-9 |
| ELPA 810 | Doctoral Inquiry in Educational Leadership and Policy Analysis | |
| ELPA 961 | Critical Issues in Educational Policy | |
| ELPA 812 | Literature Review in Educational Leadership and Policy Analysis | |
| **Core Knowledge** | | |
| The department believes that students in educational administration should be familiar with four program areas of knowledge: (1) Organizations and Planning; (2) Program and Instructional Leadership and Management; (3) Politics, Policy and Finance; and (4) Learning and Diversity. | | |
| Knowledge in each of these areas is focused on providing a theoretical and empirical research knowledge base to facilitate improvements in teaching and learning in educational organizations. Students should take one course from each program area. Students who have taken similar courses at other institutions and are transferring credits for those courses should take an advanced or related Educational Leadership and Policy Analysis (ELPA) course in each area identified through consultation with their advisor. | | |
| *Organizations and Planning* | | |
| Knowledge of classic and emerging theoretical approaches to organizations; Understanding and interpreting organizational experience; Decision making; Planning and evaluation; Key relationships between organizations and their environments. Complete one of the following: | | 3 |
| ELPA 860 | Organizational Theory and Behavior in Education | |
| ELPA 875 | Theory and Practice of Educational Planning | |
| *Program and Instructional Leadership and Management* | | |
| Leadership theory; Effective leadership; Functional, symbolic, political, and human aspects of leadership; Leading change; Conflict resolution; Empowerment; Sharing leadership; Motivation of self and others; Ethical and moral dimensions of leadership. Complete one of the following: | | 3 |
| ELPA 715 | Governance and Administration of Colleges and Universities | |
| ELPA 845 | School-Level Leadership | |
| ELPA 847 | Instructional Leadership and Teacher Capacity | |
| *Politics, Policy and Finance* | | |
| Educational governance; Operating within a political environment; Understanding and interpreting political context; Principles of design and implementation of educational policies; Sources of revenues; Effective expenditure of educational dollars; Equity and adequacy issues. Complete one of the following: | | 3 |
| ELPA 831 | Financing Postsecondary Education | |
| ELPA 832 | Resource Allocation for Equity and Social Justice | |
| ELPA 840 | Public School Law | |
| ELPA 841 | Legal Aspects of Higher Education | |
| ELPA 870 | The Politics of Education | |
| *Learning and Diversity* | | |
| Addressing the diverse learning needs of students; Professional development; Managing academic program, curriculum and instruction to promote student learning; Administering learning and co-curricular activities to reflect students' common and distinct experiential base. Complete one of the following: | | 3 |
| ELPA 735 | Leadership for Equity and Diversity | |
| ELPA 736 | Administration of Student Services in Higher Education | |
| ELPA 880 | Academic Programs in Colleges and Universities | |
| ELPA 887 | Diversity and Inequality in Higher Education | |
| **Program Depth** | | |
| The department believes students should have depth in at least one of the four program areas: (1) Organizations and Planning; (2) Program and Instructional Leadership and Management; (3) Politics, Policy and Finance; OR (4) Learning and Diversity. Therefore, the department requires students in Educational Leadership & Policy Analysis select 1 of the 4 domains and take at least 3 ADDITIONAL courses in that program area. | | 9 |
| If courses from other departments are permitted in one of the depth areas, at least one of the three additional courses must be an Educational Leadership and Policy Analysis (ELPA) course. | | |
| *Organizations and Planning* | | |
| ELPA 860 | Organizational Theory and Behavior in Education | |
| ELPA 875 | Theory and Practice of Educational Planning | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| M H R 872 | Seminar in Organizational Behavior and Design | |
| SOC 632 | Sociology of Organizations | |
| OTM 770 | Sustainable Approaches to System Improvement | |

*Program and Instructional Leadership and Management*

| | |
|---|---|
| ELPA 715 | Governance and Administration of Colleges and Universities |
| ELPA 844 | Technology and School Leadership |
| ELPA 845 | School-Level Leadership |
| ELPA 846 | The School Superintendency |
| ELPA 847 | Instructional Leadership and Teacher Capacity |
| ELPA 863 | Race, Class and Educational Inequality |
| ELPA 715 | Governance and Administration of Colleges and Universities |
| ELPA 940 | Special Topics Seminar in Educational Leadership |
| ELPA 710 | Introduction to Intercollegiate Athletics Administration |
| ELPA 726 | Data-Driven Leadership for Educational Equity and Systemic School Improvement |

*Politics, Policy, and Finance*

| | |
|---|---|
| ELPA/INTER-HE 770 | Community, Opportunity, and Justice |
| ELPA 831 | Financing Postsecondary Education |
| ELPA 832 | Resource Allocation for Equity and Social Justice |
| ELPA 840 | Public School Law |
| ELPA 841 | Legal Aspects of Higher Education |
| ELPA/ED POL/ ED PSYCH/ RP & SE 842 | Legal Foundations of Special Education and Pupil Services |
| ELPA 870 | The Politics of Education |
| ELPA 910 | Seminar in Educational Law |
| ELPA 960 | Seminar in Educational Finance |
| ELPA 940 | Special Topics Seminar in Educational Leadership |
| ED POL 600 | Problems in Educational Policy |
| ED POL/ELPA/ PUB AFFR 765 | Issues in Educational Policy Analysis |
| ECON 711 | Economic Theory-Microeconomics Sequence |
| ECON 712 | Economic Theory-Macroeconomics Sequence |
| ECON 741 | Theory of Public Finance and Fiscal Policy |
| ECON 742 | Theory of Public Finance and Fiscal Policy |
| PUB AFFR 869 | Workshop in Public Affairs |
| PUB AFFR/ POLI SCI 871 | Public Program Evaluation |
| PUB AFFR/ POLI SCI/ URB R PL 874 | Policy-Making Process |
| PUB AFFR 974 | Topics in Public Affairs |
| PUB AFFR 880 | Microeconomic Policy Analysis |
| PUB AFFR/ A A E/ENVIR ST/ POP HLTH 881 | Benefit-Cost Analysis |
| PUB AFFR 891 | State and Local Government Finance |

*Learning and Diversity*

| | |
|---|---|
| ELPA 703 | Evaluating and Supporting Quality Classroom Teaching |
| ELPA 735 | Leadership for Equity and Diversity |
| ELPA 736 | Administration of Student Services in Higher Education |
| ELPA/ RP & SE 835 | Leadership for Inclusive Schooling |
| ELPA 863 | Race, Class and Educational Inequality |
| ELPA 880 | Academic Programs in Colleges and Universities |
| ELPA 881 | Ideas of the University: Images of Higher Learning for the 21st Century |
| ELPA 882 | Minority-Serving Institutions of Higher Education |
| ELPA 886 | Internationalization of Higher Education |
| ELPA 887 | Diversity and Inequality in Higher Education |
| ELPA 888 | Assessment in Higher Education |
| ELPA 940 | Special Topics Seminar in Educational Leadership |
| CURRIC 704 | Curriculum Planning |
| ED PSYCH 795 | Introduction to Learning Sciences I |

**Electives**

| | |
|---|---|
| Students may take any five courses inside or outside of the Department, to provide depth or breadth to program focus. Students are reminded that their programs must include at least 39 credits taken from Educational Leadership and Policy Analysis (ELPA). Note that electives are separate from minor/supporting coursework. | 12-15 |

**Breadth**

| | |
|---|---|
| Breadth is a rational, unified set of courses taken outside of the department which have a clearly articulated theme or focus which allows the student to develop knowledge in a related area of study. Students may either pursue a doctoral minor or graduate/professional certificate. Students should initiate contact and approval from the minor or graduate/professional certificate department. Students must complete an additional 3 credits of course work outside of the department in order to satisfy the supporting coursework requirement for the department. At least two courses (6 credits) must be completed during or after the semester in which the student is admitted to the PhD program. | 12 |

**Research Methods and Design**

| | |
|---|---|
| Students must complete a sequence of courses in research methods and design, focusing on either quantitative or qualitative methods. After the methods requirement has been met, all students should take the research design course (ELPA 825). Substitutions for ELPA 825 are not allowed. | 12 |

| | |
|---|---|
| *Quantitative Methods* | |
| Students choosing to focus on quantitative methods should take two statistical methods courses and one qualitative methods course. | |
| ELPA/ ED PSYCH 822 | Introduction to Quantitative Inquiry in Education |
| ELPA 823 | Data Management for Education Policy Analysis |
| ELPA/ ED PSYCH 827 | Surveys and Other Quantitative Data Collection Strategies |
| ELPA 940 | Special Topics Seminar in Educational Leadership |
| ED PSYCH 760 | Statistical Methods Applied to Education I |
| ED PSYCH 761 | Statistical Methods Applied to Education II |
| SOC/ C&E SOC 360 | Statistics for Sociologists I |
| SOC/ C&E SOC 361 | Statistics for Sociologists II |
| STAT 301 | Introduction to Statistical Methods |
| *Qualitative Methods* | |
| Students choosing to focus on qualitative methods should take two qualitative methods courses and one statistical methods course. | |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 719 | Introduction to Qualitative Research |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 788 | Qualitative Research Methods in Education: Field Methods I |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 789 | Qualitative Research Methods in Education: Field Methods II |
| ELPA 824 | Introduction to Qualitative Inquiry in Educational Leadership and Policy Analysis |
| ELPA 940 | Special Topics Seminar in Educational Leadership |
| ED POL/ C&E SOC/ SOC 755 | Methods of Qualitative Research |
| CURRIC 718 | Introduction to Narrative Inquiry |
| CURRIC 802 | Discourse Analysis |
| *Research Design* | |
| ELPA 825 | Dissertation Proposal Writing in Educational Leadership and Policy Analysis |
| **Thesis** | |
| Students are required to complete a minimum of nine credits of research/thesis and/or independent reading. While nine credits is the minimum required, there is no maximum. | 9 |
| ELPA 990 | Research or Thesis |
| ELPA 999 | Independent Reading |
| **Total Credits** | **75** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 36 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

No credits from an undergraduate degree may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 15 credits numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. For more information, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overloads Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.

6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: HIGHER EDUCATION, PHD

This is a named option in the Educational Leadership and Policy Analysis PhD (p. 606).

The Department's Higher Education PhD aims to develop a knowledge base that includes an understanding of the institutional context of higher education, academic leadership, culture and governance, and student services administration. Program faculty have expertise in identifying and dismantling structural inequities across and within the higher education ecosystem. In course and dissertation work, students are encouraged to

pursue their "burning questions" toward transformative change. Students receive a strong foundation in theoretical and conceptual frameworks, research methods (e.g., qualitative, quantitative, mixed and multi-methods), and an understanding of the institutional dynamics and policy context of post-secondary education.

Students who have received their PhD in Higher Education in our department have successfully pursued roles in leadership, faculty, and senior administrator and staff positions at a wide range of colleges and universities across this country and the globe. To illustrate, some graduates have gone on to become presidents of community colleges, research universities, and liberal arts colleges. Others have taken on senior administrative and staff positions, such as vice-presidents of statewide systems of higher education, chief diversity officers, colleges and university provosts, and university-wide assessment directors. Still others have taken on faculty and research positions at major research universities as well as regional colleges and universities.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION

Applicants are required to upload the following items to the online application.

1. Essay statement. Each applicant must submit a "Reasons for Study" essay. Applicants are encouraged to review the information on our website, talk with our alumni and current students, and interact with members of the faculty and staff. Applicants should address the following in an essay that does not exceed three pages (single or double spaced.)
    a. What are your primary career goals and professional gaps you have identified as important for your intellectual and professional advancement over the next 5-10 years?
    b. In what ways will these professional gaps be addressed through a doctoral program at UW-Madison?
    c. Describe at least one research topic and/or project you plan to work on during your doctoral program.
    d. As you will note, the program is interested in developing and maintaining a diverse and engaged learning community. Please identify any unique or special contributions you will bring to this community.
2. Unofficial transcripts. If recommended for admission, official transcripts will be requested by the Graduate School.
3. Resume or CV.
4. Three letters of recommendation. Recommendations from three (3) people who are qualified to evaluate the academic and professional competence of the applicants are required. When completing the online application, submit the names and emails of those requesting recommendation from; recommendations are sent electronically to your application.
5. Supporting document if required. Applicants who earned an undergraduate GPA below 3.00 or a graduate GPA below 3.5 should provide additional explanation/documentation to support their admission. In statement, explain why GPA does not accurately reflect high potential to serve in leadership roles.

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

### Essay Statement

A "strong" essay is characterized by:

- A clear, thorough, well-organized essay that expresses ideas in a detailed and engaging manner.
- Addresses all components of the instructions.
- Paragraphs signal the divisions of thought and sentences flow with ideas in a logical sequence.
- No (or very few) noticeable errors in composition.
- The articulation of clear scholarly interests that are consistent with the department's mission and that may expand knowledge within the field.

A "satisfactory" essay is characterized by:

- A detailed, well-organized essay.
- Addresses all components of the instructions.
- Paragraphs signal the major divisions of thought and sequence.
- Few errors in composition.
- The articulation of scholarly interests that are consistent with the department's mission.

A "weak" essay is characterized by:

- A well-organized but insufficiently detailed essay.
- Addresses some, but not all, of the components of the instructions.
- Paragraphs do not contain main topics.
- A distracting number of errors in composition or spelling (i.e., more than two or three per page).
- No articulation of scholarly interests.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Newly admitted full-time PhD students in Educational Leadership & Policy Analysis may be offered funding from a combination of school or university fellowships, teaching assistantships, and/or project/research assistantships based upon availability. Funding is not contingent upon accepting offers of admission.

Part-time students are not eligible for department funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 75 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | None. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Introduction to the Field** | | |
| These courses lay the foundational framework for work in the department. The Doctoral Inquiry class, ELPA 810, is taken during the first semester of coursework and is required for all incoming PhD students regardless of their area of interest. Students are strongly encouraged to take the Literature Review course, ELPA 812, during their second year in the doctoral program. | | 3-6 |
| ELPA 810 | Doctoral Inquiry in Educational Leadership and Policy Analysis | |
| ELPA 812 | Literature Review in Educational Leadership and Policy Analysis | |
| **Core Content Knowledge** | | |
| If a student does not have a Higher Education master's degree, they are required to take ELPA 701 (below). It is also recommended that they take the other Higher Education Master's core courses (in consultation with their advisor). | | 30-33 |
| ELPA 701 | Introduction to Higher and Post-Secondary Education | |
| ELPA 715 | Governance and Administration of Colleges and Universities | |
| ELPA 883 | Perspectives on College Student Identity and Development | |

| | |
|---|---|
| ELPA 887 | Diversity and Inequality in Higher Education |

*Recommended Content Electives*

In addition to the above courses, students must take at least six courses (18 credits), inside or outside of the Department, to provide depth or breadth to program focus. Electives can also include additional research course credits. Students are reminded that their programs must include at least 39 total credits taken from ELPA (which may include but are not limited to the courses listed below). 15 credits of previous graduate coursework in higher education may be counted toward the elective requirements. Note that electives are separate from the breadth/minor requirement.

| | |
|---|---|
| ELPA 831 | Financing Postsecondary Education |
| ELPA 856 | Mobility and Inclusion in Global Higher Education |
| ELPA 878 | The American Community College |
| ELPA 880 | Academic Programs in Colleges and Universities |
| ELPA 881 | Ideas of the University: Images of Higher Learning for the 21st Century |
| ELPA 882 | Minority-Serving Institutions of Higher Education |
| ELPA 886 | Internationalization of Higher Education |
| ELPA 888 | Assessment in Higher Education |
| ELPA 940 | Special Topics Seminar in Educational Leadership |

**Research Methods and Design**

Students must complete a sequence of four courses in research methods and design (e.g., quantitative, qualitative, mixed or multi-methods). All students are required to take ELPA/ED PSYCH 822 and ELPA 824 (or their equivalent), and they may select from any other methods courses for their other two courses. ELPA offers many methods options, but there are course equivalents offered in the School of Education and across campus. Consult your advisor before selecting equivalent method courses outside of ELPA. After the methods requirement has been met, all students should take the research design course (ELPA 825, listed below). 12

*Quantitative Methods*

| | |
|---|---|
| ELPA/ ED PSYCH 822 | Introduction to Quantitative Inquiry in Education |
| ELPA 823 | Data Management for Education Policy Analysis |
| ELPA/ ED PSYCH 827 | Surveys and Other Quantitative Data Collection Strategies |
| ELPA 940 | Special Topics Seminar in Educational Leadership |
| ED PSYCH 760 | Statistical Methods Applied to Education I |
| ED PSYCH 761 | Statistical Methods Applied to Education II |
| SOC/ C&E SOC 360 | Statistics for Sociologists I |
| SOC/ C&E SOC 361 | Statistics for Sociologists II |
| STAT 301 | Introduction to Statistical Methods |

*Qualitative Methods*

| | |
|---|---|
| ELPA 824 | Introduction to Qualitative Inquiry in Educational Leadership and Policy Analysis |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 719 | Introduction to Qualitative Research |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 788 | Qualitative Research Methods in Education: Field Methods I |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 789 | Qualitative Research Methods in Education: Field Methods II |
| ELPA 940 | Special Topics Seminar in Educational Leadership |
| ED POL/ C&E SOC/ SOC 755 | Methods of Qualitative Research |
| CURRIC 718 | Introduction to Narrative Inquiry |
| CURRIC 802 | Discourse Analysis |

**Advanced Research Design**

ELPA 825 is a required course for all ELPA PhD students; no substitutes are allowed. Should be taken after completion of all other methods courses and the majority of other course requirements. 3

| | |
|---|---|
| ELPA 825 | Dissertation Proposal Writing in Educational Leadership and Policy Analysis |

**Theory**

Students are required to take a minimum of two theory courses (6 credits). The suggested list below is not exhaustive. 6

| | |
|---|---|
| ELPA 860 | Organizational Theory and Behavior in Education |
| ELPA 875 | Theory and Practice of Educational Planning |
| ELPA 940 | Special Topics Seminar in Educational Leadership |

**Breadth/Minor Requirement**

| | | |
|---|---|---|
| Breadth is a rational, unified set of courses taken outside of the department that have a clearly articulated theme or focus which allows the student to develop knowledge in a related area of study. Students may pursue either a doctoral minor or a graduate/professional certificate. Students should initiate contact and approval from the minor or graduate/professional certificate department. 6 credits of previous graduate coursework may be applied to the minor. Students must complete an additional 3 credits of coursework outside of the department during or after the semester of admission to the program. | | 9 |
| **Thesis** | | |
| Students are required to complete a minimum of nine credits of research/thesis and/or independent reading. While nine credits is the minimum required, there is no maximum. | | 9 |
| ELPA 990 | Research or Thesis | |
| ELPA 999 | Independent Reading | |
| **Total Credits** | | **75** |

### Non-ELPA Elective Options

This list highlights electives outside of Educational Leadership and Policy Analysis (ELPA) that students have taken in the past. This list is not comprehensive; consult with your advisor before selecting electives outside of the ELPA department.

| Code | Title | Credits |
|---|---|---|
| **Organizations and Planning** | | |
| M H R 872 | Seminar in Organizational Behavior and Design | 3 |
| SOC 632 | Sociology of Organizations | 3-4 |
| OTM 770 | Sustainable Approaches to System Improvement | 4 |
| **Politics, Policy, and Finance** | | |
| ED POL 600 | Problems in Educational Policy | 3 |
| ED POL/ELPA/ PUB AFFR 765 | Issues in Educational Policy Analysis | 3 |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| ECON 741 | Theory of Public Finance and Fiscal Policy | 3 |
| ECON 742 | Theory of Public Finance and Fiscal Policy | 3 |
| PUB AFFR 869 | Workshop in Public Affairs | 3 |
| PUB AFFR/ POLI SCI 871 | Public Program Evaluation | 3 |
| PUB AFFR/ POLI SCI/ URB R PL 874 | Policy-Making Process | 3 |
| PUB AFFR 880 | Microeconomic Policy Analysis | 3 |
| PUB AFFR/ A A E/ENVIR ST/ POP HLTH 881 | Benefit-Cost Analysis | 3 |
| PUB AFFR 891 | State and Local Government Finance | 3 |
| PUB AFFR 974 | Topics in Public Affairs | 3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 36 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

No credits from an undergraduate degree may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison Special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. For more information, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
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- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to

the department chair or office/unit head regarding how the grievance should be handled.

7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: K-12 LEADERSHIP, PHD

This is a named option in the Educational Leadership and Policy Analysis PhD (p. 606).

This in-person program provides students with a comprehensive knowledge base in educational leadership, organizational theory, planning and evaluation, and learning and diversity, supported by rigorous training in qualitative, quantitative, and mixed research methodologies. Courses bridge research, practice, and policy to cultivate the capacity for evidence-based and equity-driven improvement in public education. Graduates of the program pursue careers as faculty members, district leaders, school administrators, or researchers in think tanks and/or policy organizations.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION

Applicants are required to upload the following items to the online application.

1. Essay statement. Each applicant must submit a "Reasons for Study" essay. Applicants are encouraged to review the information on our website, talk with our alumni and current students, and interact with members of the faculty and staff. Applicants should address the following in an essay that does not exceed three pages (single or double spaced.)
   a. What are your primary career goals and professional gaps you have identified as important for your intellectual and professional advancement over the next 5-10 years?
   b. In what ways will these professional gaps be addressed through a doctoral program at UW-Madison?
   c. Describe at least one research topic and/or project you plan to work on during your doctoral program.
   d. As you will note, we are interested in developing and maintaining a diverse and engaged learning community. Please identify any unique or special contributions you will bring to this community.
2. Unofficial transcripts. If recommended for admission, official transcripts will be requested by the Graduate School.
3. Resume or CV.
4. Three letters of recommendation. Recommendations from three (3) people who are qualified to evaluate the academic and professional competence of the applicants are required. When completing the online application, submit the names and emails of those requesting recommendation from; recommendations are sent electronically to your application.
5. Supporting document if required. Applicants who earned an undergraduate GPA below 3.00 or a graduate GPA below 3.5 should provide additional explanation/documentation to support their admission. In statement, explain why GPA does not accurately reflect high potential to serve in leadership roles.

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

### Essay Statement

A "strong" essay is characterized by:

- A clear, thorough, well-organized essay that expresses ideas in a detailed and engaging manner.
- Addresses all components of the instructions.
- Paragraphs signal the divisions of thought and sentences flow with ideas in a logical sequence.
- No (or very few) noticeable errors in composition.
- The articulation of clear scholarly interests that are consistent with the department's mission and that may expand knowledge within the field.

A "satisfactory" essay is characterized by:

- A detailed, well-organized essay.
- Addresses all components of the instructions.
- Paragraphs signal the major divisions of thought and sequence.
- Few errors in composition.
- The articulation of scholarly interests that are consistent with the department's mission.

A "weak" essay is characterized by:

- A well-organized but insufficiently detailed essay.
- Addresses some, but not all, of the components of the instructions.
- Paragraphs do not contain main topics.
- A distracting number of errors in composition or spelling (i.e., more than two or three per page).
- No articulation of scholarly interests.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Newly admitted full-time PhD students in Educational Leadership & Policy Analysis may be offered funding from a combination of school or university fellowships, teaching assistantships, and/or project/research

assistantships based upon availability. Funding is not contingent upon accepting offers of admission.

Part-time students are not eligible for department funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 75 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | None. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Introduction to the Field** | | |
| These introductory courses lay the foundational framework for work in the department. The Doctoral Inquiry class, ELPA 810, is taken during the first semester of coursework and is required for all incoming PhD students regardless of their area of interest. Students are strongly encouraged to take the Literature Review course, ELPA 812, during their second year in the doctoral program. | | 3-6 |
| ELPA 810 | Doctoral Inquiry in Educational Leadership and Policy Analysis | |
| ELPA 812 | Literature Review in Educational Leadership and Policy Analysis | |
| **Core Knowledge** | | |
| The department believes that students in educational administration should be familiar with four program areas of knowledge: (1) Organizations and Planning; (2) Program and Instructional Leadership and Management; (3) Politics, Policy and Finance; and (4) Learning and Diversity. | | |
| Knowledge in each of these areas is focused on providing a theoretical and empirical research knowledge base to facilitate improvements in teaching and learning in educational organizations. Students should take one course from each program area. Students who have taken similar courses at other institutions and are transferring credits for those courses should take an advanced or related Educational Leadership and Policy Analysis (ELPA) course in each area identified through consultation with their advisor. | | |
| *Organizations and Planning* | | |
| Knowledge of classic and emerging theoretical approaches to organizations; Understanding and interpreting organizational experience; Decision making; Planning and evaluation; Key relationships between organizations and their environments. Complete one of the following: | | 3 |
| ELPA 860 | Organizational Theory and Behavior in Education | |
| ELPA 875 | Theory and Practice of Educational Planning | |
| *Program and Instructional Leadership and Management* | | |

| | | |
|---|---|---|
| Leadership theory; Effective leadership; Functional, symbolic, political, and human aspects of leadership; Leading change; Conflict resolution; Empowerment; Sharing leadership; Motivation of self and others; Ethical and moral dimensions of leadership. Complete one of the following: | | 3 |
| ELPA 845 | School-Level Leadership | |
| ELPA 847 | Instructional Leadership and Teacher Capacity | |
| *Politics, Policy and Finance* | | |
| Educational governance; Operating within a political environment; Understanding and interpreting political context; Principles of design and implementation of educational policies; Sources of revenues; Effective expenditure of educational dollars; Equity and adequacy issues. Complete one of the following: | | 3 |
| ELPA 832 | Resource Allocation for Equity and Social Justice | |
| ELPA 840 | Public School Law | |
| ELPA 870 | The Politics of Education | |
| *Learning and Diversity* | | |
| Addressing the diverse learning needs of students; Professional development; Managing academic program, curriculum and instruction to promote student learning; Administering learning and co-curricular activities to reflect students' common and distinct experiential base. Complete the following: | | 3 |
| ELPA 735 | Leadership for Equity and Diversity | |
| **Program Depth** | | |
| The department believes that students should have depth in at least one of the four program areas: (1) Organizations and Planning; (2) Program and Instructional Leadership and Management; (3) Politics, Policy and Finance; OR (4) Learning and Diversity. Therefore, the department requires that students in Educational Leadership & Policy Analysis select 1 of the 4 domains and take at least 3 ADDITIONAL courses in that program area. | | 9 |
| If courses from other departments are permitted in one of the depth areas, at least one of the three additional courses must be an Educational Leadership and Policy Analysis (ELPA) course. | | |
| *Organizations and Planning* | | |
| ELPA 860 | Organizational Theory and Behavior in Education | |
| ELPA 875 | Theory and Practice of Educational Planning | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| M H R 872 | Seminar in Organizational Behavior and Design | |
| SOC 632 | Sociology of Organizations | |
| OTM 770 | Sustainable Approaches to System Improvement | |
| *Program and Instructional Leadership and Management* | | |
| ELPA 863 | Race, Class and Educational Inequality | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| ELPA 844 | Technology and School Leadership | |
| ELPA 845 | School-Level Leadership | |
| ELPA 846 | The School Superintendency | |
| ELPA 726 | Data-Driven Leadership for Educational Equity and Systemic School Improvement | |
| *Politics, Policy, and Finance* | | |
| ELPA/INTER-HE 770 | Community, Opportunity, and Justice | |
| ELPA 832 | Resource Allocation for Equity and Social Justice | |
| ELPA 840 | Public School Law | |
| ELPA/ED POL/ ED PSYCH/ RP & SE 842 | Legal Foundations of Special Education and Pupil Services | |
| ELPA 910 | Seminar in Educational Law | |
| ELPA 960 | Seminar in Educational Finance | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| ED POL 600 | Problems in Educational Policy | |
| ED POL/ELPA/ PUB AFFR 765 | Issues in Educational Policy Analysis | |
| ECON 711 | Economic Theory-Microeconomics Sequence | |
| ECON 712 | Economic Theory-Macroeconomics Sequence | |
| ECON 741 | Theory of Public Finance and Fiscal Policy | |
| ECON 742 | Theory of Public Finance and Fiscal Policy | |
| PUB AFFR 869 | Workshop in Public Affairs | |
| PUB AFFR/ POLI SCI 871 | Public Program Evaluation | |
| PUB AFFR/ POLI SCI/ URB R PL 874 | Policy-Making Process | |
| PUB AFFR 974 | Topics in Public Affairs | |
| PUB AFFR 880 | Microeconomic Policy Analysis | |
| PUB AFFR/ A A E/ENVIR ST/ POP HLTH 881 | Benefit-Cost Analysis | |
| PUB AFFR 891 | State and Local Government Finance | |
| ELPA/INTER-HE 770 | Community, Opportunity, and Justice | |
| *Learning and Diversity* | | |
| ELPA 863 | Race, Class and Educational Inequality | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| ELPA 703 | Evaluating and Supporting Quality Classroom Teaching | |
| ELPA 735 | Leadership for Equity and Diversity | |
| CURRIC 704 | Curriculum Planning | |

| | | |
|---|---|---|
| **Electives** | | |
| Students may take any five courses inside or outside of the Department, to provide depth or breadth to program focus. Students are reminded that their programs must include at least 39 credits taken from ELPA. Note that electives are separate from minor/supporting coursework. | | 15-18 |
| **Breadth** | | |
| Breadth is a rational, unified set of courses taken outside of the department which have a clearly articulated theme or focus which allows the student to develop knowledge in a related area of study. Students may either pursue a doctoral minor or graduate/professional certificate. Students should initiate contact and approval from the minor or graduate/professional certificate department. Students must complete an additional 3 credits of course work outside of the department in order to satisfy the supporting coursework requirement for the department. At least two courses (6 credits) must be completed during or after the semester in which the student is admitted to the PhD program. | | 12 |
| **Research Methods and Design** | | |
| Students must complete a sequence of courses in research methods and design, focusing on either quantitative or qualitative methods. After the methods requirement has been met, all students should take the research design course (ELPA 825). Substitutions for ELPA 825 are not allowed. | | 12 |
| *Quantitative Methods* | | |
| Students choosing to focus on quantitative methods should take two statistical methods courses and one qualitative methods course. | | |
| ELPA/ ED PSYCH 822 | Introduction to Quantitative Inquiry in Education | |
| ELPA 823 | Data Management for Education Policy Analysis | |
| ELPA/ ED PSYCH 827 | Surveys and Other Quantitative Data Collection Strategies | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| SOC/ C&E SOC 360 | Statistics for Sociologists I | |
| SOC/ C&E SOC 361 | Statistics for Sociologists II | |
| STAT 301 | Introduction to Statistical Methods | |
| *Qualitative Methods* | | |
| Students choosing to focus on qualitative methods should take two qualitative methods courses and one statistical methods course. | | |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 719 | Introduction to Qualitative Research | |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 788 | Qualitative Research Methods in Education: Field Methods I | |
| ELPA/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ RP & SE 789 | Qualitative Research Methods in Education: Field Methods II | |
| ELPA 824 | Introduction to Qualitative Inquiry in Educational Leadership and Policy Analysis | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| ED POL/ C&E SOC/ SOC 755 | Methods of Qualitative Research | |
| CURRIC 718 | Introduction to Narrative Inquiry | |
| CURRIC 802 | Discourse Analysis | |
| *Research Design* | | |
| ELPA 825 | Dissertation Proposal Writing in Educational Leadership and Policy Analysis | |
| **Thesis** | | |
| Students are required to complete a minimum of nine credits of research/thesis and/or independent reading. While nine credits is the minimum required, there is no maximum. | | 9 |
| ELPA 990 | Research or Thesis | |
| ELPA 999 | Independent Reading | |
| **Total Credits** | | **75** |

### Practicum

The program includes a practicum experience that requires 150 contact hours for an initial administrator license and an additional 75 hours for each additional administrative license. Practicums are completed under the guidance of department faculty.

### Portfolio

Submission and approval of an online portfolio is required for both degree completion and certification. Portfolio requirements are available on the department website.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 36 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

No credits from an undergraduate degree are allowed to count toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

With program approval, students may transfer no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison Special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. For more information, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

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2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992

- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS: WISCONSIN IDEA EXECUTIVE PHD COHORT, PHD

**The Wisconsin Idea Executive PhD Cohort named option in the Educational Leadership and Policy Analysis, PHD no longer admits new students after Fall 2026 and the program will be discontinued Fall 2031.**

Applicants interested in the Wisconsin Idea Executive PhD Cohort Named Option may want to consider the Wisconsin Idea Executive Educational Leadership Preparation Program, which replaces this program. If you have any questions, please contact the department (see contact box).

This is a named option in the Educational Leadership and Policy Analysis PhD (p. 606).

The Department of Educational Leadership & Policy Analysis (ELPA) offers a PhD in Educational Leadership and Policy Analysis named option in Wisconsin Idea Executive PhD Cohort that focuses explicitly on K-12 leadership for dramatically improving student performance and closing achievement gaps.

The theme of District and School Leadership for Equity and Excellence is infused through most courses and supported by theoretical and empirical, as well as practical, understandings. The program provides a coordinated plan that allows students to defend their dissertation within three to four years. The dissertation focuses on school, district, or community efforts to improve performance for all students. Cohort students receive training in qualitative and quantitative inquiry and analysis and are expected to develop a study design for the dissertation that is appropriate to address their research questions.

## ADMISSIONS

# ADMISSIONS

**The Wisconsin Idea Executive PhD Cohort named option in the Educational Leadership and Policy Analysis, PHD no longer admits new students after Fall 2026 and the program will be discontinued Fall 2031.** If you have any questions, please contact the department (see contact box).

The PhD in Educational Leadership and Policy Analysis named option in Wisconsin Idea Executive PhD Cohort is being replaced by the new PhD in Wisconsin Idea Executive Educational Leadership Preparation Program.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 75 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Final course sequence and instructors to be determined by Educational Leadership and Policy Analysis chair and cohort coordinator. Seven terms of coursework totaling 53 credits, plus at least 4 credits of ELPA 990 are required. Students must take 75 total credits toward the PhD, including 6 credits for breadth completed before admission or outside the cohort program. The most recent course sequence follows:

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| ELPA 810 | Doctoral Inquiry in Educational Leadership and Policy Analysis | 3 |
| ELPA 870 | The Politics of Education | 3 |
| ELPA/ ED PSYCH 822 | Introduction to Quantitative Inquiry in Education | 3 |
| ELPA 910 | Seminar in Educational Law | 3 |
| ELPA 824 | Introduction to Qualitative Inquiry in Educational Leadership and Policy Analysis | 3 |
| ELPA 875 | Theory and Practice of Educational Planning | 3 |
| ELPA 960 | Seminar in Educational Finance | 3 |
| ELPA/RP & SE 835 | Leadership for Inclusive Schooling | 3 |
| ELPA 846 | The School Superintendency | 3 |
| ELPA 860 | Organizational Theory and Behavior in Education | 3 |
| ELPA 911 | Authentic Pedagogy and Achievement | 3 |
| ELPA 825 | Dissertation Proposal Writing in Educational Leadership and Policy Analysis | 3 |
| **Special Topics** | | **6** |
| ELPA 940 | Special Topics Seminar in Educational Leadership (Topics: Advanced Quantitative Inquiry in Education or Advanced Qualitative Methods) | |
| ELPA 940 | Special Topics Seminar in Educational Leadership (Topic: Urban Education Leadership) | |
| **Research or Thesis** | | **9** |
| ELPA 990 | Research or Thesis | |
| **Electives** | | **15** |
| Students may take any five courses inside or outside of the Department, to provide depth or breadth to program focus. Students are reminded that their programs must include at least 39 credits taken from ELPA. Note that electives are separation from breadth coursework. | | |
| **Breadth** | | **9** |
| **Total Credits** | | **75** |

### Breadth

Breadth is a rational, unified set of courses taken outside of the department which have a clearly articulated theme or focus which allows the student to develop knowledge in a related area of study. Students may either pursue a doctoral minor or graduate/professional certificate. Students should initiate contact and approval from the minor or graduate/professional certificate department. Students must complete an additional 3 credits of course work outside of the department in order to satisfy the supporting coursework requirement for the department. At least two courses (6 credits) must be completed during or after the semester in which the student is admitted to the PhD program.

### Practicum

The program includes a practicum experience that requires 150 contact hours for an initial administrator license and an additional 75 hours for each additional administrative license. Practicums are completed under the guidance of department faculty.

### Portfolio

Submission and approval of an online portfolio is required for both degree completion and certification. Portfolio requirements (https://

elpa.education.wisc.edu/academics/resources-handbooks-and-forms/) are available on the department website.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 36 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

No credits from an undergraduate degree are allowed to count toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. For more information, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

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

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

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- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

Funding is not offered along with offers for admission.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# SPORTS LEADERSHIP, MS

The Master of Science degree in Sports Leadership (MSL) in the Department of Educational Leadership and Policy Analysis (ELPA) draws from the UW–Madison's world-leading academic and athletic resources to prepare dynamic sports leaders. MSL students study in areas including athletic administration, coaching, justice in sport, legal and financial issues, and sports psychology. Graduates will be prepared for impactful leadership positions across diverse sports settings spanning K-12 and youth programs, colleges and universities, and professional teams. The MSL is an online degree program, accommodating students with busy lives throughout Wisconsin and beyond. The program exposes students to top professors, innovative sports leaders, and highest-level sports experiences at UW–Madison.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | July 1 |
| Spring Deadline | December 1 |
| Summer Deadline | April 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applications to the MS in Sports Leadership program are accepted on a rolling basis.

Applicants must submit the following to the online application:

1. Essay statement on required topic (not to exceed two pages).
2. Unofficial transcripts of prior undergraduate and graduate course completion.
3. Resume or CV.
4. Supporting document if the undergraduate GPA is below 3.00. The statement will include: an explanation regarding why the applicant's GPA does not accurately reflect potential, documentation of high potential for leadership, and a description of relevant experiences that affect abilities to serve in leadership roles.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None. |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

The Master of Science in Sports Leadership is a 30-credit master's degree in the department of Educational Leadership and Policy Analysis (ELPA).

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| ELPA 700 | Field Experience in Educational Leadership | 3 |
| ELPA 710 | Introduction to Intercollegiate Athletics Administration | 3 |
| ELPA 750 | Coaching Athletics 1: Everyday Practices of Top Leaders | 3 |
| ELPA 751 | Leadership and Justice in Sports | 3 |
| ELPA 752 | Coach as Teacher: Mastering Instructional Practice On and Off the Field | 3 |
| ELPA 753 | Psychology and Coaching in Sports | 3 |
| ELPA 754 | Running a Championship System: The Badger Sports Leadership Road Course | 3 |
| ELPA 755 | Coaching Athletics 2: A Bell Cow Way | 3 |
| ELPA 777 | Higher and Post-Secondary Education Capstone Seminar | 3 |
| **Electives** | | |
| Students must complete one of the following courses. | | 3 |
| KINES 555 | Sports Science & Athlete Monitoring | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No more than 9 credits of previous graduate coursework may transfer. These credits require program director approval. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

If applicable to degree completion and with program approval, 6 credits of coursework numbered 500 or above from a UW-Madison undergraduate degree, or equivalent courses from other institutions, may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of coursework numbered 300 or above taken as a UW-Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy. The program director advises students in the masters in Sports Leadership program.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987

- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate, critique, or elaborate the theories, research methods, and approaches to scholarly inquiry or practice in educational settings.
2. Identify sources and assemble evidence pertaining to questions or challenges in the field of sports leadership.
3. Demonstrate understanding of sports leadership in a historical, social, or global context.
4. Identify and address social inequalities in educational opportunities and outcomes in sports leadership.
5. Select and/or utilize the most appropriate methodologies and practices.
6. Evaluate or synthesize information pertaining to questions or challenges in the field of sports leadership.
7. Communicate clearly in ways appropriate to the field of sports leadership.

# WISCONSIN IDEA EXECUTIVE EDUCATIONAL LEADERSHIP PREPARATION PROGRAM, EDS

The Educational Specialist Program is most often completed by someone seeking a superintendent license. In Wisconsin, to be eligible for a superintendent license, you must either be in a PhD program and have completed preliminary exams (dissertation proposal) or hold an educational specialist degree.

## ADMISSIONS

# ADMISSIONS

Students may not apply directly for the Educational Specialist (EdS) in Wisconsin Idea Executive Educational Leadership Preparation Program degree. It is available to students who entered the PhD in Wisconsin Idea Executive Educational Leadership Preparation Program, but chose not to complete the final requirement of the PhD: a dissertation. As a non-admitting degree, the EdS requires a degree change (from PhD to EdS) in the student's final semester of the program. If you are interested in applying for the PhD program, please see program information here (p. 640).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | A practicum experience requiring 150 contact hours for an initial administrator license and an additional 75 hours for each additional administrative license. Practicums are completed under the guidance of department faculty. |
| Language Requirements | Contact the program for information on any language requirements. |

## REQUIRED COURSES

Students must complete the following minimal requirements to earn the Educational Specialist in Wisconsin Idea Executive Educational Leadership Preparation degree.

| Code | Title | Credits |
|---|---|---|
| **Category I** | | |
| ELPA 810 | Doctoral Inquiry in Educational Leadership and Policy Analysis | 3 |
| **Category II** | | |
| ELPA/ ED PSYCH 822 | Introduction to Quantitative Inquiry in Education | 3 |
| ELPA 824 | Introduction to Qualitative Inquiry in Educational Leadership and Policy Analysis | 3 |
| ELPA 825 | Dissertation Proposal Writing in Educational Leadership and Policy Analysis | 3 |
| ELPA/RP & SE 835 | Leadership for Inclusive Schooling | 3 |
| ELPA 846 | The School Superintendency | 3 |
| ELPA 860 | Organizational Theory and Behavior in Education | 3 |
| ELPA 870 | The Politics of Education | 3 |
| ELPA 875 | Theory and Practice of Educational Planning | 3 |
| ELPA 910 | Seminar in Educational Law | 3 |
| ELPA 911 | Authentic Pedagogy and Achievement | 3 |
| ELPA 960 | Seminar in Educational Finance | 3 |
| *Special Topics* | | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | 3 |
| ELPA 940 | Special Topics Seminar in Educational Leadership | 3 |
| **Category III** | | |
| At least 3 additional courses (9 graduate credits) selected from any courses in Educational Leadership and Policy Analysis. | | 9 |
| **Total Credits** | | **51** |

### Program Approval

The Educational Specialist in Wisconsin Idea Executive Educational Leadership Preparation Program plan (as well as any subsequent amendments and changes) must be submitted and approved by the department as soon as is practicable following admission to the program.

### Specialist Paper

The department has established the following criteria as guidelines for the specialist paper:

- Derived from a current, practical problem which is researchable and limited in scope.
- Approval, cooperation, or collaboration of the governing board or administration of an educational institution or organization when appropriate.
- Utilize applied, market, or policy research.
- Result in recommendations for action.
- Design and methodology developed by the student and major professor and reviewed and approved by a three-person faculty committee which will also conduct the oral examination on the completed specialist paper.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 15 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to an educational specialist degree is not allowed to satisfy requirements.

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

No undergraduate credits earned at other institutions or for a UW-Madison undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear

and concise statement of the issue(s) involved and the relief sought.

4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate research problems, potentials, and limits with respect to theory, knowledge, or practice within the study of educational leadership.
2. Formulate ideas, concepts, designs, and/or techniques beyond the boundaries of knowledge within the study of educational leadership.
3. Create research or scholarship that makes a substantive contribution to the field of practice.
4. Demonstrate breadth within their learning experiences through experiences and artifacts in curriculum and instruction, leadership, personnel, and knowledge and skill development gained through field placements.
5. Advance contributions to society in the study and practice of educational leadership.
6. Communicate complex ideas in a clear and understandable manner.
7. Understand the role of the Superintendent as the district's "first" educational leader.
8. Identify and view the issues and decisions inherent in district leadership through a social justice lens leading to the elimination of inequity for both students and staff.
9. Explore the many roles and perspectives of the Superintendent as educator, corporate leader and community leader.
10. Develop an understanding of the fundamental personal leadership skills necessary to lead an organization.
11. Recognize the impact that local, state, national and international events/trends (both actual and perceived) have on the office of the Superintendent.
12. Recognize the difference between leadership and management.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

For educational administrator licensure, a practicum experience of 150 contact hours for an initial administrator license and an additional 75 hours for each additional administrative license is required.

Additional Department of Public Instruction Licensure Requirements

1. Completion of a state-approved educator preparation program in the licensure area.
2. A minimum of a master's degree or the equivalent. Superintendent license requires a specialist degree or equivalent or a PhD; program coordinator licenses require a bachelor's degree.
3. A valid or eligibility to hold a provisional educator license in teaching or pupil services. School business administrator and program coordinator licenses are waived from this requirement.
4. Six semesters of successful full-time classroom teaching experience, or six semesters of successful experience as a pupil services professional including 540 hours of classroom teaching experience. School business administrator and program coordinator licenses are waived from this requirement.

https://dpi.wi.gov/licensing/general/administrators (https://dpi.wi.gov/licensing/general/administrators/)

## PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure requirements in the following states:

Wisconsin

### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# WISCONSIN IDEA EXECUTIVE EDUCATIONAL LEADERSHIP PREPARATION PROGRAM, PHD

The Department of Educational Leadership & Policy Analysis (ELPA) offers a PhD in Wisconsin Idea Executive Educational Leadership Preparation Program that focuses explicitly on K-12 leadership for dramatically improving student performance and closing achievement gaps.

The theme of District and School Leadership for Equity and Excellence is infused through most courses and supported by theoretical and empirical, as well as practical, understandings. The program provides a coordinated plan that allows students to defend their dissertation within three to four years. The dissertation focuses on school, district, or community efforts to improve performance for all students. Cohort students receive training in qualitative and quantitative inquiry and analysis and are expected to develop a study design for the dissertation that is appropriate to address their research questions.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in spring. |
| Summer Deadline | The program does not admit in summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION

The PhD in Wisconsin Idea Executive Educational Leadership Preparation Program operates in a cohort model and admits new students in even years (2026, 2028, 2030, etc.). The application is not open for admission in odd-years (2027, 2029, 2031, etc.). If you have questions, please contact the Graduate Program Manager.

Applicants are required to upload the following items to the online application:

1. Essay statement. Specific requirements for the essay at this link: https://elpa.education.wisc.edu/admissions-and-aid/
2. Unofficial transcripts. Official transcripts will be required prior to Graduate School admission.
3. Resume or CV
4. Three letters of recommendation. We require recommendations from three (3) people who are qualified to evaluate the academic and professional competence of the applicants.
5. Applicants must have a masters degree in Educational Leadership or other relevant field leading to principal licensure to be considered for admission.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirements | 60 Credits |
| Minimum Residence Credit Requirement | 32 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 51 credits must be gradute-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement Policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/) |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Graduate Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/) |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral Students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | n/a |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/) |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Requirements** | | |
| ELPA 810 | Doctoral Inquiry in Educational Leadership and Policy Analysis | 3 |
| ELPA/ ED PSYCH 822 | Introduction to Quantitative Inquiry in Education | 3 |
| ELPA 824 | Introduction to Qualitative Inquiry in Educational Leadership and Policy Analysis | 3 |
| ELPA 825 | Dissertation Proposal Writing in Educational Leadership and Policy Analysis | 3 |
| ELPA/RP & SE 835 | Leadership for Inclusive Schooling | 3 |
| ELPA 846 | The School Superintendency | 3 |
| ELPA 860 | Organizational Theory and Behavior in Education | 3 |
| ELPA 870 | The Politics of Education | 3 |
| ELPA 875 | Theory and Practice of Educational Planning | 3 |
| ELPA 910 | Seminar in Educational Law | 3 |
| ELPA 911 | Authentic Pedagogy and Achievement | 3 |
| ELPA 960 | Seminar in Educational Finance | 3 |
| **Special Topics** | | |
| ELPA 940 | Special Topics Seminar in Educational Leadership | 3 |
| ELPA 940 | Special Topics Seminar in Educational Leadership | 3 |
| **Research or Thesis** | | |
| ELPA 990 | Research or Thesis | 9 |
| **Breadth** | | **9** |
| All doctoral students are required to complete a doctoral minor or graduate/professional certificate in consultation with their advisor. | | |
| **Total Credits** | | **60** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits to Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits to Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as Professional Student at UW-Madison (Law, Medicine, Pharmacy, Veterinary careers)

Refer to the Graduate School: Transfer Credits to Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits to Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR/COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/), policies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

# GRIEVANCES AND APPEALS

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process

detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate research problems, potentials, and limits with respect to theory, knowledge, or practice within the study of educational leadership.
2. Formulate ideas, concepts, designs, and/or techniques beyond the boundaries of knowledge within the study of educational leadership.
3. Create research or scholarship that makes a substantive contribution to the field of practice.
4. Demonstrate breadth within their learning experiences through experiences and artifacts in curriculum and instruction, leadership, personnel, and knowledge and skill development gained through field placements.
5. Advance contributions to society in the study and practice of educational leadership.
6. Communicate complex ideas in a clear and understandable manner.
7. Understand the role of the Superintendent as the district's "first" educational leader.
8. Identify and view the issues and decisions inherent in district leadership through a social justice lens leading to the elimination of inequity for both students and staff.
9. Explore the many roles and perspectives of the Superintendent as educator, corporate leader and community leader.
10. Develop an understanding of the fundamental personal leadership skills necessary to lead an organization.
11. Recognize the impact that local, state, national and international events/trends (both actual and perceived) have on the office of the Superintendent.
12. Recognize the difference between leadership and management.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

If seeking educational administrator licensure as part of the PhD in Wisconsin Idea Executive Educational Leadership Preparation Program, a practicum experience requiring 150 contact hours for an initial administrator license and an additional 75 hours for each additional administrative license.

Additional Department of Public Instruction Licensure Requirements:

1. Completion of a state-approved educator preparation program in the licensure area.
2. A minimum of master's degree or the equivalent. Superintendent license requires a specialist degree or equivalent; program coordinator licenses require a bachelor's degree.
3. A valid or eligibility to hold a provisional educator licensure in teaching or pupil services. School business administrator and program coordinator licenses are waived from this requirement.
4. Six semesters of successful full-time classroom teaching experience, or six semesters of successful experience as a pupil services professional including 540 hours of classroom teaching experience. School business administrator and program coordinator licenses are waived from this requirement.

https://dpi.wi.gov/licensing/general/administrators (https://dpi.wi.gov/licensing/general/administrators/)

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

**The requirements of this program meet certification/licensure requirements in the following states:**
Wisconsin

**The requirements of this program do not meet certification/licensure requirements in the following states:**
Not Applicable

Updated: June 1 2026

# EDUCATIONAL POLICY STUDIES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES


- Educational Policy Studies, Doctoral Minor (p. 644)
- Educational Policy Studies, MA (p. 644)
- Educational Policy Studies, PhD (p. 649)


# EDUCATIONAL POLICY STUDIES, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/professional certificate. To apply to this minor or certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor or graduate/professional certificate for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

For doctoral students in other departments, the Graduate School's requirement for a doctoral minor may be met by taking courses in educational policy studies. The following policies apply:

- The minor in educational policy studies shall consist of a minimum of 9 credits of work taken in the department.
- The specific courses should be approved by a minor advisor on the faculty of the Department of Educational Policy Studies not later than halfway through the minor, and at that point a Minor Agreement form signed by the advisor must be filed with the department.
- No more than 1 credit of Independent Reading or Research may be approved by the minor advisor as part of the minor. Permission to include more than 1 credit of independent work may be granted only by a vote of the department.
- The minor professor may approve by transfer up to 3 credits of coursework taken in educational policy studies or educational foundations courses at other institutions; further transfer credits may be granted only by a vote of the department.

# EDUCATIONAL POLICY STUDIES, MA

The Department of Educational Policy Studies offers an interdisciplinary program leading to the MA degree. The department is dedicated to the study of educational policy in its various manifestations and to the study of traditionally defined fields such as history of education, philosophy of education, comparative and international education, and sociology and anthropology of education. The department includes faculty with interests in education beyond the United States and has formed ties with institutions and scholars in other countries. Several faculty from the departments of Curriculum and Instruction, Geography, Sociology, and Philosophy hold joint appointments in EPS, and several EPS faculty members hold appointments in other departments such as History, Sociology, and Anthropology, and in programs in African Studies, Global Health Institute, and Gender and Women's Studies.

Graduates of the department pursue a variety of academic, government, and private-sector careers. They may be found across the United States in departments of educational policy studies and educational foundations,

and other departments within schools of education; in organizations dedicated to educational research; in government and foundation work; and, in many other countries, in both higher education and ministries of education.

Beyond the department, other faculty at the University of Wisconsin–Madison study educational policy. They may be found, for example, in the Department of Educational Leadership and Policy Analysis, in the Robert M. La Follette School of Public Affairs, and in the Wisconsin Center For Education Research (WCER). Over the years, WCER projects have provided valuable research opportunities to EPS students.

The department's graduate students are diverse. They come with a wide range of backgrounds in education and the liberal arts. They vary in age, ethnicity, and social background, as well as prior practical and educational experience. Students thus provide a resource for one another's scholarly development. Some ED POL courses are cross-listed in the College of Letters & Science; others are cross-listed with other departments in the School of Education. They consequently attract students who approach material with a broad range of intellectual perspectives and complementary knowledge.

Despite the variety structured into the program, the multidisciplinary backgrounds of faculty, and the diversity of students, the small size of the department often leads to closer ties between students and faculty than are possible in most larger departments. Doctoral students generally come to know several faculty well and have an opportunity to work closely together.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

All applicants must apply online. Admitted applicants may enter the department once a year in the fall term. Applicants are notified by letter before March 1. Accepted applicants must respond in writing by April 15. The application is judged on the basis of previous academic record, other experience, 3 letters of recommendation, personal statement, vitae, and writing sample.

The admissions process in the department is the responsibility of the Admissions Committee. The committee will direct applications from qualified candidates to faculty members in the department whose interests are similar to the applicant's. A temporary advisor must be willing to accept temporary responsibility for the student's graduate program. If no temporary advisor can be found, the candidate cannot be admitted to graduate study. If a faculty member agrees to serve as temporary advisor and the applicant is judged qualified for admission, the applicant is notified that the department will recommend admission to the Graduate School. Formal notification of admission comes from the Graduate School.

All applications must include a substantial sample of academic writing. For applicants already having an approved master's thesis, the thesis must be submitted. For applicants holding an MA that did not require a thesis, and for applicants currently pursuing an MA, a paper from a graduate-level course or seminar may be submitted. For applicants holding a BA, the writing sample might include sections from an undergraduate thesis or seminar paper, or a course paper. Applicants who wish to submit an alternative writing sample (for example, solely authored published article, solely authored research report or section of a research report) should check first with the chair of the Admissions Committee.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of Educational Policy Studies does not typically offer funding to master's students. However, admitted students are welcome to apply for assistantships within and outside of the department.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 18 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | All students will receive an annual written assessment on their progress to degree.<br><br>Students must successfully complete a master's thesis paper and defend it at an oral examination. |
| Language Requirements | Contact the program for information on any language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Introductory Colloquium** | | |
| Must take during initial semester or if admitted in spring semester, the following fall. | | |
| ED POL 701 | Introduction to Educational Policy Studies | 3 |
| **Department of Educational Policy Studies** | | |
| Students must take at least 18 credits in the Department of Educational Policy Studies (ED POL) (excluding Independent Reading and Research and Thesis). | | 18 |
| **Additional Coursework** | | |
| In consultation with advisor, complete coursework to reach the minimum of 30 credit requirement. | | 9 |
| **Total Credits** | | **30** |

Students intending to complete only the MA degree must complete a minimum of 30 graduate-level credits. Students may apply no more than three credits of ED POL 990 Research or Thesis and no more than three credits of ED POL 999 Independent Reading towards the minimum credit requirement for the master's degree.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of coursework numbered 340 or above taken as a UW–Madison Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the

written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.

5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Understand the social, cultural, and/or historical contexts surrounding formal and/or informal education in the U.S. and/or in a global context.
2. Interpret educational policy in a national and/or global context.

3. Understand educational inequality related to race, class, gender and/or other dimensions.
4. Recognize and apply principles of ethical research.

# EDUCATIONAL POLICY STUDIES, PHD

The Department of Educational Policy Studies (EPS) offers an interdisciplinary program leading to the PhD degree. The department is dedicated to the study of educational policy in its various manifestations and to the study of traditionally defined fields such as history of education, philosophy of education, comparative and international education, and sociology and anthropology of education. The department includes faculty with interests in education beyond the United States and has formed ties with institutions and scholars in other countries. Several faculty from the departments of Curriculum and Instruction, Geography, Sociology, and Philosophy hold joint appointments in EPS, and several EPS faculty members hold appointments in other departments such as History, Sociology, and Anthropology, and in programs in African Studies, Global Health Institute, and Gender and Women's Studies.

Graduates of the department pursue a variety of academic, government, and private sector careers. They may be found across the United States in departments of educational policy studies and educational foundations, and other departments within schools of education; in organizations dedicated to educational research; in government and foundation work; and, in many other countries, in both higher education and ministries of education.

Beyond the department, other faculty at the University of Wisconsin–Madison study educational policy. They may be found, for example, in the Department of Educational Leadership and Policy Analysis, in the Robert M. La Follette School of Public Affairs, and in the Wisconsin Center For Education Research (WCER). Over the years, WCER projects have provided valuable research opportunities to EPS students.

The department's graduate students are diverse. They come with a wide range of backgrounds in education and in the liberal arts. They vary in age, ethnicity, and social background, as well as prior practical and educational experience. Students thus provide a resource for one another's scholarly development. Some ED POL courses are cross-listed in the College of Letters & Science; others are cross-listed with other departments in the School of Education. They consequently attract students who approach material with a broad range of intellectual perspectives and complementary knowledge.

Despite the variety structured into the program, the multidisciplinary backgrounds of faculty, and the diversity of students, the small size of the department often leads to closer ties between students and faculty than are possible in most larger departments. Doctoral students generally come to know several faculty well and have an opportunity to work closely together.

The cornerstone of the department's doctoral program is the concentration. The department offers concentrations in social sciences and education, history of education, and comparative international education and global studies. Concentrations are intended to embody the content knowledge and learning experiences that students need to achieve necessary levels of proficiency within a field of study. While these levels of proficiency are acquired largely through course work and other traditional academic activities, in appropriate fields they may also be based in work experiences, internships, independent studies, and similar activities.

## CONCENTRATION IN SOCIAL SCIENCES AND EDUCATION

Students in the Social Sciences and Education (SSE) concentration apply disciplinary perspectives, theories and methodologies to the study of issues in educational policy. Faculty members in this concentration utilize sociological, anthropological, political, and economic perspectives. SSE members aim to inform public discourse and educational policy and practice.

EPS students choosing to concentrate in Social Sciences and Education will develop a program of study that combines deep exploration of a particular educational problem, theoretical perspective, methodology, or disciplinary approach with broad grounding in social foundations of education and in key substantive fields relevant to educational policy and/or practice. Programs of study will be individually designed (with the support and approval of an EPS advisor) to reflect students' prior knowledge, skills and experience as well as their current educational goals. Students in this concentration are required to become well-versed in methodological approaches common to social science research, and specifically are required to take a methodology course and two research methods courses.

Students who successfully complete this concentration should be well-prepared for careers as researchers, policy analysts, and advocates in academic, governmental, or non-governmental settings.

## CONCENTRATION IN COMPARATIVE INTERNATIONAL EDUCATION AND GLOBAL STUDIES

Study in comparative international education prepares researchers, teachers, and planners who are interested in education across nations and cultures. Various modes of inquiry and the intellectual orientations of several disciplines are used to investigate, from a comparative and/or cross-cultural perspective, the following aspects of education in one or more geographical regions of the world: educational change and modernization, the interaction between education and development (social, political, economic), the politics of educational reform, educational planning and institution building, and the interrelationships of particular aspects of schools, societies, and cultures.

## CONCENTRATION IN HISTORY AND HUMANITIES

The study of history helps us understand past educational policies and practices in the context of their time. It also often provides a unique perspective on modern developments. Students in the history of education usually study subjects from interdisciplinary angles, adapting theories and interpretive points of view from the humanities as well as the social sciences in their understanding of the past. In addition, great emphasis is placed in the program on the mastery of core knowledge in the field, the honing of analytical tools, and the improvement of writing skills, all of which are useful in a variety of academic and other settings. Students who choose a concentration in the history of education may specialize in the history of American education, African American education, the history of European education, comparative history of education, or any combination of these approved by the student’s advisory committee.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admitted applicants may enter the department once a year, in the fall term. Applicants are notified by letter before March 1. Accepted applicants must respond in writing by April 15. The application is judged on the basis of previous academic record, other experience, 3 letters of recommendation, personal statement, vitae, and writing sample.

The admissions process in the department is the responsibility of the Admissions Committee. The committee will direct applications from qualified candidates to faculty members in the department whose interests are similar to the applicant's. A temporary advisor must be willing to accept temporary responsibility for the student's graduate program. If no temporary advisor can be found, the candidate cannot be admitted to graduate study. If a faculty member agrees to serve as temporary advisor and the applicant is judged qualified for admission, the applicant is notified that the department will recommend admission to the Graduate School. Formal notification of admission comes from the Graduate School.

All applications must include a substantial sample of academic writing. For applicants already having an approved master's thesis, the thesis must be submitted. For students holding an MA that did not require a thesis, and for applicants currently pursuing an MA, a paper from a graduate-level course or seminar may be submitted. For students holding a BA, the writing sample might include sections from an undergraduate thesis or seminar paper, or a course paper. Applicants who wish to submit an alternative writing sample (for example, solely authored published article, solely authored research report or section of a research report) should check first with the chair of the Admissions Committee.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

All newly admitted students to the PhD program in Educational Policy Studies receive a funding package, typically five academic years, from a combination of school or university fellowships, teaching assistantships, and/or project/research assistantships. Details on specific funding packages will be provided at the time of admission. Assistantships and fellowships generally include tuition remission, access to health insurance and other benefits, and a competitive living stipend. Please note that funding is contingent on satisfactory academic progress, satisfactory performance of assigned work duties, and the availability of resources.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | All students will receive an annual written assessment on their progress to degree.<br><br>All students are required to complete a pilot project. Students will work with their advisor to decide on the scope and content of the pilot project which should include empirical work. In all research involving human subjects, IRB approval must be granted before initiation of research.<br><br>Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis) and have completed a minimum of 45 credits. Once they have passed preliminary exams, doctoral students must submit and defend a dissertation proposal at an oral examination. Doctoral students must also successfully defend the dissertation at an oral examination. Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Advisors are responsible for determining whether students need to develop and demonstrate skill in one or more foreign languages for the program they plan. Dissertation work involving study of a setting where another language is spoken ordinarily requires such skill. The specific language required, if any, and the level of competence to be attained shall be determined by the student's advisor.<br><br>Language requirements, if specified, must be met before the Preliminary Examination is completed. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Colliquium Course** | | |
| ED POL 701 | Introduction to Educational Policy Studies | 3 |
| **Concentrations** | | |
| All Educational Policy Studies doctoral students, in consultation with their advisor and their advising committee, must develop a concentration which will consist of a minimum of 18 credits, of which a minimum of 12 credits must be taken within Educational Policy Studies (ED POL). No more than 3 independent study credits (990 or 999) and no more than 3 credits of ED POL 702 can be applied toward the overall 18 credit minimum requirement. Independent study credits (990 or 999) cannot replace and cannot be counted toward fulfilling the minimum 12 Educational Policy Studies (ED POL) course credits. The required ED POL 701 course cannot be counted toward the concentration. | | 18 |
| **Program Breadth Requirement** | | |
| All doctoral students, in consultation with their advisor and their advising committee, will develop a breadth requirement which will consist of a minimum of 9 Educational Policy Studies (ED POL) credits. These credits must be taken in domains other than the one in which the concentration is primarily identified. Credits used to fulfill this breadth requirement cannot also be used to fulfill concentration requirements. Neither independent study credits nor the required ED POL 701 course may be applied toward the breadth requirement. | | 9 |
| **Theory and Methods** | | |
| All doctoral students must take a minimum of 6 credits in the areas of theory or research methods in consultation with their advisor and advising committee, 3 of the 6 credits must be Educational Policy Studies (ED POL) credits. | | 6 |
| **Breadth** | | |
| All doctoral students are required to complete a doctoral minor or graduate/professional certificate. | | 9 |
| **Research Credits** | | |
| ED POL 990 | Research or Thesis | 6 |
| **Total Credits** | | **51** |

All candidates for the PhD, including those who began as MA candidates in the department, must take a **minimum of 27 credits** in the Department of Educational Policy Studies, including the required ED POL 701, and including no more than 3 credits of ED POL 999 Independent Reading OR no more than 3 credits of ED POL 990 Research or Thesis credits may be used to fulfill this requirement.

### Example Concentration Coursework

| Code | Title | Credits |
|---|---|---|
| **Courses in History and Humanities** | | |
| ED POL/ HISTORY 412 | History of American Education | 3 |
| ED POL/ HISTORY 478 | Comparative History of Childhood and Adolescence | 3 |

| | | |
|---|---|---|
| ED POL/CURRIC/ RELIG ST 516 | Religion and Public Education | 3 |
| ED POL/ PHILOS 545 | Philosophical Conceptions of Teaching and Learning | 3 |
| ED POL/ PHILOS 550 | Philosophy of Moral Education | 3 |
| ED POL/ AFROAMER 567 | History of African American Education | 3 |
| ED POL/ HISTORY 665 | History of the Federal Role in American Education | 3 |
| ED POL/ HISTORY 622 | History of Radical and Experimental Education in the US and UK | 3 |
| ED POL/ HISTORY 713 | History of Higher Education in Europe and America | 3 |
| ED POL 870 | Theories of Social and Educational Change | 3 |
| ED POL/ HISTORY 903 | History of Education of Multicultural America | 3 |
| ED POL/ HISTORY 906 | Proseminar on the History of Education | 3 |
| ED POL/ HISTORY 907 | Seminar-History of Education | 1-3 |
| **Courses in Social Sciences and Education** | | |
| ED POL 460 | Immigration, Education, and Equity | 3 |
| ED POL 500 | Topics on Social Issues and Education | 3 |
| ED POL 505 | Issues in Urban Education in the U.S. | 3 |
| ED POL 518 | Introduction to Debates in Higher Education Policy | 3 |
| ED POL/ GEN&WS 560 | Gender and Education | 3 |
| ED POL/ ANTHRO 570 | Anthropology and Education | 3 |
| ED POL/SOC 648 | Sociology of Education | 3 |
| ED POL/C&E SOC/ SOC 755 | Methods of Qualitative Research | 3 |
| ED POL/ELPA/ PUB AFFR 765 | Issues in Educational Policy Analysis | 3 |
| ED POL/GEN&WS/ PUB AFFR 805 | Gender Issues in International Educational Policy | 3 |
| ED POL 860 | Proseminar: Theory and Method in Comparative Education | 3 |
| ED POL 870 | Theories of Social and Educational Change | 3 |
| ED POL/SOC 908 | Seminar-Sociology of Education | 3 |
| ED POL/SOC 955 | Seminar-Qualitative Methodology | 3 |
| ED POL/ ANTHRO 970 | Seminar in Anthropology and Education | 3 |
| **Courses in Comparative, International, and Global Studies in Education** | | |
| ED POL/ INTL ST 335 | Globalization and Education | 3 |
| ED POL 600 | Problems in Educational Policy | 3 |
| ED POL 605 | Using Secondary Data: Applied Quantitative Analysis | 3 |
| ED POL 675 | Introduction to Comparative and International Education | 3 |
| ED POL 760 | Critical Development Studies and Education | 3 |
| ED POL 860 | Proseminar: Theory and Method in Comparative Education | 3 |
| ED POL 962 | Seminar in Cross National Studies of Educational Problems | 3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework numbered 400 or above from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

With program approval, students are allowed to transfer no more than 6 credits of UW-Madison undergraduate coursework numbered 400 or above. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements. Credits earned at other institutions are not allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of coursework numbered 400 or above taken as a UW–Madison University Special student. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.

7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate and conduct research related to the social, cultural, and/or historical contexts surrounding formal and/or informal education in the US and/or in a global context.
2. Interpret and critique educational policy in a national and/or global context.
3. Understand and analyze educational inequality related to race, class, gender and/or other dimensions.
4. Apply professional principles of ethical research.

# EDUCATIONAL PSYCHOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Educational Psychology, Doctoral Minor (p. 655)
- Educational Psychology, MS (p. 655)
- Educational Psychology, PhD (p. 670)
- Instructional Coaching, Graduate/Professional Certificate (p. 677)
- Learning Analytics, MS (p. 677)
- Prevention and Intervention Science, Doctoral Minor (p. 682)
- Prevention and Intervention Science, Graduate/Professional Certificate (p. 683)
- School Psychology, EdS (p. 685)
- School Psychology, MS (p. 690)
- School Psychology, PhD (p. 694)


# EDUCATIONAL PSYCHOLOGY, DOCTORAL MINOR

A Doctoral Minor in Educational Psychology could enhance your graduate training in several ways:

- Expand your knowledge: Our minor program will expand your understanding of how individuals learn, processes of human development, research methods and statistics, and/or how to enhance learning and adjustment in school settings.
- Add to your credentials: Adding a Doctoral Minor in Educational Psychology will enhance your resume or vitae and expand the positions for which you are qualified after completing your graduate program.
- Flexibility in coursework: The minor can be individually tailored to your specific interests in educational psychology. From incorporating technology in classroom learning to the neuroscientific basis of education to the design of effective tests and research measures, you can select courses that build specific areas of expertise.

## ADMISSIONS

## ADMISSIONS

- Meet with an Educational Psychology faculty member to learn your options and plan a set of courses. Students *must* have an Educational Psychology faculty member serve as their Graduate Minor Advisor. If the minor coursework focuses on one of the Department's program areas, the advisor should be selected from among faculty members in that program area.
- Request the Graduate Minor form from the Ed Psych Program Manger, obtain your minor advisor's signature, and file it with the Graduate Student Services Coordinator. The department will inform you when your graduate minor program has been approved.
- Graduate minor programs should be approved *before* students complete more than 2 courses that they intend to include in the program.
- Need to make an adjustment in your course plan? Contact your minor advisor to discuss any changes. Modify your form to indicate the new plan and send the update to the Ed Psych Program Manager.
- To obtain minor completion verification, send an email to the Ed Psych Program Manager when you start your prelim process. They will work with your minor advisor to obtain the signature needed on your preliminary exam warrant and confirm your minor with the Graduate School.

In addition to the steps outlined above, all Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. For the final step required to apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

At least 10 credits in educational psychology courses are required. All courses must be numbered 500 or above. A grade of B or better in each course is required.

# EDUCATIONAL PSYCHOLOGY, MS

## MS IN EDUCATIONAL PSYCHOLOGY NAMED OPTIONS

### RESEARCH

The MS named option in Research (p. 665) is the traditional master's program. The Department of Educational Psychology offers the master of science and doctor of philosophy degrees in educational psychology. The programs for the MS and PhD in educational psychology provide comprehensive knowledge of the field and intensive specialization in one of three areas of study and research: human development, learning sciences, and quantitative methods. The department also offers MS, EdS, and PhD degrees in school psychology.

The department provides for training in research. Many faculty members in the department conduct controlled research studies with human participants; schools and other agencies in the Madison area cooperate in facilitating such research projects. Principal research facilities include the School of Education's Wisconsin Center for Education Research, and the multidisciplinary Waisman Center.

### PROFESSIONAL EDUCATOR (MSPE)

The MS Educational Psychology: Professional Educators (MSPE) (https://guide.wisc.edu/graduate/educational-psychology/educational-psychology-ms/educational-psychology-professional-educator-mspe-ms/#text) is a program designed for practicing educators who wish to study at a distance. Your courses are 100% online, so you can conveniently earn your degree from anywhere in the world. Plus, at UW–Madison, you do not have to sacrifice quality for convenience. The same professors that teach our face-to-face programs teach your online courses, and occasional video conferencing keeps you and your instructor connected and engaged in the discussion of coursework and current educational issues. Our curriculum builds depth and breadth in your knowledge and skills and includes a series of courses that will earn you an instructional coaching certificate in addition to your master's.

### LEARNING ANALYTICS

The 24-month online MS in Learning Analytics (p. 677) program empowers graduates to impact teaching, learning, and policy by breaking down 'big data' into dynamic analyses that will help guide decisions and improvements in education. A focus on both quantitative and qualitative courses provides balance and trains students to think critically about educational data science, make calculated analyses, and have meaningful conversations. Students will learn the theoretical perspectives on learning, cognition, and ethical decision-making, as well as practice applying and adapting analytic methodologies and tools, and communicating analysis results with stakeholders.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Educational Psychology through one of the named options:

- Research (p. 665)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Students are eligible to compete for UW–Madison fellowships. A limited number of teaching and project assistantships are available within the department, and prospective students are encouraged to refer to the instructions for fellowships and assistantships contained in the program application information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | See Named Options for policy information. |
| Minimum Residence Credit Requirement | See Named Options for policy information. |
| Minimum Graduate Coursework Requirement | See Named Options for policy information. |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 656) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Educational Psychology must select one of the following named options:

View as listView as grid

- **EDUCATIONAL PSYCHOLOGY: LEARNING ANALYTICS, MS (P. 657)**
- **EDUCATIONAL PSYCHOLOGY: PROFESSIONAL EDUCATOR (MSPE), MS (P. 661)**
- **EDUCATIONAL PSYCHOLOGY: RESEARCH, MS (P. 665)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Learning Analytics (p. 657) (suspended fall 2025; discontinued fall 2027)
- Professional Educator (MSPE) (https://guide.wisc.edu/graduate/educational-psychology/educational-psychology-ms/educational-psychology-professional-educator-mspe-ms/) (suspended summer 2027, discontinued fall 2028)
- Research (p. 665)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Acquire a strong foundation in current and past theories, research findings, and methodologies in their program area.
2. Become acquainted with the implications of human diversity (in terms of individual abilities and orientations and sociocultural backgrounds) for research and practice in their chosen field of study.
3. Learn the fundamentals of research design, data collection, and data analysis through participating in ongoing research or conducting their own research project(s).
4. Identify key features of high-quality research or program implementation/evaluation in their chosen field.
5. Develop writing and oral skills needed to effectively communicate results of scientific research to academic, professional/practitioner, and lay audiences.
6. Learn how to conduct research or program implementation/evaluation in accordance with ethical standards established in their field of inquiry.

# EDUCATIONAL PSYCHOLOGY: LEARNING ANALYTICS, MS

**The Learning Analytics named option in the Educational Psychology, MS no longer admits new students after Summer 2025 and the program will be discontinued Fall 2027.**

**Students interested in the named option in Learning Analytics may want to consider the Learning Analytics, MS (p. 677), a new program starting Fall 2025. This new program replaces the named option.** If you have any questions, please contact the department.

This is a named option in the Educational Psychology MS (https://guide.wisc.edu/graduate/educational-psychology/educational-psychology-ms/).

The 24-month online Educational Psychology MS-Learning Analytics program empowers graduates to impact teaching, learning, and policy by breaking down 'big data' into dynamic analyses that will help guide decisions and improvements in education. A focus on both quantitative and qualitative courses provides balance and trains students to think critically about educational data science, make calculated analyses, and have meaningful conversations. Students will learn the theoretical perspectives on learning, cognition, and ethical decision-making, as well as practice applying and adapting analytic methodologies and tools, and communicating analysis results with stakeholders.

## ADMISSIONS

# ADMISSIONS

**The Learning Analytics named option in the Educational Psychology, MS no longer admits new students after Summer 2025 and the program will be discontinued Fall 2027.**

The MS in Educational Psychology named option in Learning Analytics is being replaced by the new MS in Learning Analytics (p. 677).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Information on financial aid is available through the UW–Madison Office of Student Financial Aid (https://financialaid.wisc.edu/).

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No formal examinations are required. However, students complete an in-depth capstone project. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| ED PSYCH 501 & ED PSYCH 505 | Thinking and Learning and Fundamental Statistics in Learning Analytics | 4 |
| or ED PSYCH 501 | Thinking and Learning | |
| ED PSYCH 525 | Learning Analytics Theory and Practice | 5 |
| ED PSYCH 551 | Quantitative Ethnography | 4 |
| ED PSYCH 560 | Foundations of Quantitative and Qualitative Research Methods | 6 |
| ED PSYCH 575 | Instructional Design for Learning Analytics | 3 |
| ED PSYCH 615 | Conversations and Visualizations | 3 |
| ED PSYCH 695 | Capstone in Learning Analytics | 5 |
| **Total Credits** | | **30** |

### SAMPLE 2-YEAR SCHEDULE

| Code | Title | Credits |
|---|---|---|
| **Summer I** | | **4** |
| ED PSYCH 501 | Thinking and Learning | |
| OR | | |
| ED PSYCH 501 & ED PSYCH 505 | Thinking and Learning and Fundamental Statistics in Learning Analytics | |
| **Fall I** | | |
| ED PSYCH 560 | Foundations of Quantitative and Qualitative Research Methods | 6 |
| **Spring I** | | |
| ED PSYCH 525 | Learning Analytics Theory and Practice | 5-6 |
| **Summer II** | | |
| ED PSYCH 551 | Quantitative Ethnography | 3-4 |
| **Fall II** | | |
| ED PSYCH 575 | Instructional Design for Learning Analytics | 3 |
| ED PSYCH 615 | Conversations and Visualizations | 3 |
| **Spring II** | | |
| ED PSYCH 695 | Capstone in Learning Analytics | 5-6 |
| **Total Credits** | | **30** |

### OTHER POLICY

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs

may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No credits from other institutions are allowed to transfer toward the degree.

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

No credits from other institutions or taken as a UW-Madison Undergraduate student are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits taken as a UW-Madison Professional student are allowed to transfer toward the degree.

### Credits Earned as a University Special student at UW–Madison

No credits taken as a UW–Madison University Special student are allowed to transfer toward the degree.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
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- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
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### School of Education Grievance Policy and Procedures

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Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor.

The course professor will attempt to resolve the concern informally.

b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651

- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Please go to the program site (https://learninganalytics.education.wisc.edu/) to see the professional development resources available to our graduate students.

Graduate students within the online Educational Psychology MS-Learning Analytics program have full access to all student services at UW–Madison.

These include:

- The Center for Community and Well-Being (https://education.wisc.edu/about/community-well-being/)
- MERIT Library (https://merit.education.wisc.edu/)
- The Writing Center (https://writing.wisc.edu/)
- McBurney Disability Resource Center (https://mcburney.wisc.edu/)
- School of Education Career Center (https://careercenter.education.wisc.edu/)
- Adult Career and Special Student Services (https://acsss.wisc.edu/)

# EDUCATIONAL PSYCHOLOGY: PROFESSIONAL EDUCATOR (MSPE), MS

**The Professional Educator (MSPE) named option in the Educational Psychology, MS no longer admits new students after Summer 2026 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

The MS Educational Psychology: Professional Educators (MSPE) is a program designed for practicing educators who wish to study at a distance. Your courses are 100% online, so you can conveniently earn your degree from anywhere in the world. Plus, at UW–Madison, you do not have to sacrifice quality for convenience. The same professors that teach our face-to-face programs teach your online courses, and occasional video conferencing keeps you and your instructor connected and engaged in the discussion of coursework and current educational issues. Our curriculum builds depth and breadth in your knowledge and skills, and includes a series of courses which will earn you an instructional coaching certificate in addition to your master's.

## ADMISSIONS

# ADMISSIONS

**The Professional Educator (MSPE) named option in the Educational Psychology, MS no longer admits new students after Summer 2026 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Information on financial aid is available through the UW–Madison Office of Student Financial Aid (https://financialaid.wisc.edu/).

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 18 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| CURRIC 731 | Collaborative Teamwork for Inclusive School Reform | 3 |
| ED PSYCH 501 | Thinking and Learning | 3 |
| ED PSYCH 633 | Supporting Students' Social/ Emotional Well-being | 3 |
| ED PSYCH 640 | Foundations of Instructional Coaching | 3 |
| ED PSYCH 642 | Assessment Analysis and Instructional Decision-Making | 4 |
| ED PSYCH 643 | Practicum for Instructional Coaching | 4 |
| ED PSYCH 752 | Engaging with Education Research | 3 |
| ED PSYCH 791 | Master of Science for Professional Educators Capstone | 4 |
| ELPA 640 | Legal Rights and Responsibilities for Teachers | 3 |
| or ELPA 840 | Public School Law | |
| **Total Credits** | | **30** |

### Sample 2-year Schedule

| Code | Title | Credits |
|---|---|---|
| **Year 1, Summer Term** | | |
| CURRIC 731 | Collaborative Teamwork for Inclusive School Reform | 3 |
| ED PSYCH 752 | Engaging with Education Research | 3 |
| **Year 1, Fall Term** | | |
| ED PSYCH 501 | Thinking and Learning | 3 |
| ED PSYCH 640 | Foundations of Instructional Coaching | 3 |
| **Year 1, Spring Term** | | |
| ED PSYCH 642 | Assessment Analysis and Instructional Decision-Making | 4 |
| **Year 2, Summer Term** | | |
| ED PSYCH 633 | Supporting Students' Social/ Emotional Well-being | 3 |
| ELPA 640 | Legal Rights and Responsibilities for Teachers | 3 |
| or ELPA 840 | Public School Law | |
| **Year 2, Fall Term** | | |
| ED PSYCH 791 | Master of Science for Professional Educators Capstone | 4 |
| **Year 2, Spring Term** | | |
| ED PSYCH 643 | Practicum for Instructional Coaching | 4 |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No credits from other institutions are allowed to transfer toward the degree.

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

With program approval, students may transfer up to 4 credits from other institutions or in coursework numbered 300 or above from the undergraduate career completed at UW–Madison. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Credits earned as a professional student at UW-Madison are not allowed to transfer.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer up to 12 University Special student credits of coursework numbered 300 or above with the "Grad 50%" designation. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the “Grad 50%” designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

Students take only 7 credits in the summer and 4 credits in the Fall and Spring semesters.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
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- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

Students in the Educational Psychology: Professional Educator MS program are not permitted to hold assistantships with tuition remission.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# EDUCATIONAL PSYCHOLOGY: RESEARCH, MS

This is a named option within the Educational Psychology MS (p. 655).

The Department of Educational Psychology offers the master of science and doctor of philosophy degrees in educational psychology. The programs for the MS and PhD in educational psychology provide comprehensive knowledge of the field and intensive specialization in one of three areas of study and research: human development, learning sciences, and quantitative methods. The department also offers MS, EdS, and PhD degrees in School Psychology.

The department provides training in research. Many faculty members in the department conduct controlled research studies with human participants; schools and other agencies in the Madison area cooperate in facilitating such research projects. Principal research facilities include the School of Education's Wisconsin Center for Education Research and the multidisciplinary Waisman Center.

# AREAS OF SPECIALIZATION

### HUMAN DEVELOPMENT

Professors: Bellmore, Enright, Hubbard, Matthews, Short, Starr, Vlach

This Human Development program focuses on individual development, with an emphasis on the beginning of the lifespan and formal schooling years (infancy through young adulthood). The Human Development area's research seeks to make conceptual/theoretical contributions to the understanding of human behavior that can address practical concerns of educators, parents, and others. Special emphasis is placed on considering how diversity in personal backgrounds, contexts, and experiences contribute to the developing person. The graduate program provides a breadth and depth of knowledge about human development and educational psychology and encourages more detailed study in specific interest areas. Early in the program, students learn about general theories and issues in human development, specific developmental processes in childhood, adolescence, and adulthood; as well as associated statistical methods and research practices. In the latter part of the program, students exercise individual choice in selecting courses in subject matter that will broaden or deepen an understanding of developmental processes. Such coursework may also extend to other programs of the university in which there is a research focus in human development.

### LEARNING SCIENCES

Professors: Bell, Karumbaiah, Nathan, Puntambekar, Shaffer, Zhang (Fall 2024)

This program area bridges learning sciences and educational practice. Scholarship encompasses the coordinated design and study of learning environments ranging from preschool to university education, and reaches outside of school to informal contexts for learning, like museums and after-school programs. Faculty interests include the design of technologies as tools for learning, prolonged longitudinal study of relations between teaching and learning, the nature of knowledge in substantive domains of inquiry, like mathematics, science, and composition, and the analysis of learning using moment-by-moment data about learning processes. The program of study emphasizes an apprenticeship model of scholarship with early engagement in substantive problems of learning and teaching. Students work in concert with faculty to develop research studies in each of the first two years of study. Courses are coordinated to promote the development of research and communication skills so that students can become involved with important problems in educational research. As students progress in the program, they continue to work with faculty, both within and outside of the department, to craft systematic investigations of learning environments.

### QUANTITATIVE METHODS

Professors: Bolt, Kaplan, Kim, Pustejovsky, Wollack

Educational research has a strong tradition of employing state-of-the-art statistical and psychometric (psychological measurement) techniques. Researchers in all areas of education develop measuring instruments, design and conduct experiments and surveys, and analyze data resulting from these activities. Because of this tradition, quantitative methods has long been an area of specialization within educational psychology. Graduates in this area teach, serve as consultants to educational researchers, and conduct research on statistics and psychometrics in education-related fields. Within the program, the quantitative methods area offers the two major specializations of statistics and measurement.

The study of quantitative methods takes advantage of the range of resources at the University of Wisconsin–Madison and includes coursework in statistics, mathematics, and computer sciences, and in other units of the School of Education.

### MS DEGREE PROGRAMS IN EDUCATIONAL PSYCHOLOGY WITH SPECIAL EMPHASES

The special-emphasis master's degree program is designed for individuals who want to improve their knowledge base and skills for functioning in educational settings. The program is built around educator needs and offers a flexible blend of coursework, independent study, and practicum experiences. It is designed to provide the student with an individualized program of theoretical and applied training, tailored to his or her interests, needs, and professional goals.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched

the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission to graduate work, the department does not require a specific undergraduate major. However, it is preferred that applicants have completed approximately 18 credits in courses that provide a relevant foundation for further study in educational psychology. Neither certification as a teacher nor teaching experience is required. An undergraduate grade point average of at least 3.0 (4.0 basis) based on the last 60 semester hours of undergraduate coursework is required. A statement of purpose is also required.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students are eligible to compete for UW–Madison fellowships. A limited number of teaching and project assistantships are available within the department, and prospective students are encouraged to refer to the instructions for fellowships and assistantships contained in the program application information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 36 credits |
| Minimum Residence Credit Requirement | 27 credits |
| Minimum Graduate Coursework Requirement | 18 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Human Development and Quantitative Methods pathways- A thesis is required.<br>Learning Sciences pathway - A major area paper is required. |

| | |
|---|---|
| Language Requirements | No language requirements. |

## REQUIRED COURSES

### Human Development Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| ED PSYCH 709 | Seminar in Research in Educational Psychology I | 3 |
| ED PSYCH 710 | Seminar in Research in Educational Psychology II | 3 |
| ED PSYCH 712 | Educational Psychology Diversity Seminar | 1 |
| ED PSYCH 720 | Child Development | 3 |
| ED PSYCH 721 | Adolescent Development | 3 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| *Human Development Area Course* | | |
| Select one of the following: | | 3 |
| ED PSYCH 711 | Current Topics in Educational Psychology (with permission from Human Development Area Chair) | |
| ED PSYCH/ COUN PSY 723 | Developmental Processes Across the Life Span | |
| ED PSYCH/ HDFS 725 | Theory and Issues in Human Development | |
| ED PSYCH 921 | Seminar in Adolescent Development | |
| ED PSYCH 925 | Advanced Seminar in Human Development | |
| **Elective credits approved by Human Development faculty [2]** | | **14** |
| Master's Thesis | | |
| **Total Credits** | | **36** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 ED PSYCH 990 Research or Thesis cannot satisfy coursework requirements, but can satisfy elective credits. No more than four credits can be earned in ED PSYCH 999 Independent Reading.

### Learning Sciences Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| ED PSYCH 709 | Seminar in Research in Educational Psychology I | 3 |
| ED PSYCH 710 | Seminar in Research in Educational Psychology II | 3 |
| ED PSYCH 712 | Educational Psychology Diversity Seminar | 1 |
| ED PSYCH 795 | Introduction to Learning Sciences I | 3 |
| ED PSYCH 796 | Introduction to the Learning Sciences II | 3 |
| Two classes (6 credits) in the quantitative methods area not including ED PSYCH 760 or its equivalent. [2] | | 6 |
| ED PSYCH 711 | Current Topics in Educational Psychology (Topic: Current Issues in the Learning Sciences) | 4 |
| ED PSYCH 711 | Current Topics in Educational Psychology (Topic: Academic Writing in Learning Sciences) | 3 |
| One class (3 credits) in qualitative methods. | | 3 |
| One additional class (3 credits) in the Learning Sciences area. [3] | | 3 |
| Elective credits approved by Learning Sciences faculty. | | 4 |
| Major Area Paper | | |
| **Total Credits** | | **36** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 This includes any course in the Quantitative Methods program area or any other approved course by the Learning Sciences faculty as covering appropriate content in quantitative methods.

3 This includes any course in the Learning Sciences program area or any other approved course by the Learning Sciences faculty as covering appropriate content in the learning sciences.

### Quantitative Methods Pathway [1]

The Quantitative Area of the Department of Educational Psychology is divided into two subareas:

1. Educational Statistics and Research Methodology; and
2. Educational Measurement.

The requirements in each of these subareas are listed below.

#### Educational Statistics and Research Methodology Subarea

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| ED PSYCH 709 | Seminar in Research in Educational Psychology I | 3 |
| ED PSYCH 710 | Seminar in Research in Educational Psychology II | 3 |
| ED PSYCH 712 | Educational Psychology Diversity Seminar | 1 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | 3 |
| ED PSYCH 763 | Regression Models in Education | 3 |
| Three courses in the quantitative area (options below or additional courses chosen in consultation with advisor) | | 9 |
| ED PSYCH 771 | Test Construction | |
| ED PSYCH 773 | Factor Analysis, Multidimensional Scaling and Cluster Analysis | |
| ED PSYCH 871 | Item Response Theory Methods and Applications | |

| | | |
|---|---|---|
| ED PSYCH 960 | Structural Equation Modeling | |
| ED PSYCH 963 | Design & Analysis of Quasi-Experiments for Causal Inference | |
| ED PSYCH 964 | Hierarchical Linear Modeling | |
| ED PSYCH 965 | Applied Bayesian Statistics for Education Research | |
| **Elective credits approved by Quantitative Methods faculty** | | **8** |
| **Master's Thesis** | | |
| **Total Credits** | | **36** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

**Educational Measurement Subarea**

| Code | Title | Credits |
|---|---|---|
| ED PSYCH 709 | Seminar in Research in Educational Psychology I | 3 |
| ED PSYCH 710 | Seminar in Research in Educational Psychology II | 3 |
| ED PSYCH 712 | Educational Psychology Diversity Seminar | 1 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 771 | Test Construction | 3 |
| Four courses in the quantitative area (options below or other chosen in consultation with advisor) | | 12 |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | |
| ED PSYCH 763 | Regression Models in Education | |
| ED PSYCH 871 | Item Response Theory Methods and Applications | |
| ED PSYCH 960 | Structural Equation Modeling | |
| ED PSYCH 963 | Design & Analysis of Quasi-Experiments for Causal Inference | |
| ED PSYCH 964 | Hierarchical Linear Modeling | |
| ED PSYCH 965 | Applied Bayesian Statistics for Education Research | |
| ED PSYCH 773 | Factor Analysis, Multidimensional Scaling and Cluster Analysis | |
| Elective credits approved by Quantitative Methods faculty | | 8 |
| Master's Thesis | | |
| **Total Credits** | | **36** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from a UW–Madison or other institution undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)

- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# EDUCATIONAL PSYCHOLOGY, PHD

The Department of Educational Psychology offers the master of science and doctor of philosophy degrees in educational psychology. The programs for the MS and PhD in educational psychology provide comprehensive knowledge of the field and intensive specialization in one of three areas of study and research: human development, learning sciences, quantitative methods. The program also offers a PhD in School Psychology. (https://guide.wisc.edu/graduate/educational-psychology/school-psychology-phd/)

The department provides training in research. Many faculty members in the department conduct controlled research studies with human participants; schools and other agencies in the Madison area cooperate in facilitating such research projects. Principal research facilities include the School of Education's Wisconsin Center for Education Research and the multidisciplinary Waisman Center.

# AREAS OF SPECIALIZATION

### HUMAN DEVELOPMENT

Professors: Bellmore, Enright, Hubbard, Matthews, Short, Starr, Vlach

This Human Development program focuses on individual development, with an emphasis on the beginning of the lifespan and formal schooling years (infancy through young adulthood). The Human Development area's research seeks to make conceptual/theoretical contributions to the understanding of human behavior that can address practical concerns of educators, parents, and others. Special emphasis is placed on considering how diversity in personal backgrounds, contexts, and experiences contribute to the developing person. The graduate program provides a breadth and depth of knowledge about human development

and educational psychology and encourages more detailed study in specific interest areas. Early in the program, students learn about general theories and issues in human development; specific developmental processes in childhood, adolescence, and adulthood; as well as associated statistical methods and research practices.

In the latter part of the program, students exercise individual choice in selecting courses in subject matter that will broaden or deepen an understanding of developmental processes. Such coursework may also extend to other programs of the university in which there is a research focus in human development.

## LEARNING SCIENCES

Professors: Bell, Karumbaiah, Nathan, Puntambekar, Shaffer, Zhang

This program area bridges learning sciences and educational practice. Scholarship encompasses the coordinated design and study of learning environments ranging from preschool to university education, and reaches outside of school to informal contexts for learning, like museums and after-school programs. Faculty interests include the design of technologies as tools for learning, prolonged longitudinal study of relations between teaching and learning, the nature of knowledge in substantive domains of inquiry, like mathematics, science, and composition, and the analysis of learning using moment-by-moment data about learning processes. The program of study emphasizes an apprenticeship model of scholarship with early engagement in substantive problems of learning and teaching. Students work in concert with faculty to develop research studies in each of the first two years of study. Courses are coordinated to promote the development of research and communication skills so that students can become involved with important problems in educational research. As students progress in the program, they continue to work with faculty, both within and outside of the department, to craft systematic investigations of learning environments.

## QUANTITATIVE METHODS

Professors: Bolt, Kaplan, Kim, Pustejovsky, Tong, Wollack

Educational research has a strong tradition of employing state-of-the-art statistical and psychometric (psychological measurement) techniques. Researchers in all areas of education develop measuring instruments, design and conduct experiments and surveys, and analyze data resulting from these activities. Because of this tradition, quantitative methods have long been an area of specialization within educational psychology. Graduates in this area teach, serve as consultants to educational researchers, and conduct research on statistics and psychometrics in education-related fields. Within the program, the quantitative methods area offers the two major specializations of statistics and measurement.

The study of quantitative methods takes advantage of the range of resources at the University of Wisconsin–Madison and includes coursework in statistics, mathematics, and computer sciences, and in other units of the School of Education.

# ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission to graduate work, the department does not require a specific undergraduate major. However, it is preferred that applicants have completed approximately 18 credits in courses that provide a relevant foundation for further study in educational psychology. Neither certification as a teacher nor teaching experience is required. An undergraduate grade point average of at least 3.0 (4.0 basis) based on the last 60 semester hours of undergraduate coursework is required. A statement of purpose is also required.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students are eligible to compete for UW–Madison fellowships. A limited number of teaching and project assistantships are available within the department, and prospective students are encouraged to refer to the instructions for fellowships and assistantships contained in the program application information.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 56 credits |
| Minimum Residence Credit Requirement | 38 credits |
| Minimum Graduate Coursework Requirement | 28 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Based on pathway, students must complete the following:<br>• Human Development Pathway: thesis required<br>• Learning Sciences Pathway: major area paper required<br><br>All doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

### REQUIRED COURSES

#### Human Development Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Core Requirements** | | |
| ED PSYCH 709 | Seminar in Research in Educational Psychology I | 3 |
| ED PSYCH 710 | Seminar in Research in Educational Psychology II | 3 |
| ED PSYCH 712 | Educational Psychology Diversity Seminar | 1 |
| ED PSYCH 720 | Child Development | 3 |
| ED PSYCH 721 | Adolescent Development | 3 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| **Human Development Area Courses** | | |
| Complete one of the following: | | 3 |
| ED PSYCH 711 | Current Topics in Educational Psychology [2] | |
| ED PSYCH/ COUN PSY 723 | Developmental Processes Across the Life Span | |
| ED PSYCH/ HDFS 725 | Theory and Issues in Human Development | |
| ED PSYCH 921 | Seminar in Adolescent Development | |
| ED PSYCH 925 | Advanced Seminar in Human Development | |
| *Electives* | | |
| Complete elective credits approved by HD faculty | | 11 |
| **Thesis** | | |
| **Additional Coursework** | | |
| *Additional Human Development Area Courses* | | |
| Complete two (2) additional Human Development area courses from the list above. Thesis and dissertation credits (990) do not satisfy coursework requirements, but can satisfy elective credits. No more than four credits can be earned in Independent Study (999). | | 6 |
| *Design and Analysis* | | |

| | | |
|---|---|---|
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | 3 |
| or ED PSYCH 763 | Regression Models in Education | |
| *Breadth* | | 9 |
| *Electives* | | |
| Complete additional elective credits to satisfy minimum credit requirement. | | 5 |
| **Total Credits** | | **56** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] with permission from Human Development Area Chair

## Learning Sciences Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Core Requirements** | | |
| ED PSYCH 709 | Seminar in Research in Educational Psychology I | 3 |
| ED PSYCH 710 | Seminar in Research in Educational Psychology II | 3 |
| ED PSYCH 712 | Educational Psychology Diversity Seminar | 1 |
| ED PSYCH 795 | Introduction to Learning Sciences I | 3 |
| ED PSYCH 796 | Introduction to the Learning Sciences II | 3 |
| ED PSYCH 711 | Current Topics in Educational Psychology (Topic: Current Issues in the Learning Sciences) | 4 |
| ED PSYCH 711 | Current Topics in Educational Psychology (Topic: Academic Writing in Learning Sciences) | 3 |
| *Quantitative Methods* | | |
| Complete two classes (6 credits) in the quantitative methods area not including ED PSYCH 760 or its equivalent. [2] | | 6 |
| *Qualitative Methods* | | |
| Complete one class (3 credits) in qualitative methods. | | 3 |
| *Learning Sciences* | | |
| Complete one additional class (3 credits) in the Learning Sciences area. This includes any course in the Learning Sciences program area or any other approved course by the Learning Science faculty as covering appropriate content in the learning sciences. | | 3 |
| *Electives* | | |
| Complete elective credits approved by LS faculty. | | 4 |
| *Major Area Paper* | | |
| **Additional Coursework** | | |
| *Quantitative or Qualtitative Methods* | | |
| Complete one advanced course in either quantitative or qualitative methods numbered 762 or above or introductory qualitative methods. | | 3 |
| *Learning Sciences* | | |
| One additional class in Learning Sciences | | 3 |
| ED PSYCH 711 | Current Topics in Educational Psychology (Topic: Current Issues in the Learning Sciences) | 2 |
| *Breadth* | | 9 |
| *Electives* | | |
| Complete elective credits numbered 600 to satisfy minimum credit requirement. | | 3 |
| **Total Credits** | | **56** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] This includes any course in the Quantitative Methods program area or any other approved course by the Learning Sciences faculty as covering appropriate content in quantitative methods.

## Quantitative Methods Pathway [1]

The Quantitative Area of the Department of Educational Psychology is divided into two subareas: (1) Educational Statistics and Research Methodology; and (2) Educational Measurement. Below are listed the requirements in each of these subareas.

### Educational Statistics and Research Methodology subarea

| Code | Title | Credits |
|---|---|---|
| **Core Requirements** | | |
| ED PSYCH 709 | Seminar in Research in Educational Psychology I | 3 |
| ED PSYCH 710 | Seminar in Research in Educational Psychology II | 3 |
| ED PSYCH 712 | Educational Psychology Diversity Seminar | 1 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | 3 |
| ED PSYCH 763 | Regression Models in Education | 3 |
| ED PSYCH 771 | Test Construction | 3 |
| ED PSYCH 960 | Structural Equation Modeling | 3 |
| ED PSYCH 963 | Design & Analysis of Quasi-Experiments for Causal Inference | 3 |
| ED PSYCH 964 | Hierarchical Linear Modeling | 3 |
| STAT/MATH 309 | Introduction to Probability and Mathematical Statistics I | 3-4 |
| or STAT 311 | Introduction to Theory and Methods of Mathematical Statistics I | |
| or STAT 609 | Mathematical Statistics I | |
| or STAT/MATH 709 | Mathematical Statistics I | |
| STAT/MATH 310 | Introduction to Probability and Mathematical Statistics II | 3-4 |
| or STAT 312 | Introduction to Theory and Methods of Mathematical Statistics II | |
| or STAT 610 | Introduction to Statistical Inference | |

| | | |
|---|---|---|
| or STAT/ MATH 710 | Mathematical Statistics II | |
| **Electives** | | |
| Chosen in consultation with advisor, complete from the following: | | 10 |
| ED PSYCH 773 | Factor Analysis, Multidimensional Scaling and Cluster Analysis | |
| ED PSYCH 871 | Item Response Theory Methods and Applications | |
| ED PSYCH 965 | Applied Bayesian Statistics for Education Research | |
| Other statistics courses, including those outside the Department and special topics courses within the Department (e.g., longitudinal data analysis, statistical computation, missing data analysis) | | |
| Other courses from the Learning Sciences or Human Development pathway, or School Psychology degree, approved by the Quantitative Methods faculty as fitting into the student's program of study. | | |
| **Breadth** | | **9** |
| **Total Credits** | | **56** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Educational Measurement subarea

| Code | Title | Credits |
|---|---|---|
| **Core Requirements** | | |
| ED PSYCH 709 | Seminar in Research in Educational Psychology I | 3 |
| ED PSYCH 710 | Seminar in Research in Educational Psychology II | 3 |
| ED PSYCH 712 | Educational Psychology Diversity Seminar | 1 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | 3 |
| ED PSYCH 763 | Regression Models in Education | 3 |
| ED PSYCH 771 | Test Construction | 3 |
| ED PSYCH 773 | Factor Analysis, Multidimensional Scaling and Cluster Analysis | 3 |
| ED PSYCH 871 | Item Response Theory Methods and Applications | 3 |
| ED PSYCH 960 | Structural Equation Modeling | 3 |
| STAT/MATH 309 | Introduction to Probability and Mathematical Statistics I | 3-4 |
| or STAT 311 | Introduction to Theory and Methods of Mathematical Statistics I | |
| or STAT 609 | Mathematical Statistics I | |
| or STAT/ MATH 709 | Mathematical Statistics I | |
| STAT/MATH 310 | Introduction to Probability and Mathematical Statistics II | 3-4 |
| or STAT 312 | Introduction to Theory and Methods of Mathematical Statistics II | |
| or STAT 610 | Introduction to Statistical Inference | |
| or STAT/ MATH 710 | Mathematical Statistics II | |
| **Electives** | | |
| Chosen in consultation with advisor, complete from the following: | | 10 |
| ED PSYCH 963 | Design & Analysis of Quasi-Experiments for Causal Inference | |
| ED PSYCH 964 | Hierarchical Linear Modeling | |
| ED PSYCH 965 | Applied Bayesian Statistics for Education Research | |
| Other measurement/assessment/evaluation and statistics courses including those outside of the Department and those to be developed in the Department | | |
| Other courses in the Learning Sciences and Human Development pathway, and School Psychology degree or any other approved course by the Quantitative Methods faculty that fit into the student's program of study. | | |
| **Breadth** | | **9** |
| **Total Credits** | | **56** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from a UW–Madison or other institution undergraduate degree are allowed to count toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern

is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

For the PhD program, the department offers assistantships to incoming students.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Acquire a strong foundation in current and past theories, research findings, and methodologies in their program area. Use critical thinking skills to synthesize existing knowledge, evaluate strengths and limitations in existing theory and research, and identify issues in need of additional inquiry - including conceptual and methodological approaches available to address these issues.
2. Demonstrate a knowledge of and sensitivity to human diversity in terms of individual abilities and orientations and sociocultural backgrounds.
3. Retrieve, evaluate, and interpret professional and scientific literature; use this information to develop or adapt theoretical frameworks and derive testable hypotheses or predictions for their own research / program evaluation projects.
4. Learn to design realistic and feasible research or assessment projects in their program area and to prepare necessary protocols that are sensitive to the backgrounds of individuals who are the focus of their work.
5. Conduct independent research and analyze and interpret resulting data.
6. Create clear and concise reports of their research or program evaluations that are appropriate to the intended audiences, which may include fellow scholars (via scholarly journals), practitioners (via practitioner journals or reports), and lay audiences (via online or other published reports).
7. Communicate effectively in collaborative work, instructional activities, and/or consultation settings with students and professional colleagues.
8. Conduct research or program implementation / evaluation in accordance with ethical standards established in their field of inquiry.

# INSTRUCTIONAL COACHING, GRADUATE/PROFESSIONAL CERTIFICATE

**The Instructional Coaching graduate/professional certificate no longer admits new students after Summer 2026.** If you have any questions, please contact the department (see contact box).

The University of Wisconsin–Madison offers an online Instructional Coaching Certificate embedded within the Master of Science for Professional Educators (MSPE) Program. This program helps current and aspiring instructional coaches engage in reflective dialogue, use student evidence, and build meaningful relationships to enhance their coaching practices. The certificate is only available to those enrolled in the MSPE Program.

## ADMISSIONS

# ADMISSIONS

**The Instructional Coaching graduate/professional certificate no longer admits new students after Summer 2026.** If you have any questions, please contact the department (see contact box).

The Certificate in Instructional Coaching is open to students in the Masters in Educational Psychology: Named Option in Professional Educators program. Contact the program director for application information (edpsych-gss@education.wisc.edu).

In addition to the steps outlined above, all Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. For the final step required to apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the graduate/professional certificate for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

Complete the following coursework for a total of 11 credits.

| Code | Title | Credits |
|---|---|---|
| **Fall 1** | | |
| ED PSYCH 640 | Foundations of Instructional Coaching | 3 |
| **Spring 1** | | |
| ED PSYCH 642 | Assessment Analysis and Instructional Decision-Making | 4 |
| **Spring 2** | | |
| ED PSYCH 643 | Practicum for Instructional Coaching | 4 |
| **Total Credits** | | **11** |

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Examine the philosophy and core practices of Instructional Coaching
2. Plan and facilitate coaching cycles in a way that establishes a culture of collective efficacy in a school/district/organization.
3. Analyze data (evidence) gathered from different assessments to better understand how data can be used as an effective instructional coaching tool.
4. Articulate and refine instructional coaching beliefs by drawing on research and examining own practice.

# LEARNING ANALYTICS, MS

The 24-month online MS in Learning Analytics program empowers graduates to impact teaching, learning, and policy by breaking down

'big data' into dynamic analyses that will help guide decisions and improvements in education. A focus on both quantitative and qualitative courses provides balance and trains students to think critically about educational data science, make calculated analyses, and have meaningful conversations. Students will learn the theoretical perspectives on learning, cognition, and ethical decision-making, as well as practice applying and adapting analytic methodologies and tools, and communicating analysis results with stakeholders.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | The program does not admit in fall. |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | May 1 |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

Admissions criteria for the MS in Learning Analytics include:

1. A bachelor's degree from a regionally accredited US institution or a comparable degree from an international institution is required. International applicants must have a degree comparable to a regionally accredited US bachelor's degree.
2. A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree.
3. Reasons for graduate study/statement of purpose; not to exceed two pages
4. Curriculum vitae or resume.
5. Unofficial transcripts from all previous post-secondary studies are required. International academic records must be submitted in the original language and accompanied by an English translation. If an applicant is recommended for admission, the Graduate School will ask applicants to request official transcripts sent to the Graduate School from the undergraduate institution.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Information on financial aid is available through the UW–Madison Office of Student Financial Aid (https://financialaid.wisc.edu/).

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Gradaute GPA Requirement | 3.00 GPA Required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No formal examinations are required. However, students complete an in-depth capstone project. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| ED PSYCH 501 & ED PSYCH 505 | Thinking and Learning and Fundamental Statistics in Learning Analytics | 4 |
| or ED PSYCH 501 | Thinking and Learning | |
| ED PSYCH 525 | Learning Analytics Theory and Practice | 5 |
| ED PSYCH 551 | Quantitative Ethnography | 4 |
| ED PSYCH 560 | Foundations of Quantitative and Qualitative Research Methods | 6 |
| ED PSYCH 575 | Instructional Design for Learning Analytics | 3 |
| ED PSYCH 615 | Conversations and Visualizations | 3 |
| ED PSYCH 695 | Capstone in Learning Analytics | 5 |
| **Total Credits** | | **30** |

### Sample 2-Year Schedule

| Code | Title | Credits |
|---|---|---|
| **Summer I** | | **4** |
| ED PSYCH 501 | Thinking and Learning | |
| OR | | |
| ED PSYCH 501 & ED PSYCH 505 | Thinking and Learning and Fundamental Statistics in Learning Analytics | |
| **Fall I** | | |
| ED PSYCH 560 | Foundations of Quantitative and Qualitative Research Methods | 6 |
| **Spring I** | | |
| ED PSYCH 525 | Learning Analytics Theory and Practice | 5 |
| **Summer II** | | |
| ED PSYCH 551 | Quantitative Ethnography | 4 |
| **Fall II** | | |
| ED PSYCH 575 | Instructional Design for Learning Analytics | 3 |
| ED PSYCH 615 | Conversations and Visualizations | 3 |
| **Spring II** | | |
| ED PSYCH 695 | Capstone in Learning Analytics | 5 |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No credits from other institutions are allowed to transfer toward the degree.

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

No credits from other institutions or taken as a UW-Madison undergraduate student are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits taken as a UW-Madison Professional student are allowed to transfer toward the degree.

### Credits Earned as a University Special student at UW–Madison

No credits taken as a UW–Madison University Special student are allowed to transfer toward the degree.

## PROBATION

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

## ADVISOR/COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND POLICIES

These resources may be helpful in addressing your concerns:

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- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
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The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

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For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by

the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

Please go to the program site (https://learninganalytics.education.wisc.edu/) to see the professional development resources available to our graduate students.

Graduate students within the online Educational Psychology MS-Learning Analytics program have full access to all student services at UW–Madison.

These include:

- The Center for Community and Well-Being (https://education.wisc.edu/about/community-well-being/)
- MERIT Library (https://merit.education.wisc.edu/)
- The Writing Center (https://writing.wisc.edu/)
- McBurney Disability Resource Center (https://mcburney.wisc.edu/)
- School of Education Career Center (https://careercenter.education.wisc.edu/)
- Adult Career and Special Student Services (https://acsss.wisc.edu/)

LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate a strong foundation in current and past learning theories and research findings.
2. Describe how human diversity (in terms of individual abilities, orientations, and sociocultural backgrounds) has ethical implications for research and practice in the learning analytics field.
3. Implement a variety of both quantitative and qualitative methodologies associated with the field and determine their ethical implications and appropriate use.
4. Develop research questions relevant to learning analytics and the contexts in which it is applied, and use a range of current qualitative, statistical analysis, and data visualization programs to answer them.
5. Develop written, visual, and oral skills needed to effectively communicate analyses to professional/practitioner and lay audiences.
6. Practice the fundamentals of client collaboration, research design, data collection, data analysis, and data communication through participating in a capstone project.

# PREVENTION AND INTERVENTION SCIENCE, DOCTORAL MINOR

**The Prevention and Intervention Science Minor no longer admits new students after Summer 2025.** If you have any questions, please contact the department (see contact box).

The doctoral minor has three special features:

1. Training emphasizes programmatic efforts that seek to prevent the development of problematic outcomes and to promote optimal functioning in individuals or groups across the life course.
2. Preventive interventions are implemented and evaluated in family, school, and community contexts – their outcome is investigated in interaction within these contexts.
3. Training emphasizes methodological and statistical training and its applications in prevention research. Particular attention is given to the concentrations of interventions in social services, health, and education; family and community studies; social policy; and methodology.

This multidisciplinary program addresses contemporary health and social issues facing at-risk and vulnerable groups across the life course. Training leads to a doctoral minor (Option A).

ADMISSIONS

## ADMISSIONS

**The Prevention and Intervention Science Minor no longer admits new students after Summer 2025.** If you have any questions, please contact the department (see contact box).

REQUIREMENTS

## REQUIREMENTS

### TRAINING OPTIONS

Students may earn either a doctoral minor or a graduate/professional certificate (p. 683) in Prevention and Intervention Science, but not both.

### AREAS OF CONCENTRATION

Four areas of concentration are available. Students must select one as a major emphasis.

#### Interventions in Social Services, Health, and Education

The design, implementation, evaluation, and dissemination of a variety of programs in education, health, and social welfare are of high societal priority and are reflected in training. School-based programs are increasingly viewed as key strategies of educational reform. Social service and health delivery to children, families, and adults continue to undergo substantial innovation. The promotion of health and development of individuals and groups with and without special health-care needs also is a focal point of interventions.

#### Social Policy

This area concerns how social policies and issues affect human and family behavior across the life course. Substantive areas include, among others, child care, poverty, welfare reform, school reform, and health-care reform. An emphasis is given to large-scale policies and programs as well as dissemination and use.

#### Family and Community Studies

How family and community contexts and processes affect individuals is a key issue for the development and analysis of preventive interventions, and for basic research on families and communities. Family and community-based programs are central to addressing myriad social problems and issues. The relationship between family development and other major social contexts such as neighborhoods, communities, and service systems also are important.

#### Methodology

An ever-expanding number of quantitative and qualitative methods are available for conducting prevention research. Basic and advanced statistical and methodological training are essential to high-quality graduate training. Gaining understanding and experience in conducting research in field settings is key to developing methodological skills. Some topics to be covered in training include structural equation modeling, hierarchical linear modeling, growth curve modeling, and ethnography.

### REQUIRED COURSES

Two courses in prevention science, a practicum, and approved elective courses are required of students seeking the doctoral minor. It is recommended that the two courses in prevention science be taken in the second year of a student's graduate program after introductory courses in theory and a substantive area have been taken in the student's home department.

Doctoral students may earn the doctoral minor in prevention and intervention science. The doctoral minor (Option A) in prevention science requires 10 credits in approved courses. It is a named minor that is listed on student transcripts.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| ED PSYCH/ HDFS/NURSING/ SOC WORK 880 | Prevention Science [1] | 3 |
| ED PSYCH/ HDFS/NURSING/ SOC WORK 881 | Capstone Seminar in Prevention Science [2] | 1 |
| **Electives [3]** | | |
| Students should select two to four additional courses in one of the areas of concentration. Examples of courses that meet this requirement include the following: | | |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | 3 |
| SOC WORK 921 | Child Welfare Policies and Services | 2 |
| SOC WORK 952 | PhD Proseminar | 3 |
| HDFS 872 | Bridging the Gap Between Research and Action | 3 |
| HDFS 766 | Current Topics in Human Development and Family Studies | 1-3 |
| HDFS 869 | Advanced Seminar in Family Stress and Coping | 3 |
| SOC/ED POL 955 | Seminar-Qualitative Methodology | 3 |
| CURRIC 726 | Qualitative Methods of Studying Children and Contexts | 3 |
| PUB AFFR/ A A E/ENVIR ST/ POP HLTH 881 | Benefit-Cost Analysis | 3 |
| HDFS 766 | Current Topics in Human Development and Family Studies | 1-3 |
| **Practicum** | | **0-3** |

1 This course is typically offered during the fall semester.

2 This course, typically offered each spring, should be taken after completing SOC WORK/ED PSYCH/HDFS/NURSING 880 and at or near the end of the minor program.

3 Courses required for a student's major area of study may be counted toward the certificate program but not the doctoral minor. Other courses can be recommended by students or faculty and are subject to approval of the program faculty.

### Practicum

Students must participate in a prevention-related research project (practicum) with university faculty as part of the training program. The practicum will result in the completion of a product (e.g., evaluation or intervention report, program or training manual) associated with one of the four concentration areas. This project provides opportunities to apply prevention concepts, methods, and approaches to important educational, health, or social issues and problems. The practicum can be used to supplement the student's educational program without course credit or can be taken for 1–3 research credits that count toward satisfying the requirements of the minor or certificate program.

On-campus institutes that are likely to provide training experiences for the practicum and for student research include the Institute on Aging, Waisman Center on Mental Retardation and Human Development, Institute for Research on Poverty, and Wisconsin Center for Educational Research.

# PREVENTION AND INTERVENTION SCIENCE, GRADUATE/PROFESSIONAL CERTIFICATE

**The Certificate in Prevention and Intervention Science no longer admits new students after Summer 2025.** If you have any questions, please contact the department (see contact box).

The doctoral minor and graduate/professional certificate have three special features:

1. Training emphasizes programmatic efforts that seek to prevent the development of problematic outcomes and to promote optimal functioning in individuals or groups across the life course.
2. Preventive interventions are implemented and evaluated in family, school, and community contexts — their outcome is investigated in interaction within these contexts.
3. Training emphasizes methodological and statistical training and their applications in prevention research. Particular attention is given to the concentrations of interventions in social services, health, and education; family and community studies; social policy; and methodology.

This multidisciplinary program addresses contemporary health and social issues facing at-risk and vulnerable groups across the life course. Training leads to a graduate/professional certificate in prevention and intervention science.

## ADMISSIONS

# ADMISSIONS

**The Certificate in Prevention and Intervention Science no longer admits new students after Summer 2025.** If you have any questions, please contact the department (see contact box).

Application information for the doctoral minor and graduate/professional certificate are available by contacting the Program Director (edpsych-gss@education.wisc.edu).

Completed applications must be signed by faculty advisors and submitted to Department of Educational Psychology Graduate Program Manager at edpsych-gss@education.wisc.edu.

In addition to the steps outlined above, all Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. For the final step required to apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the graduate/professional certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

REQUIREMENTS

# REQUIREMENTS

Students may earn either a graduate/professional certificate or a doctoral minor (p. 682) in Prevention and Intervention Science, but not both.

## AREAS OF CONCENTRATION

Students must select a major area of concentration.

### Interventions in Social Services, Health, and Education

The design, implementation, evaluation, and dissemination of a variety of programs in education, health, and social welfare are of high societal priority and are reflected in training. School-based programs are increasingly viewed as key strategies of educational reform. Social service and health delivery to children, families, and adults continue to undergo substantial innovation. The promotion of health and development of individuals and groups with and without special healthcare needs also is a focal point of interventions.

### Social Policy

This area concerns how social policies and issues affect human and family behavior across the life course. Substantive areas include, among others, childcare, poverty, welfare reform, school reform, and health-care reform. An emphasis is given to large-scale policies and programs as well as dissemination and use.

### Family and Community Studies

How family and community contexts and processes affect individuals is a key issue for the development and analysis of preventive interventions, and for basic research on families and communities. Family and community-based programs are central to addressing myriad social problems and issues. The relationship between family development and other major social contexts such as neighborhoods, communities, and service systems also are important.

### Methodology

An ever-expanding number of quantitative and qualitative methods are available for conducting prevention research. Basic and advanced statistical and methodological training are essential to high-quality graduate training. Gaining understanding and experience in conducting research in field settings is key to developing methodological skills. Some topics to be covered in training include structural equation modeling, hierarchical linear modeling, growth curve modeling, and ethnography.

## REQUIRED COURSES

It is recommended that two courses in prevention science be taken in the second year of a student's graduate program after introductory courses in theory and a substantive area are complete in the student's home department.

Students must complete 16 credits of approved coursework, including a methodology course. Students may apply 3 credits of research practicum toward requirements.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete one of the following: | | |
| ED PSYCH/ HDFS/NURSING/ SOC WORK 880 | Prevention Science [1] | 3 |
| ED PSYCH/ HDFS/NURSING/ SOC WORK 881 | Capstone Seminar in Prevention Science [2] | 1 |
| **Electives [3]** | | |
| Students should select two to four additional courses in one of the areas of concentration. Examples of courses that meet the requirements of the minor and certificate program include the following: | | 12 |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | |
| SOC WORK 921 | Child Welfare Policies and Services | |
| SOC WORK 952 | PhD Proseminar | |
| HDFS 872 | Bridging the Gap Between Research and Action | |
| HDFS 766 | Current Topics in Human Development and Family Studies | |
| HDFS 869 | Advanced Seminar in Family Stress and Coping | |
| SOC/ ED POL 955 | Seminar-Qualitative Methodology | |
| CURRIC 726 | Qualitative Methods of Studying Children and Contexts | |
| PUB AFFR/ A A E/ENVIR ST/ POP HLTH 881 | Benefit-Cost Analysis | |
| HDFS 766 | Current Topics in Human Development and Family Studies | |
| **Prevention-Related Product [4]** | | |
| **Total Credits** | | **16** |

1. This course is typically offered during the fall semester.
2. This course, typically offered each spring, should be taken after completing SOC WORK/ED PSYCH/HDFS/NURSING 880 Prevention Science and at or near the end of the certificate program.
3. Courses required for a student's major area of study may satisfy certificate program requirements but not the doctoral minor. Other courses can be recommended by students or faculty and are subject to approval of the program faculty.
4. A prevention-related product needs to be submitted and approved before graduation.

### Prevention-Related Product

Students must complete a prevention-related research or dissemination project with university faculty/staff that results in a prevention-related product (e.g., evaluation or intervention report, conference presentation, professional publication, program or training manual) associated with one of the four concentration areas. This project provides opportunities to apply prevention concepts, methods, and approaches to important educational, health, or social issues and problems.

Examples of on-campus institutes likely to provide training experiences leading to a prevention product include the Institute on Aging, Waisman Center, Institute for Research on Poverty, and Wisconsin Center for Educational Research. Students are also able to complete this requirement through work with their advisor, other faculty/staff, or their own research (under the supervision of a faculty/staff member).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Identify, explain, and demonstrate the core foundational concepts within prevention science and compare and contrast with other closely related professional domains.
2. Define, explain, and demonstrate how the concepts of risk, promotive, and protective factors are associated with different positive and negative outcomes and how theories related to human behavior and development describe the processes and mechanisms through which risk, promotive, and protective factors are related to positive and negative outcomes.
3. Explain and demonstrate prevention/intervention development principles and how to engage relevant stakeholders in the development, adaptation, and implementation of prevention/intervention programs.
4. Identify appropriate research design principles and various statistical methods associated with prevention science research.

# SCHOOL PSYCHOLOGY, EDS

The Educational Specialist (EdS) in School Psychology utilizes a scientist-scholar-practitioner model of professional training. Students prepare for positions as school psychologists in early childhood, elementary, and secondary schools, and with other organizations or agencies that focus on psychological services to children, youth, and families.

The areas of professional practice of school psychologists include psychological assessment and psychdiagnostic evaluation, prevention and intervention procedures, consultation and program planning, and research and evaluation. The progress requires study of applied behavior analysis, cognitive-behavior therapy, social-learning theory, and ecological-behavioral-systems theory. Students receive applied experience and training by completing practicum and internship experiences in individual and group work with children in general and special education, including individuals with developmental disabilities and others with special education needs. Included in the practicum and internship experience is work with families, classroom peer groups, and community and school systems.

The Department of Educational Psychology also administers a PhD in School Psychology (https://guide.wisc.edu/graduate/educational-psychology/school-psychology-phd/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission's criteria for the Educational Specialist (EdS) in School Psychology include:

1. A bachelor's degree from a regionally accredited US institution. International applicants must have a degree comparable to a regionally-accredited US bachelor's degree.
2. A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. International applicants must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree.
3. Reasons for graduate study/statement of purpose.
4. Curriculum vitae or resume.
5. Unofficial transcripts from previous institutions.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students are eligible to compete for UW–Madison scholarships.

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

A limited number of teaching and project assistantships are available within the department. Students can accept appointments and hourly positions up to a 33% appointment as long as they do not include tuition remission.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 66 credits |
| Minimum Residence Credit Requirement | 51 credits |
| Minimum Graduate Coursework Requirement | 66 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No formal examinations are required. However, students complete a culminating portfolio. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

School Psychology Educational Specialist degree has a prescribed curriculum of 66 credits total.

- All students will need to complete a portfolio that will serve as the culminating project. This project will need to be approved by all program faculty and clinical staff.
- All students are required to successfully complete the Year 3 internship.
- All program courses must be completed.
- No deviation from the required courses is allowed. Electives are not permissible.

| Code | Title | Credits |
|---|---|---|
| **Coursework** | | |
| ED PSYCH 540 | Introduction to Professional School Psychology | 2 |
| ED PSYCH 541 | Applied Behavior Analysis in Classrooms | 3 |
| ED PSYCH 711 | Current Topics in Educational Psychology (Research Methods) | 3 |
| ED PSYCH 711 | Current Topics in Educational Psychology (Research Methods) | 3 |
| ED PSYCH/ COUN PSY 723 | Developmental Processes Across the Life Span | 3 |
| ED PSYCH 740 | Cognitive Assessment of Children in the Schools | 3 |
| ED PSYCH 741 | Social, Emotional, and Behavioral Assessment | 3 |
| ED PSYCH 742 | Assessment and Intervention for Academic Skill Problems | 3 |
| ED PSYCH 744 | School Safety and Crisis Response | 3 |
| ED PSYCH 844 | Childhood and Adolescent Psychopathology in Schools | 3 |
| ED PSYCH/ HDFS/NURSING/ SOC WORK 880 | Prevention Science | 3 |
| ED PSYCH 942 | Systems of Consultation in School Psychology | 3 |
| ED PSYCH 947 | Evidenced-based Child and Adolescent Psychotherapy | 3 |
| **Practicum** | | |
| ED PSYCH 828 | Beginning Practicum in School Psychology | 1 |
| ED PSYCH 829 | Clinic Practicum in School Psychology | 3 |
| ED PSYCH 830 | Field Practicum in School Psychology | 6 |
| ED PSYCH 830 | Field Practicum in School Psychology | 6 |
| **Internship** | | |
| ED PSYCH 943 | Internship in School Psychology | 6 |
| ED PSYCH 943 | Internship in School Psychology | 6 |
| **Total Credits** | | **66** |

### Sample 3-year Schedule

| Code | Title | Credits |
|---|---|---|
| **Fall I** | | |
| ED PSYCH 540 | Introduction to Professional School Psychology | 2 |
| ED PSYCH 541 | Applied Behavior Analysis in Classrooms | 3 |
| ED PSYCH 740 | Cognitive Assessment of Children in the Schools | 3 |
| ED PSYCH 828 | Beginning Practicum in School Psychology | 1 |
| ED PSYCH 844 | Childhood and Adolescent Psychopathology in Schools | 3 |
| **Spring I** | | |
| ED PSYCH 741 | Social, Emotional, and Behavioral Assessment | 3 |
| ED PSYCH 742 | Assessment and Intervention for Academic Skill Problems | 3 |
| ED PSYCH 828 | Beginning Practicum in School Psychology | 1 |
| ED PSYCH 942 | Systems of Consultation in School Psychology | 3 |
| ED PSYCH 947 | Evidenced-based Child and Adolescent Psychotherapy | 3 |
| **Summer I** | | |
| ED PSYCH/ COUN PSY 723 | Developmental Processes Across the Life Span | 3 |
| ED PSYCH 829 | Clinic Practicum in School Psychology | 3 |
| **Fall II** | | |
| ED PSYCH 711 | Current Topics in Educational Psychology (DEI in Education and Psychology) | 3 |
| ED PSYCH 711 | Current Topics in Educational Psychology (Research Methods) | 3 |
| ED PSYCH 830 | Field Practicum in School Psychology | 6 |
| ED PSYCH/ HDFS/NURSING/ SOC WORK 880 | Prevention Science | 3 |
| **Spring II** | | |
| ED PSYCH 711 | Current Topics in Educational Psychology (Research Methods) | 3 |
| ED PSYCH 744 | School Safety and Crisis Response | 3 |
| ED PSYCH 830 | Field Practicum in School Psychology | 6 |
| **Fall III** | | |
| ED PSYCH 943 | Internship in School Psychology | 4 |
| **Spring III** | | |
| ED PSYCH 943 | Internship in School Psychology | 4 |
| **Total Credits** | | **66** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval.

Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 15 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to an educational specialist degree is not allowed to satisfy requirements.

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

With program approval, students are allowed to transfer no more than 7 credits of coursework numbered 300 or above taken as a UW–Madison University undergraduate student. With program approval, students may transfer credits taken at other institutions. Coursework earned ten or more years prior to admission to an educational specialist degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

The program does not transfer credits earned as a professional student at UW-Madison.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 3 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to an educational specialist degree is not allowed.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

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- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Acquire a strong foundation in current and past theories, research findings, and methodologies in their program area.
2. Apply knowledge and skills related to addressing issues of diversity and equity for individuals within specific contexts and in all professional activities.
3. Develop critical thinking skills that promote rigorous evaluation of strengths and limitations in existing theory and research.
4. Apply the fundamentals of research design, data collection, and data analysis through participating in ongoing research or conducting their own research project(s).
5. Identify key features of high-quality research or program implementation / evaluation in their chosen field.
6. Demonstrate writing and oral skills needed to effectively communicate results of scientific research to academic, professional/practitioner, and lay audiences.
7. Communicate effectively in collaborative work or consultation settings with professional colleagues.
8. Become skilled communicators of issues in their research and program area for learners in formal classroom and informal learning settings.
9. Uphold the highest standards of ethical conduct.

10. Conduct research or program implementation/evaluation in accordance with ethical standards established in their field of inquiry.

## ACCREDITATION

# ACCREDITATION

National Association of School Psychologists (NASP) (https://www.nasponline.org/standards-and-certification/graduate-program-approval-and-accreditation/)

Accreditation Status: Accredited. Next accreditation review: 2028.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

Students are required to take the School Psychology Praxis exam (https://www.ets.org/praxis/nasp/requirements/).

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

**The requirements of this program meet certification/licensure requirements in the following states:**
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia; American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands

**The requirements of this program do not meet certification/licensure requirements in the following states:**
Not applicable

Updated: 1 June 2026

# SCHOOL PSYCHOLOGY, MS

Note: The MS in School Psychology is offered as part of the School Psychology Educational Specialist (EdS) and School Psychology PhD programs. The MS degree is awarded after successfully completing coursework enroute to the Educational Specialist in School Psychology or PhD in School Psychology degrees. Applicants who are interested in pursuing the MS in School Psychology must apply to the School Psychology Educational Specialist or School Psychology PhD programs.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the EdS in School Psychology or the PhD in School Psychology. Students may not apply directly for this master's, and should instead see the admissions information for the program of their choice:

- EdS in School Psychology (https://guide.wisc.edu/graduate/educational-psychology/school-psychology-eds/#admissionstext)
- PhD in School Psychology (https://guide.wisc.edu/graduate/educational-psychology/school-psychology-phd/#admissionstext).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 31 credits |
| Minimum Residence Credit Requirement | 25 credits |
| Minimum Graduate Coursework Requirement | 31 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No formal examinations are required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Courses may vary slightly based on which program (EdS or PhD) a student is enrolled in and the sequence of their coursework. Please contact your advisor if you have questions.

| Code | Title | Credits |
|---|---|---|
| ED PSYCH 540 | Introduction to Professional School Psychology | 2 |
| ED PSYCH 541 | Applied Behavior Analysis in Classrooms | 3 |
| ED PSYCH 740 | Cognitive Assessment of Children in the Schools | 3 |
| ED PSYCH 741 | Social, Emotional, and Behavioral Assessment | 3 |
| ED PSYCH 742 | Assessment and Intervention for Academic Skill Problems | 3 |
| ED PSYCH 828 | Beginning Practicum in School Psychology | 1 |
| ED PSYCH 828 | Beginning Practicum in School Psychology | 1 |
| ED PSYCH 844 | Childhood and Adolescent Psychopathology in Schools | 3 |
| ED PSYCH 947 | Evidenced-based Child and Adolescent Psychotherapy | 3 |
| ED PSYCH/ COUN PSY 723 | Developmental Processes Across the Life Span | 3 |
| or ED PSYCH/ HDFS 725 | Theory and Issues in Human Development | |
| ED PSYCH 942 | Systems of Consultation in School Psychology | 3 |
| or ED PSYCH 761 | Statistical Methods Applied to Education II | |
| Select one of the following: | | 3 |
| ED PSYCH 829 | Clinic Practicum in School Psychology | |
| ED PSYCH/ COUN PSY/ RP & SE 737 | Seminar in History and Systems of Psychology [1] | |
| COUN PSY/ PSYCH/ RP & SE 729 | Advanced Social Psychology [1] | |
| **Total Credits** | | **31** |

[1] If not offered in the summer, complete a course that equals three credits and is approved by the program.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a master's degree is not allowed to satisfy requirements.

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

With program approval, students are allowed to transfer no more than 6 credits from another institution or in coursework numbered 300 or above taken as a UW–Madison undergraduate student. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 3 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND POLICIES

These resources may be helpful in addressing your concerns:

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- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
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- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
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2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within

30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.

4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

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1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
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3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

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- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

For the PhD in School Psychology, the department offers assistantships to incoming students. Students enrolled in the EdS in School Psychology program are not permitted to accept teaching assistantships, project assistantships, research assistantships or other appointments that would result in a tuition waiver. Students in the EdS program cannot enroll in other graduate programs nor take courses outside the prescribed curriculum.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate/show a strong foundation in current and past theories, research findings, and methodologies in school psychology.
2. Know/discuss/describe the implications of human diversity (in terms of individual abilities and orientations and sociocultural backgrounds) for research and practice in school psychology and related fields.
3. Learn the fundamentals of research design, data collection, and data analysis, relevant to school psychology and related fields, through participating in ongoing research or conducting their own research project(s).
4. Identify key features of high-quality research or program implementation/evaluation.
5. Effectively communicate, both orally and in writing, results of scientific research to academic, professional/practitioner, and lay audiences.
6. Conduct research or program implementation/evaluation in accordance with ethical standards established in school psychology and related fields.

# SCHOOL PSYCHOLOGY, PHD

The PhD in School Psychology is guided by a scientist–scholar–practitioner model of professional training. Students prepare for positions as professors in colleges and universities, psychologists in elementary and secondary schools, and with other organizations or agencies that focus on psychological services for children, youth, and families. The program is fully accredited by the American Psychological Association and approved by the National Association of School Psychologists.

Within the areas of professional practice for school psychologists the program emphasizes social justice across psychological assessment and psychodiagnostic evaluation, prevention and intervention procedures, consultation and program planning, and research and evaluation. The program also requires the study of applied behavior analysis, cognitive-behavior therapy, social-learning theory, and ecological-behavioral-systems theory. Applied experience and training are provided in individual and group work with both typical classroom populations and special groups, including individuals with developmental disabilities and others with special education needs. Included in the practicum and internship experience is work with families, classroom peer groups, and community and school systems.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | November 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission to graduate work, the department does not require a specific undergraduate major. However, it is preferred that applicants have completed approximately 18 credits in courses that provide a relevant foundation for further study in educational psychology. Neither certification as a teacher nor teaching experience is required. An undergraduate grade point average of at least 3.0 (4.0 basis) based on the last 60 semester hours of undergraduate coursework is requisite. A statement of purpose is also required.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students are eligible to apply for UW–Madison fellowships. A limited number of teaching and project assistantships are available within the department, and prospective students are encouraged to refer to the

instructions for fellowships and assistantships contained in the program application information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 98 credits |
| Minimum Residence Credit Requirement | 49 credits |
| Minimum Graduate Coursework Requirement | 49 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | Students in the School Psychology PhD Program may elect to complete a doctoral minor or graduate/professional certificate. Students are expected to consult with their advisor if they wish to pursue a doctoral minor or a graduate/professional certificate. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Requirements** | | |
| ED PSYCH 533 | Thinking, Feeling, & Learning | 3 |
| ED PSYCH 540 | Introduction to Professional School Psychology | 2 |
| ED PSYCH 541 | Applied Behavior Analysis in Classrooms | 3 |
| ED PSYCH 542 | The Biological Basis of Behavior | 3 |
| ED PSYCH 712 | Educational Psychology Diversity Seminar | 1 |
| ED PSYCH/ HDFS 725 | Theory and Issues in Human Development | 3 |
| ED PSYCH/ COUN PSY/ HDFS 726 | Ethnic and Racial Diversity in Social Development | 3 |
| COUN PSY/PSYCH/ RP & SE 729 | Advanced Social Psychology | 3 |
| ED PSYCH/ COUN PSY/ RP & SE 737 | Seminar in History and Systems of Psychology | 3 |
| ED PSYCH 740 | Cognitive Assessment of Children in the Schools | 3 |
| ED PSYCH 741 | Social, Emotional, and Behavioral Assessment | 3 |
| ED PSYCH 742 | Assessment and Intervention for Academic Skill Problems | 3 |
| ED PSYCH 743 | Design and Analysis of Single-Case Research | 3 |
| ED PSYCH 744 | School Safety and Crisis Response | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | 3 |
| ED PSYCH 763 | Regression Models in Education | 3 |
| ED PSYCH 844 | Childhood and Adolescent Psychopathology in Schools | 3 |
| ED PSYCH 942 | Systems of Consultation in School Psychology | 3 |
| ED PSYCH 946 | Advanced Assessment and Intervention Techniques | 3 |
| ED PSYCH 947 | Evidenced-based Child and Adolescent Psychotherapy | 3 |
| ED PSYCH 948 | Research and Measurement Seminar in School Psychology | 3 |
| ED PSYCH 828 | Beginning Practicum in School Psychology | 1 |

| | | |
|---|---|---|
| ED PSYCH 828 | Beginning Practicum in School Psychology | 1 |
| ED PSYCH 829 | Clinic Practicum in School Psychology | 3 |
| ED PSYCH 829 | Clinic Practicum in School Psychology | 3 |
| ED PSYCH 830 | Field Practicum in School Psychology | 6 |
| ED PSYCH 830 | Field Practicum in School Psychology | 6 |
| ED PSYCH 990 | Research or Thesis | 6 |
| **Electives** | | |
| Additional Research Methods course relevant to the field of school psychology which can include the following examples or other courses in consultation with advisor: | | 3 |
| ED PSYCH/ COUN PSY/ CURRIC/ ED POL/ELPA/ RP & SE 719 | Introduction to Qualitative Research | |
| ED PSYCH 960 | Structural Equation Modeling | |
| ED PSYCH 963 | Design & Analysis of Quasi-Experiments for Causal Inference | |
| Elective credits to reach 98 total program credits. Can include independent reading and/or research credits. | | 6 |
| **Internship Requirement** [1] | | **0-12** |
| ED PSYCH 943 | Internship in School Psychology | |
| or ED PSYCH/ COUN PSY/ PSYCH 995 | Predoctoral Internship | |
| **Total Credits** | | **98** |

### Footnotes

[1] ED PSYCH 943 Internship in School Psychology taken for 3 credits/ semester until dissertation is defended. Once dissertation is defended, ED PSYCH/COUN PSY/PSYCH 995 Predoctoral Internship for 0 credits is taken. Students must complete 2000 hour internship in a program-approved setting. Students typically complete 4 semesters of internship.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 49 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

With program approval, students are allowed to transfer no more than 7 credits from another institution or numbered 300 or above from the undergraduate career completed at UW–Madison University. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW-Madison. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 3 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies. In addition, for dissertation committees, the chair or one of the co-chairs of the committee must be graduate faculty from the student's program. Individuals in affiliate faculty appointments may serve as co-chair, but if a faculty affiliate is co-chair, a graduate faculty from the student's program must serve as the other co-chair. An advisor must serve as chair or co-chair. Advisors and chairs are to be designated in the dissertation.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

# GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends,

university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

The department offers assistantships to incoming students.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong foundation in current and past theories, research findings, and methodologies in school psychology. Use critical thinking skills to synthesize existing knowledge, evaluate strengths and limitations in existing theory and research, and identify issues in need of additional inquiry - including conceptual and methodological approaches available to address these issues.
2. Demonstrate a knowledge of and sensitivity to human diversity in terms of individual abilities, orientations, and sociocultural backgrounds with implications for school psychology and related fields.
3. Retrieve, evaluate, and interpret professional and scientific literature; use this information to develop or adapt theoretical frameworks and derive testable hypotheses or predictions for research / program evaluation projects relevant to school psychology and related fields.
4. Learn to design realistic and feasible research or assessment projects in school psychology and to prepare necessary protocols that are sensitive to the backgrounds of individuals who are the focus of their work.
5. Conduct independent research and analyze and interpret resulting data in school psychology and related fields.
6. Create clear and concise reports of their research or program evaluations relevant to school psychology and related fields that are appropriate to the intended audiences, which may include fellow

scholars (via scholarly journals), practitioners (via practitioner journals or reports), and lay audiences (via online or other published reports).
7. Communicate effectively in collaborative work, instructional activities, and/or consultation settings with students and professional colleagues.
8. Conduct research or program implementation / evaluation in accordance with ethical standards established in school psychology and related fields.

## ACCREDITATION

# ACCREDITATION

American Psychological Association (http://www.apa.org/)

Accreditation status: Accredited. Accreditation administratively transferred from the Educational Psychology PhD: Educational Specialist in School Psychology name option. Next accreditation review: 2028-2029.

National Association of School Psychologists (https://www.nasponline.org/)

Accreditation Status: Accredited. Next accreditation review: 2027-2028.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

School Psychology Praxis Exam (NASP) (https://www.ets.org/praxis/nasp/requirements/)

Examination for Professional Practice in Psychology (http://www.asppb.net/)

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

**The requirements of this program meet certification/licensure requirements in the following states:**
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia; American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands

**The requirements of this program do not meet certification/licensure requirements in the following states:**
Not applicable

Updated: 1 June 2026

# ELECTRICAL AND COMPUTER ENGINEERING

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Electrical and Computer Engineering, MS (p. 699)
- Electrical and Computer Engineering, PhD (p. 724)
- Electrical Engineering, Doctoral Minor (p. 731)

# ELECTRICAL AND COMPUTER ENGINEERING, MS

# INTRODUCTION TO COE AND ECE

Master's students in the College of Engineering (COE) are among an elite group of people who have chosen to advance their education at one of the premier engineering colleges in the country. The academic programs in UW–Madison's College of Engineering are highly ranked, and our faculty are widely recognized as leaders in their fields. Here you will find a community in which you will excel. You will find faculty, staff, and peer students who are supportive and committed to your success. You will find rigorous coursework that will prepare you to achieve your goals. You will experience an environment highly conducive to collaboration—and you will meet faculty with a broad range of research interests and connections both on campus and around the world.

The Department of Electrical and Computer Engineering has a long tradition of excellence in educating, mentoring, and inspiring future

leaders; conducting research that is of vital importance to society; and serving Wisconsin, our nation, and the world through professional pursuits.

**Our Vision** is to improve the world through bold research, educational excellence, effective technology transfer, and impactful service.

**Our Mission** is to foster a diverse and inclusive community that advances the frontiers of engineering, disseminates discoveries and inventions, and prepares students to make the world a better place for all.

# ECE MS DEGREE OPTIONS

ECE offers four master's degree named option programs that lead to the MS Electrical and Computer Engineering degree:

- **Research**—traditional two-year master's program culminating in a thesis or research project.
- **Professional**—accelerated, course-based master's program with the opportunity to choose a specialty area.
- **Machine Learning and Signal Processing**—accelerated, course-based master's program tailored to the area of machine learning and signal processing.
- **Power Engineering**—**online**, off-campus program in power engineering designed for working professionals.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Electrical and Computer Engineering through one of the named options.

- Electrical and Computer Engineering: Machine Learning and Signal Processing, MS (p. 701)
- Electrical and Computer Engineering: Power Engineering, MS (p. 707)
- Electrical and Computer Engineering: Professional, MS (p. 712)
- Electrical and Computer Engineering: Research, MS (p. 718)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding information for each named option program is available on the corresponding pages:

- **Research**
- **Professional**
- **Machine Learning and Signal Processing**
- **Power Engineering (https://guide.wisc.edu/graduate/electrical-computer-engineering/electrical-engineering-ms/electrical-engineering-power-engineering-ms/#fundingtext) (Online)**

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | See Named Options for policy information. |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | See Named Options for policy information. |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | See Named Options for policy information. |

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Electrical and Computer Engineering must select one of the following named options:

View as listView as grid

- **ELECTRICAL AND COMPUTER ENGINEERING: MACHINE LEARNING AND SIGNAL PROCESSING, MS (P. 701)**
- **ELECTRICAL AND COMPUTER ENGINEERING: POWER ENGINEERING, MS (P. 707)**
- **ELECTRICAL AND COMPUTER ENGINEERING: PROFESSIONAL, MS (P. 712)**
- **ELECTRICAL AND COMPUTER ENGINEERING: RESEARCH, MS (P. 718)**

## POLICIES

# POLICIES

Students should refer to one of the named options for specific policy information:

- Electrical and Computer Engineering: Machine Learning and Signal Processing, MS (p. 701)
- Electrical and Computer Engineering: Power Engineering, MS (p. 707)
- Electrical and Computer Engineering: Professional, MS (p. 712)
- Electrical and Computer Engineering: Research, MS (p. 718)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### COLLEGE OF ENGINEERING RESOURCES

The Interdisciplinary Professional Programs office in the College of Engineering offers a number of professional development opportunities in the form of short courses, certificates, and custom courses designed to enhance professional growth and provide opportunities for career advancement. Learn more about our professional development offerings (https://interpro.wisc.edu/courses/).

### DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING RESOURCES

UW–Madison, the College of Engineering, and ECE have an abundance of professional development opportunities for students to take advantage of in order to better prepare themselves for internships and job positions during and following their education. First of all, the ECE Department strongly encourages students to utilize the Graduate School's professional development resources (https://grad.wisc.edu/professional-development/). Engineering Career Services (ECS) (http://ecs.wisc.edu/) hosts multiple career fairs each semester where students can directly interact with prospective employers, schedule interviews, and find internships and full-time jobs. ECS also maintains job listings and hosts a variety of professional development workshops each semester. The ECE Department provides unique opportunities throughout the year for students to attend and participate in various lectures, workshops, and trainings. The ECE Graduate Student Association (GSA) organizes professional development opportunities for fellow students. Students are made aware of events and opportunities via email and other communications.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems.
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems.
4. Recognize and apply principles of ethical and professional conduct.

# ELECTRICAL AND COMPUTER ENGINEERING: MACHINE LEARNING AND SIGNAL PROCESSING, MS

This is a named option in the Electrical and Computer Engineering MS (p. 699).

The Electrical and Computer Engineering Department (ECE) offers the Electrical and Computer Engineering MS-Machine Learning and Signal Processing (MLSP) named option program which is intended for students looking for an advanced entry into a data science career in industry.

Students will learn quantitative thinking, practical problem-solving, computer programming, and applications to a variety of domains. The program is designed to deepen the student's technical knowledge and sharpen their professional skills for a well-prepared entry into industry. It provides a practical focus through a course-only curriculum, an accelerated and predictable 16-month completion time, and professional development opportunities. Well-prepared students and UW–Madison undergraduates may find it feasible to complete the program in 12 months.

The required coursework draws upon foundational and cutting-edge methods in MLSP, and is taught by faculty conducting pioneering research in the field. Successful students will have some experience with linear algebra, statistics, and programming. The combined focus on the mathematical foundations of data science and their practical application to real-world problems will prepare graduates to be ready to immediately contribute in a variety of different jobs across data science, machine learning, and signal processing.

The focus of the MLSP program differs from the traditional research-based MS program. MLSP students do not conduct independent research and prepare a thesis, but rather have an accelerated course plan focused in the MLSP area and can take engineering professional development courses, pursue an internship, or pursue an independent study. Students also have the opportunity to take select courses from Engineering Professional Development. If you are interested in research and advanced concept development, you are better served pursuing a research-based MS program or a PhD program. If you want to complete your degree

**within 16 months** and enter the workforce, then the MLSP program is right for you.

MLSP students cannot be simultaneously enrolled in another graduate program at UW–Madison while completing this program.

After completing the program, students will earn a diploma stating "Master of Science in Electrical and Computer Engineering," and the transcript will include the indication "Named Option: Machine Learning and Signal Processing."

For more information on this specific degree plan, please visit the program website (https://pdc.wisc.edu/degrees/machine-learning-signal-processing-ms/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examination) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## DEADLINE

Please submit all your application materials before the fall deadline to ensure full review of your application. Applications submitted after the above deadline through April 15 will be considered if space is still available. To check if space is available, please email: ecegradadmission@engr.wisc.edu. (ecegradadmission@engr.wisc.edu)

## APPLICATION REQUIREMENTS

A submitted online application (https://grad.wisc.edu/apply/) is required, consisting of:

- Resume/CV.
- Statement of purpose detailing why the applicant wishes to pursue further education in Electrical and Computer Engineering. If the applicant's degree is in another discipline, it is recommended to discuss relevant coursework taken in your area of interest that will prepare you for graduate-level Electrical and Computer Engineering (E C E (https://guide.wisc.edu/courses/e_c_e/))courses. See the suggested guidelines provided by the Graduate School (https://grad.wisc.edu/apply/prepare/).
- Most up to date unofficial transcript(s) from all previous higher education institutions, regardless of whether or not a degree was earned (official transcripts are requested of only applicants recommended for admission); international academic records must be in the original language accompanied by an official English translation.
- Test scores as detailed above.
- Three letters of recommendation are required from people who can accurately judge the applicant's academic and/or work performance. Letters of recommendation are submitted electronically to graduate programs through the online application. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding letters of recommendation. Letters of recommendation are due by the deadline listed above.

Information about the application fee may be found in the Graduate School FAQs (https://grad.wisc.edu/apply/). Fee grants are available through the conditions outlined by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

Applications must be entirely complete by the deadline, including test scores and letters of recommendation. Please note that it is highly advised to take the GRE and English proficiency tests well in advance of the application deadline in order to ensure time for receiving and processing of the scores. Please do not mail any paper copies of application materials, except IELTS scores. They will not be reviewed.

Information for international applicants, including proof of funding and visa information, can be found on the International Student Services (https://iss.wisc.edu/students/admissions/) website.

The department welcomes applications from scientific, engineering, and mathematical disciplines other than Electrical and Computer Engineering.

## REENTRY ADMISSIONS

If you were previously enrolled as a graduate student at UW–Madison, but have had a break in enrollment for at least one fall or spring semester, you will need to apply to resume your studies.

For applicants previously enrolled in a graduate program other than Electrical and Computer Engineering, you must complete a new online application, including all materials, for admission.

For applicants previously enrolled in Electrical and Computer Engineering as a graduate student, you must complete a reentry application. Reentry applicants may apply for the fall term with a deadline of June 1.

In order to apply as a reentry applicant, you must:

- complete the online application (https://grad.wisc.edu/apply/), including the personal information section, program and term selection, and supplementary application;
- Provide the following documents to the Electrical and Computer Engineering Graduate Admissions Team (email located in contact information box):
  - CV/Resume
  - Statement of Purpose

- Any new unofficial transcripts from previous higher education institutions
- Three letters of recommendation if the break in enrollment equals or is greater than four semesters (fall, spring). Letters of recommendation should be emailed directly from the recommender.

## CURRENT GRADUATE STUDENT ADMISSIONS

Students currently enrolled as a graduate student at UW-Madison, whether in or other than Electrical and Computer Engineering, wishing to apply to this degree program should contact the Electrical and Computer Engineering Graduate Admissions Team (ecegradadmission@engr.wisc.edu) to inquire about the process and respective deadlines several months in advance of the anticipated enrollment term. Current students may apply to change or add programs for any term (fall, spring, or summer).

## QUESTIONS

Please review the frequently asked questions answered by the Graduate School here (https://grad.wisc.edu/apply/).

If you have any admissions questions, please do not hesitate to contact the Electrical and Computer Engineering Graduate Admissions Team (ecegradadmission@engr.wisc.edu).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

### Federal Loans

Students who are U.S. citizens or permanent residents may be eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least 4 credits during the fall and spring semesters, and 2 credits during summer. Private loans are also available. Learn more about financial aid at this website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information on International Student Funding and Scholarships, visit the ISS website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 23 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | 1. A grade of B or better in any graduate course is acceptable.<br>2. A grade of BC in an E C E course is acceptable, provided the total cumulative GPA for graduate E C E courses is greater than or equal to 3.00.<br>3. A grade of BC or C in a non-E C E course is acceptable only if approved by the Graduate Committee. |

| | |
|---|---|
| Assessments and Examinations | A specified course sequence must be completed. |
| Language Requirements | Non-native speakers of English who enroll in the MS program must take the ESLAT test on arrival at the university and then take any recommended courses based on the exam results. In addition, if a student's advisor believes that his or her technical writing ability needs improvement, the student may be required to undertake remedial work. |

## REQUIRED COURSES

The same course may not satisfy more than one requirement. For example, if E C E 431 is taken as a "Signal Processing" course, it cannot be used to satisfy an "Elective" course.

| Code | Title | Credits |
|---|---|---|
| **Required Seminar** | | |
| All on-campus E C E graduate students must register for 1 credit during their first semester of graduate studies. | | |
| E C E 610 | Seminar in Electrical and Computer Engineering | 1 |
| **Machine Learning** | | |
| Complete at least one course from the following: | | 3 |
| E C E/COMP SCI/ M E 532 | Matrix Methods in Machine Learning | |
| E C E/COMP SCI/ M E 539 | Introduction to Artificial Neural Networks | |
| E C E/ COMP SCI 561 | Probability and Information Theory in Machine Learning | |
| E C E/ COMP SCI 760 | Machine Learning | |
| E C E/ COMP SCI 761 | Mathematical Foundations of Machine Learning | |
| E C E/COMP SCI/ STAT 861 | Theoretical Foundations of Machine Learning | |
| **Signal Processing** | | |
| Complete at least one course from the following: | | 3 |
| E C E 431 | Digital Signal Processing | |
| E C E/ COMP SCI 533 | Image Processing | |
| E C E 734 | VLSI Array Structures for Digital Signal Processing | |
| E C E 735 | Signal Synthesis and Recovery Techniques | |
| E C E 738 | Advanced Digital Image Processing | |
| **Electives** | | |
| Complete at least 12 credits from the following: | | 12 |
| E C E 431 | Digital Signal Processing | |
| E C E 436 | Communication Systems I | |
| E C E 437 | Communication Systems II | |
| E C E/COMP SCI/ I SY E 524 | Introduction to Optimization | |
| E C E/COMP SCI/ M E 532 | Matrix Methods in Machine Learning | |
| E C E/ COMP SCI 533 | Image Processing | |
| E C E/COMP SCI/ M E 539 | Introduction to Artificial Neural Networks | |
| E C E/ COMP SCI 561 | Probability and Information Theory in Machine Learning | |
| E C E/I SY E 570 | Ethics of Data for Engineers | |
| E C E 601 | Special Topics in Electrical and Computer Engineering (as approved by faculty advisor) | |
| E C E 717 | Linear Systems | |
| E C E 729 | Information Theory | |
| E C E 730 | Probability and Random Processes | |
| E C E 734 | VLSI Array Structures for Digital Signal Processing | |
| E C E 735 | Signal Synthesis and Recovery Techniques | |
| E C E 736 | Wireless Communications | |
| E C E 738 | Advanced Digital Image Processing | |
| E C E/ COMP SCI 760 | Machine Learning | |
| E C E/ COMP SCI 761 | Mathematical Foundations of Machine Learning | |
| E C E/ COMP SCI 766 | Computer Vision | |
| E C E/B M E/ MED PHYS 778 | Machine Learning in Ultrasound Imaging | |
| E C E 817 | Nonlinear Systems | |
| E C E/COMP SCI/ STAT 861 | Theoretical Foundations of Machine Learning | |
| E C E/MATH/ STAT 888 | Topics in Mathematical Data Science | |
| E C E 901 | Special Topics in Electrical and Computer Engineering (as approved by faculty advisor, max of 3 credits) | |
| **Other Course Requirements** | | |
| Chosen in consultation with advisor, complete some combination of the following: [1] | | 11 |
| *Hands-On Project and/or Internship* [2] | | |
| Complete up to 3 credits of independent study by enrolling in the following or equivalent in another department with advisor approval: | | |
| E C E 699 | Advanced Independent Study | |
| Complete up to 2 credits of the following: | | |
| E C E 702 | Graduate Cooperative Education Program | |
| *Additional Coursework* | | |
| Complete additional courses from the Electives list above | | |
| Complete other E C E coursework numbered 400 or above, with advisor approval | | |
| Complete up to 9 credits of relevant coursework numbered 300 or above in other departments with advisor approval, typically in COMP SCI, MATH, STAT, or E P D (Engineering Professional Development) | | |
| Complete up to 3 credits of special topics courses E C E 901 Special Topics in Electrical and Computer Engineering, with advisor approval | | |

| | |
|---|---|
| Complete up to 3 credits of E S L courses numbered 300 or above | |
| **Total Credits** | **30** |

1 Please keep written communication (emails are acceptable) of approvals from your faculty advisor. Note the following courses are not allowed to satisfy requirements: E C E 611 Introduction to Doctoral Research in Electrical & Computer Engineering or E C E 790 Master's Research, E C E 890 Pre-Dissertator's Research, E C E 990 Dissertator's Research.

2 Students are strongly encouraged to seek out and engage in these development opportunities. Availability is not guaranteed.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

With program approval, UW–Madison courses numbered 400 or above can transfer toward the minimum graduate degree credit requirement. E C E courses numbered 700 or above can be counted toward the minimum graduate coursework (50%) requirement. No credits can be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

With program approval, credits from any institution numbered 300 or above outside of E C E or numbered 400 or above within E C E can transfer toward the minimum graduate degree credit requirement. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. Prior coursework transfers will be assessed on a case-by-case basis by the ECE MS or PhD Committee. These credits cannot count toward the 50% graduate coursework minimum nor the minimum graduate residence credit requirement. To request evaluation of prior coursework, please contact the Graduate Student Services Coordinator. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer coursework numbered 400 or above, taken as a UW–Madison University Special student, toward the minimum credit requirement. Courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation taken as a UW–Madison Special student can count toward the minimum graduate coursework (50%) requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

(Up to 7 credits total of prior coursework can be used from the categories above.)

## PROBATION

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

See program policies under "Other," below, for more details.

## ADVISOR / COMMITTEE

A faculty advisor will be assigned to the student. The faculty advisor assists with course selection and academic planning.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students are expected to complete the degree requirements and graduate within 3 academic semesters.

Otherwise, refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)

- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## ECE Grievance Procedures

### Exceptions, Extensions, and Appeals

Petitions for exceptions to academic requirements are considered on an individual case-by-case basis and granted exceptions do not constitute a precedent. Deviations from established policies are strongly discouraged, but certain extenuating academic and personal circumstances may warrant exceptions. Petitions for course exceptions/substitutions, exceptions to the Satisfactory Progress Expectations (academic or conduct), or other policy exceptions shall be directed to the ECE Graduate Committee, and in some circumstances to the appropriate program coordinator. The following procedures apply to all petitions:

1. Student must first consult with their advisor(s).
2. Student is advised to also consult with the ECE Graduate Student Services Coordinator for additional advice.
3. Student and advisor(s) must both submit written documentation requesting and explaining the petition to the ECE Graduate Student Services Coordinator:
4. Identify the specific requirement/rule/expectation pertinent to the petition;
5. Explain the rationale for petition and why it should be granted;
6. Advisor(s) must support the petition.

The ECE Graduate Student Services Coordinator will forward the petition to the ECE Graduate Committee and appropriate program coordinator for adjudication. Student and advisor(s) will be notified of the ECE Graduate Committee's decision and the note will be placed in the student's file.

Please note that petitions for exceptions to clearly-defined program rules are rarely approved by the ECE Graduate Committee.

### Progress Requirements

The ECE Graduate Committee may grant extensions to normal progress requirements in circumstances such as childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Petitions for extensions should provide evidence of plans and ability to return to conformance with program expectations and to acceptably complete the program. Extensions beyond one semester will be granted only in the event of highly extraordinary circumstances. Extensions will be recorded with a note of explanation placed in the student's file.

Students desiring confidentiality of their circumstances should consult with the Associate Chair for Graduate Studies.

### Appeal of Previous Decisions

Appeals of ECE Graduate Committee decisions may be pursued regarding any academic issue, including exceptions to program requirements, progress requirements, AGS and Qualifying Exam decisions. Appeals will only be considered if the student provides new information that was not available to the ECE Graduate Committee at the time the original decision was made. Appeals must be submitted within one month of the date the student was notified of the ECE Graduate Committee action being appealed.

If the student believes their appeal was not appropriately handled or resolved by the ECE Department, the student may further appeal to the College of Engineering by contacting the Assistant Dean for Graduate Affairs. Such appeals must be submitted within one month of the date the student was notified of the ECE Graduate Committee denial.

## Grievances

The ECE Department, College of Engineering, and University of Wisconsin offer multiple avenues to resolve unfair or inappropriate treatment by faculty, staff, or another student. This includes hostile and intimidating research group climate, authorship disputes, unreasonable expectations, and disrespectful behavior. The manner in which the grievance is handled depends on the nature of the issue and specific concerns of the aggrieved student. Graduate Assistants in TA, PA and/or RA appointments may utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues. Examples of matters appropriate for the GAPP grievance process include allegations of excessive work hours, violations of sick days or vacation policies, or disputes regarding the assignment of duties.

In some cases the best approach is for the aggrieved student to discuss their concern directly with the person responsible for the objectionable action.

If the student is uncomfortable making direct contact with the other individual or desires a confidential consultation about their concern, they may contact the ECE Associate Chair for Graduate Studies, the ECE Grievance Advisor, or the College of Engineering Assistant Dean for Graduate Affairs. These individuals work to resolve the concern while being sensitive to student confidentiality.

### Formal Written Complaint Process

Issues that are not resolved to the student's satisfaction may be pursued at the student's discretion by submitting a written complaint to the ECE Grievance Advisor. The steps described below are based on the Definition and Procedure section of the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) Grievance Procedure.

Step One: The grievant must file a written statement with the ECE Grievance Advisor specifying the grievant's name, a clear and concise statement of the grievance and the issue(s) involved, the date(s) the incident or violation took place and the specific departmental, college, or university policies involved, and the relief sought. The grievance shall be signed and dated by the grievant(s) and representative (if any).

Within twenty (20) days of receipt of the written grievance, the ECE Grievance Advisor will meet with the grievant and their representative (if chosen) to hear the grievance and will return a written answer to the grievant and their representative (if chosen) no later than ten (10)

days after this meeting. This answer will include a copy of the grievance procedure appeal process timeline, a list of resources and relevant contact information for future steps.

Step Two: If the decision in Step One is not accepted by the grievant, the grievant shall have 10 days from receipt of the answer in Step One to file an appeal with the College of Engineering Assistant Dean for Graduate Affairs. The Assistant Dean for Graduate Affairs will meet with the grievant and their representative (if chosen) within twenty (20) days from receipt of the appeal of Step One and attempt to resolve the grievance. The Assistant Dean for Graduate Affairs will provide the grievant and their representative (if chosen) with a written response to the grievance no later than ten (10) days after this meeting.

Step Three: If the decision in Step Two is not accepted by the grievant, the grievant shall have 10 days from the receipt of the answer in Step Two to file an appeal with the Graduate School as described in Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

### OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING RESOURCES

UW–Madison, the College of Engineering, and ECE have an abundance of professional development opportunities for students to take advantage of in order to better prepare themselves for internships and job positions during and following their education. First of all, the ECE Department strongly encourages students to utilize the Graduate School's professional development resources (https://grad.wisc.edu/professional-development/). Engineering Career Services (ECS) (http://ecs.wisc.edu) hosts multiple career fairs each semester where students can directly interact with prospective employers, schedule interviews, and find internships and full-time jobs. ECS also maintains job listings and hosts a variety of professional development workshops each semester. The ECE Department provides unique opportunities throughout the year for students to attend and participate in various lectures, workshops, and trainings. The ECE Graduate Student Association (GSA) organizes professional development opportunities for fellow students. Students are made aware of events and opportunities via email and other communications.

# ELECTRICAL AND COMPUTER ENGINEERING: POWER ENGINEERING, MS

This is a named option in the Electrical and Computer Engineering MS (p. 699) that is offered in an online format.

The Master of Science Electrical and Computer Engineering: Power Engineering program will prepare you for leading-edge positions in industry in the areas of electric power, power electronics, motor drives, and electric machines.

UW–Madison's Power Engineering master's degree provides graduate students applicable and theoretical knowledge in power electronics, including alternative energy, through research and study of technological and conceptual innovations in electrical and computer engineering. Explore the curriculum for this program (p. 708).

The education you receive at UW–Madison is directly applicable to a career in industry and is suitable for a new or recent graduate, as well as experienced professionals who seek the necessary (re)training to change or advance their careers.

UW–Madison's Department of Electrical and Computer Engineering is recognized for excellence in research, instruction, and service to the profession. It ranks among the top electrical and computer engineering departments in national surveys, consistently producing talented graduates whose skills are highly respected throughout the nation and around the world.

The Wisconsin Electric Machines and Power Electronics Consortium (WEMPEC) (https://wempec.wisc.edu/) is a UW–Madison technology focus center sponsored by companies holding an interest in electric machines and power electronics. With a mission to provide education, research, and service, WEMPEC is a model program demonstrating strong interaction between university and industry.

UW–Madison's online engineering graduate programs are world-class degrees and consistently ranked in the Top 20 online engineering master's programs by *U.S. News & World Report*.

MS Power Engineering students cannot be simultaneously enrolled in another graduate program at UW–Madison while completing this program.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | July 1 |
| Spring Deadline | November 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

## ADMISSIONS PROCESS

Application steps are listed on the program's admissions webpage (https://interpro.wisc.edu/online-degree/electrical-engineering-power-engineering/#/apply).

## REQUIREMENTS

- A BS degree from a program accredited by ABET or the equivalent.
  - An electrical engineering major is preferred.
- A minimum undergraduate grade point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00. Applicants from an international institution must have a strong academic performance comparable to a 3.00 for an undergraduate or master's degree. All GPAs are based on a 4.00 scale. We use your institution's grading scale; do not convert your grades to a 4.00 scale.
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- International applicants must have a degree comparable to an approved US bachelor's degree.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Students in these programs cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with other academic programs at UW–Madison, please contact Interdisciplinary Professional Program's Student Services Department (studentservices@interpro.wisc.edu).

Program tuition information can be found on the program website (https://pdc.wisc.edu/degrees/electrical-engineering-power/).

### Scholarships

Learn about scholarship opportunities (https://scholarships.wisc.edu/).

### Employer Support

Many students receive some financial support from their employers. Often, students find it beneficial to sit down with their employer and discuss how this program applies to their current and future responsibilities. Other key points to discuss include how participation will not interrupt your work schedule.

### Federal Loans

Students who are U.S. citizens or permanent residents are eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the Fall and Spring semesters, and two credits during Summer. Private loans are also available. Learn more about financial aid (https://financialaid.wisc.edu/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | In order for courses to count toward your master's degree, students must satisfy the following grade and GPA requirements:<br><br>E C E Courses<br>• Grades of B or better are always acceptable.<br>• BC grades are acceptable if the cumulative GPA for graduate E C E classroom courses is equal to or greater than 3.0.<br>• Grades of C or lower are not acceptable.<br><br>Non-E C E Courses<br>• Grades of B or better are always acceptable.<br>• BC and C grades are acceptable if approved by the E C E Graduate Committee by way of an appeal.<br>• Any grade lower than a C is not acceptable.<br><br>Research and Independent Study Credits<br>• S grades are acceptable, while U grades are not.<br>• If it is letter-graded, only grades of B or better are acceptable. |
| Assessments and Examinations | A thesis, a project, or a specified course sequence must be completed, depending upon which degree plan the student follows. |
| Language Requirements | n/a |

## REQUIRED COURSES

Of the 30 credits required, a minimum of 21 credits must be Electrical and Computer Engineering (E C E (https://guide.wisc.edu/courses/e_c_e/)) courses numbered 400 and above. Of those 21 credits, at least 15 must come from the Power Engineering Course Options below, including at least 3 credits from courses numbered 500-599, and 6 credits from courses numbered 700 or above.

### Course Path

A maximum of 3 credits in E C E 699 Advanced Independent Study and 3 credits in E C E 999 Advanced Independent Study are allowed. E C E 790 Master's Research or similar research courses may not be used to satisfy the 30-credit requirement.

### Thesis or Project Path

Students must identify a faculty research advisor and complete a thesis or project paper under their direction. A minimum of 3 credits must be in E C E 790 Master's Research, and no more than 9 credits from any combination of E C E 699 Advanced Independent Study E C E 790 Master's Research or E C E 999 Advanced Independent Study may apply. A minimum of 15 credits of courses numbered 700 or above are required.

### Power Engineering Course Options

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| Choose at least 15 credits from the following courses, including at least 3 credits from courses numbered 500-599, and 6 credits from courses numbered 700 or above. | | |
| E C E 411 | Introduction to Electric Drive Systems [1] | 3 |
| E C E 412 | Power Electronic Circuits [1] | 3 |
| E C E 427 | Electric Power Systems | 3 |
| E C E/M E 441 | Kinematics, Dynamics, and Control of Robotic Manipulators | 3 |
| M E 446 | Introduction to Feedback Control [1] | 3 |
| M E 447 | Computer Control of Machines and Processes | 3 |
| E C E 504 | Electric Machine & Drive System Laboratory | 3 |
| E C E 512 | Power Electronics Laboratory | 3 |
| E C E/COMP SCI/ M E 532 | Matrix Methods in Machine Learning | 3 |
| E C E 711 | Dynamics and Control of AC Drives [1] | 3 |
| E C E 712 | Solid State Power Conversion [1] | 3 |

| | | |
|---|---|---|
| E C E 714 | Utility Application of Power Electronics | 3 |
| M E 746 | Dynamics of Controlled Systems | 3 |
| or E C E/M E 732 | Dynamics of Controlled Systems | |
| M E 747 | Advanced Computer Control of Machines and Processes | 3 |
| or E C E/M E 733 | Advanced Computer Control of Machines and Processes | |
| E C E/COMP SCI/ E M A/E P/M E 759 | High Performance Computing for Applications in Engineering | 3 |
| E C E 901 | Special Topics in Electrical and Computer Engineering | 1-3 |
| **Research and Independent Study Courses** | | |
| *Course Path* | | |
| Students in the course path may complete a maximum of 3 credits each of the following courses: [2] | | |
| E C E 699 | Advanced Independent Study | 3 |
| E C E 999 | Advanced Independent Study | 3 |
| *Thesis or Project Path* | | |
| Students in the thesis or project path must complete a minimum of 3 credits of the following: | | |
| E C E 790 | Master's Research | 3 |
| No more than 9 credits from any combination of the following: | | 0-9 |
| E C E 699 | Advanced Independent Study | |
| E C E 790 | Master's Research | |
| E C E 999 | Advanced Independent Study | |

[1] These courses may be completed via the Capstone Certificate in Power Conversion and Control (https://guide.wisc.edu/nondegree/capstone/power-conversion-control-capstone-certificate/).

[2] Students in the course path may not take E C E 790 Master's Research

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

An academic advisor will be assigned to newly-admitted students. Students who want to pursue research must secure a research advisor who matches their research area and agrees to supervise their research. A research advisor is not guaranteed.

## CREDITS PER TERM ALLOWED

15 credits (most students take 3 credits per term)

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)

- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### ECE Grievance Procedures

The ECE Department, College of Engineering, and University of Wisconsin offer multiple avenues to resolve unfair or inappropriate treatment by faculty, staff, or another student. This includes hostile and intimidating research group climate, authorship disputes, unreasonable expectations, and disrespectful behavior. The manner in which the grievance is handled depends on the nature of the issue and specific concerns of the aggrieved student. Graduate Assistants in TA, PA and/or RA appointments may utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues. Examples of matters appropriate for the GAPP grievance process include allegations of excessive work hours, violations of sick days or vacation policies, or disputes regarding the assignment of duties.

In some cases the best approach is for the aggrieved student to discuss their concern directly with the person responsible for the objectionable action.

If the student is uncomfortable making direct contact with the other individual or desires a confidential consultation about their concern, they may contact the ECE Associate Chair for Graduate Studies, the ECE Grievance Advisor, or the College of Engineering Assistant Dean for Graduate Affairs. These individuals work to resolve the concern while being sensitive to student confidentiality.

Change of advisor

Students who believe they are in a research environment that fails to meet ECE and College of Engineering standards for climate and culture should contact the ECE Associate Chair for Graduate Studies, the ECE Grievance Advisor, or the College of Engineering Assistant Dean for Graduate Affairs for additional consultation. They will work with the student to explore alternate advising arrangements and ensure continuity of financial support should the student need to leave the research group. Note that immigration status is NOT tied to a specific research advisor.

Formal Written Complaint Process

Issues that are not resolved to the student's satisfaction may be pursued at the student's discretion by submitting a written complaint to the ECE Grievance Advisor. The steps described below are based on the Definition and Procedure section of the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) Grievance Procedure.

Step One: The grievant must file a written statement with the ECE Grievance Advisor specifying the grievant's name, a clear and concise statement of the grievance and the issue(s) involved, the date(s) the incident or violation took place and the specific departmental, college, or university policies involved, and the relief sought. The grievance shall be signed and dated by the grievant(s) and representative (if any).

Within twenty (20) days of receipt of the written grievance, the ECE Grievance Advisor will meet with the grievant and their representative (if chosen) to hear the grievance and will return a written answer to the grievant and their representative (if chosen) no later than ten (10) days after this meeting. This answer will include a copy of the grievance procedure appeal process timeline, a list of resources and relevant contact information for future steps.

Step Two: If the decision in Step One is not accepted by the grievant, the grievant shall have 10 days from receipt of the answer in Step One to file an appeal with the College of Engineering Assistant Dean for Graduate Affairs. The Assistant Dean for Graduate Affairs will meet with the grievant and their representative (if chosen) within twenty (20) days from receipt of the appeal of Step One and attempt to resolve the grievance. The Assistant Dean for Graduate Affairs will provide the grievant and their representative (if chosen) with a written response to the grievance no later than ten (10) days after this meeting.

Step Three: If the decision in Step Two is not accepted by the grievant, the grievant shall have 10 days from the receipt of the answer in Step Two to file an appeal with the Graduate School as described in Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

## OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## COLLEGE OF ENGINEERING RESOURCES

The Interdisciplinary Professional Programs office in the College of Engineering offers a number of professional development opportunities in the form of short courses, certificates, and custom courses designed to enhance professional growth and provide opportunities for career advancement. Learn more about our professional development o (https://interpro.wisc.edu/courses/)fferings (https://interpro.wisc.edu/courses/).

## DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING RESOURCES

UW–Madison, the College of Engineering, and ECE have an abundance of professional development opportunities for students to take advantage of in order to better prepare themselves for internships

and job positions during and following their education. First of all, the ECE Department strongly encourages students to utilize the Graduate School's professional development resources (https://grad.wisc.edu/professional-development/). Engineering Career Services (ECS) (http://ecs.wisc.edu) hosts multiple career fairs each semester where students can directly interact with prospective employers, schedule interviews, and find internships and full-time jobs. ECS also maintains job listings and hosts a variety of professional development workshops each semester. The ECE Department provides unique opportunities throughout the year for students to attend and participate in various lectures, workshops, and trainings. The ECE Graduate Student Association (GSA) organizes professional development opportunities for fellow students. Students are made aware of events and opportunities via email and other communications.

# ELECTRICAL AND COMPUTER ENGINEERING: PROFESSIONAL, MS

This is a named option in the Electrical and Computer Engineering MS (p. 699).

The Electrical and Computer Engineering Department (ECE) offers the Electrical and Computer Engineering MS-Professional named option program for students looking for an advanced entry into industrial electrical engineering.

It is designed to deepen the student's technical knowledge and sharpen their professional skills for a well-prepared entry into industry. The program provides a practical focus through a course-only curriculum, an accelerated and predictable 16-month completion time, and a professional development component. Well-prepared students and UW–Madison undergraduates may find it feasible to complete the program in 12 months.

The student, in consultation with an academic advisor, will choose courses that align well academically and target their career interests. When applying for the ECE MS-Professional program, students are required to choose an area of emphasis: Computer Engineering, Electromagnetic Fields and Waves, Solid State and Photonics, Energy and Power Systems, or a specified curriculum path of their own design. The coursework is customized based on the student's technical interests and is taught by faculty conducting cutting-edge research in their respective fields. The goal of the student's studies is to expand their knowledge in new technologies, design methods, and analysis techniques. The combined focus on technical skills and professional development will prepare graduates to assume leadership positions in industry.

The focus of the Professional program differs from the traditional research-based MS program. MS-Professional students do not conduct independent research and prepare a thesis, but rather have an accelerated course plan in a specialty area with a professional development component, either via an internship/co-op, an independent project, or through courses from Engineering Professional Development. If you are interested in research and advanced concept development, you are better served pursuing a research-based MS program or a PhD program. If you want to complete your degree **within 16 months** and enter the workforce, then the MS-Professional program is right for you.

MS-Professional students cannot be simultaneously enrolled in another graduate program at UW–Madison while completing this program.

After completing the program, students will earn a diploma stating "Master of Science in Electrical and Computer Engineering," and the transcript will include the indication "Named Option: Professional."

For more information on this specific degree plan, please visit the program website (https://advanceyourcareer.wisc.edu/degrees/electrical-engineering/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## DEADLINE

Please submit all your application materials before the fall deadline to ensure full review of your application. Applications submitted after the above deadline through April 15 will be considered if space is still available. To check if space is available, please email: ecegradadmission@engr.wisc.edu.

## APPLICATION REQUIREMENTS

A submitted online application (https://grad.wisc.edu/apply/) is required, consisting of:

- Resume/CV.
- Statement of purpose detailing why the applicant wishes to pursue further education in Electrical and Computer Engineering. If the applicant's degree is in another discipline, it is recommended to discuss relevant coursework taken in your area of interest that will prepare you for graduate-level Electrical and Computer Engineering (E C E) (https://guide.wisc.edu/courses/e_c_e/) courses. See the

suggested guidelines provided by the Graduate School (https://grad.wisc.edu/apply/prepare/).
- Most up to date unofficial transcript(s) from all previous higher education institutions, regardless of whether or not a degree was earned (official transcripts are requested of only recommended applicants); international academic records must be in the original language accompanied by an official English translation.
- Test scores as detailed above.
- Three letters of recommendation are required from people who can accurately judge the applicant's academic and/or work performance. Letters of recommendation are submitted electronically to graduate programs through the online application. See the Graduate School for FAQs regarding letters of recommendation. Letters of recommendation are due by the deadline listed above.

Information about the application fee may be found in the Graduate School FAQs (https://grad.wisc.edu/apply/). Fee grants are available through the conditions outlined by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

Applications must be entirely complete by the deadline, including test scores and letters of recommendation. Please note that it is highly advised to take the GRE and English proficiency tests well in advance of the application deadline in order to ensure time for receiving and processing of the scores. Please do not mail any paper copies of application materials, except IELTS scores. They will not be reviewed.

Information for international applicants, including proof of funding and visa information, can be found on the International Student Services (https://iss.wisc.edu/students/admissions/) website.

The department welcomes applications from scientific, engineering, and mathematical disciplines other than Electrical and Computer Engineering.

## REENTRY ADMISSIONS

If you were previously enrolled as a graduate student at UW–Madison, but have had a break in enrollment for at least one fall or spring semester, you will need to apply to resume your studies.

For applicants previously enrolled in a graduate program other than Electrical and Computer Engineering, you must complete a new online application, including all materials, for admission.

For applicants previously enrolled in Electrical and Computer Engineering as a graduate student, you must complete a reentry application. Reentry applicants may apply for the fall term with a deadline of June 1.

In order to apply as a reentry applicant, you must:

- complete the online application (https://grad.wisc.edu/apply/), including the personal information section, program and term selection, and supplementary application;
- Provide the following documents to the Electrical and Computer Engineering Graduate Admissions Team (email located in contact information box)
  - CV/Resume
  - Statement of Purpose
  - Any new unofficial transcripts from previous higher education institutions
  - Three letters of recommendation if the break in enrollment equals or is greater than four semesters (fall, spring). Letters of recommendation should be emailed directly from the recommender

## CURRENT GRADUATE STUDENT ADMISSIONS

Applicants currently enrolled as a graduate student at UW-Madison, whether in or other than Electrical and Computer Engineering, wishing to apply to this degree program should contact the Electrical and Computer Engineering Graduate Admissions Team (email located in contact information box) to inquire about the process and respective deadlines several months in advance of the anticipated enrollment term. Applicants currently enrolled may apply to change or add programs for any term (fall, spring, or summer).

## QUESTIONS

Please review the frequently asked questions (https://grad.wisc.edu/apply/) answered by the Graduate School.

If you have any admissions questions, please do not hesitate to contact the Electrical and Computer Engineering Graduate Admissions Team (email located in contact information box).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

### Federal Loans

Students who are U.S. citizens or permanent residents may be eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least 4 credits during the fall and spring semesters, and 2 credits during summer. Private loans are also available. Learn more about financial aid at this website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information on International Student Funding and Scholarships, visit the ISS website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 23 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | 1. A grade of B or better in any course is acceptable.<br>2. A grade of BC in an E C E course is acceptable, provided the total cumulative GPA for E C E courses is greater than or equal to 3.00.<br>3. A grade of BC or C in a non-E C E course is acceptable only if approved by the Graduate Committee. |
| Assessments and Examinations | n/a |
| Language Requirements | Non-native speakers of English who enroll in the MS program must take the ESLAT test on arrival at the university and then take any recommended courses based on the exam results. In addition, if a student's advisor believes that his or her technical writing ability needs improvement, the student may be required to undertake remedial work. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| E C E 610 | Seminar in Electrical and Computer Engineering | 1 |
| **Electrical and Computer Engineering (numbered 400 or above)** | | |
| Complete at least 20 credits of E C E coursework numbered 400 or above. Approved graduate or undergraduate transfer credits in ECE courses may count toward this requirement. | | 20 |
| *Curriculum Path* [1] | | |
| Complete at least 12 credits from one of the sample curriculum paths below. Students may take courses from combinations of different paths to create custom degrees that are well-aligned with their professional goals with advisor approval (please keep an email record of approvals). | | |
| **Additional Coursework** | | |
| Complete additional coursework (see below for options) | | 9 |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Computer Engineering Sample Curriculum Path

| Code | Title | Credits |
|---|---|---|
| **Networking and Security** | | |
| Select 12 credits from the following: | | |
| E C E 537 | Communication Networks | 3 |
| E C E/ COMP SCI 707 | Mobile and Wireless Networking | 3 |
| E C E 736 | Wireless Communications | 3 |
| E C E 751 | Embedded Computing Systems | 3 |
| E C E 753 | Fault-Tolerant Computing | 3 |
| E C E/ COMP SCI 763 | Trustworthy Artificial Intelligence | 3 |
| E C E/ COMP SCI 782 | Advanced Computer Security and Privacy | 3 |
| COMP SCI 537 | Introduction to Operating Systems | 4 |
| COMP SCI 642 | Introduction to Information Security | 3 |

| Code | Title | Credits |
|---|---|---|
| **CAD for Digital Electronic Systems** | | |
| Select 12 credits from the following: | | |
| E C E 541 | Analog MOS Integrated Circuit Design | 3 |
| E C E 551 | Digital System Design and Synthesis | 3 |
| E C E 553 | Testing and Testable Design of Digital Systems | 3 |
| E C E 555 | Digital Circuits and Components | 3 |
| E C E 556 | Design Automation of Digital Systems | 3 |
| E C E 751 | Embedded Computing Systems | 3 |

| | | |
|---|---|---|
| E C E/ COMP SCI 755 | VLSI Systems Design | 3 |
| E C E 756 | Computer-Aided Design for VLSI | 3 |
| E C E/COMP SCI/ E M A/E P/M E 759 | High Performance Computing for Applications in Engineering | 3 |

| Code | Title | Credits |
|---|---|---|
| **Computer Architecture and Embedded Systems** | | |
| Select 12 credits from the following: | | |
| E C E 541 | Analog MOS Integrated Circuit Design | 3 |
| E C E 551 | Digital System Design and Synthesis | 3 |
| E C E/ COMP SCI 552 | Introduction to Computer Architecture | 3 |
| E C E 553 | Testing and Testable Design of Digital Systems | 3 |
| E C E 555 | Digital Circuits and Components | 3 |
| E C E/ COMP SCI 750 | Real-time Computing Systems | 3 |
| E C E 751 | Embedded Computing Systems | 3 |
| E C E/ COMP SCI 752 | Advanced Computer Architecture I | 3 |
| E C E 753 | Fault-Tolerant Computing | 3 |
| E C E/ COMP SCI 755 | VLSI Systems Design | 3 |
| E C E/ COMP SCI 757 | Advanced Computer Architecture II | 3 |
| E C E/COMP SCI/ E M A/E P/M E 759 | High Performance Computing for Applications in Engineering | 3 |
| COMP SCI 537 | Introduction to Operating Systems | 4 |
| COMP SCI 758 | Advanced Topics in Computer Architecture | 3 |

## E&M Fields and Waves Sample Curriculum Path

| Code | Title | Credits |
|---|---|---|
| Select 12 credits from the following: | | |
| E C E 447 | Applied Communications Systems | 3 |
| E C E 545 | Advanced Microwave Measurements for Communications | 3 |
| E C E 547 | Advanced Communications Circuit Design | 3 |
| E C E 740 | Electromagnetic Theory | 3 |
| E C E 742 | Computational Methods in Electromagnetics | 3 |
| E C E 744 | Theory of Microwave Circuits and Devices | 3 |
| E C E/PHYSICS 748 | Linear Waves | 3 |
| E C E/N E/ PHYSICS 749 | Coherent Generation and Particle Beams | 3 |
| E C E 841 | Antennas | 3 |

## Energy and Power Systems Sample Curriculum Path [2]

| Code | Title | Credits |
|---|---|---|
| **Electric Machines and Drives** | | |
| Select 12 credits from the following: | | |
| E C E 411 | Introduction to Electric Drive Systems | 3 |
| E C E 412 | Power Electronic Circuits | 3 |
| E C E 427 | Electric Power Systems | 3 |
| E C E 504 | Electric Machine & Drive System Laboratory | 3 |
| E C E 511 | Theory and Control of Synchronous Machines | 3 |
| E C E 711 | Dynamics and Control of AC Drives | 3 |
| E C E 713 | Electromagnetic Design of AC Machines | 3 |

| Code | Title | Credits |
|---|---|---|
| **Power Electronics** | | |
| Select 12 credits from the following: | | |
| E C E 411 | Introduction to Electric Drive Systems | 3 |
| E C E 412 | Power Electronic Circuits | 3 |
| E C E 427 | Electric Power Systems | 3 |
| E C E 512 | Power Electronics Laboratory | 3 |
| E C E 711 | Dynamics and Control of AC Drives | 3 |
| E C E 712 | Solid State Power Conversion | 3 |
| E C E 714 | Utility Application of Power Electronics | 3 |

| Code | Title | Credits |
|---|---|---|
| **Power Systems** | | |
| Select 12 credits from the following: | | |
| E C E 411 | Introduction to Electric Drive Systems | 3 |
| E C E 412 | Power Electronic Circuits | 3 |
| E C E 427 | Electric Power Systems | 3 |
| E C E 511 | Theory and Control of Synchronous Machines | 3 |
| E C E/COMP SCI/ I SY E 524 | Introduction to Optimization | 3 |
| E C E 714 | Utility Application of Power Electronics | 3 |
| E C E 723 | On-Line Control of Power Systems | 3 |
| E C E 731 | Advanced Power System Analysis | 3 |

[2] The on-campus program, not the online MSEE Power Engineering program.

## Solid State/Photonics Sample Curriculum Path

| Code | Title | Credits |
|---|---|---|
| **Semiconductor Device and Fabrication Technology** | | |
| Select 12 credits from the following: | | |
| E C E 445 | Semiconductor Physics and Devices | 3 |
| E C E/N E 528 | Plasma Processing and Technology | 3 |
| E C E 541 | Analog MOS Integrated Circuit Design | 3 |
| E C E 542 | Introduction to Microelectromechanical Systems | 3 |
| E C E 548 | Integrated Circuit Design | 3 |

| | | |
|---|---|---|
| E C E 549 | Integrated Circuit Fabrication Laboratory | 4 |
| E C E 745 | Solid State Electronics | 3 |
| E C E/M E 767 | Thermal Electromagnetic Radiation | 3 |
| E C E 845 | Transport in Semiconductor Devices | 3 |

| Code | Title | Credits |
|---|---|---|
| **Photonics Technology** | | |
| Select 12 credits from the following: | | |
| E C E 434 | Photonics | 3 |
| E C E 466 | Electronics of Solids | 3 |
| E C E 536 | Integrated Optics and Optoelectronics | 3 |
| E C E 740 | Electromagnetic Theory | 3 |
| E C E 741 | Semiconductor Diode Lasers and other Optoelectronic Devices | 3 |
| E C E 742 | Computational Methods in Electromagnetics | 3 |
| E C E 747 | Nanophotonics | 3 |

### Professional Development Activities

Students are strongly encouraged to participate in professional development activities such as those below:

- With assistance from Engineering Career Services, obtain a summer internship and enroll in E C E 702 Graduate Cooperative Education Program.
- Enroll in the summer course INTEREGR 601 Topics in Interdisciplinary Engineering.
- Enroll in online "Engineering Professional Development" courses.

## ADDITIONAL COURSEWORK

| Code | Title | Credits |
|---|---|---|
| Complete additional courses from the curriculum paths above. | | |
| Complete up to 2 credits of E C E 702 Graduate Cooperative Education Program with advisor approval. | | |
| Complete up to 3 credits of E C E 699 Advanced Independent Study or equivalent in another department with advisor approval. | | |
| Complete up to 3 credits of E C E 601 Special Topics in Electrical and Computer Engineering or E C E 901 Special Topics in Electrical and Computer Engineering. They may be used towards a curriculum path with advisor approval. | | |
| Complete up to 9 credits of relevant coursework numbered 300 or above in other departments with advisor approval | | |
| **Other Course Requirements** | | |
| No more than 3 credits of ESL courses count toward the degree. ESL courses must be numbered 300 or above. | | |
| Thesis credits are not allowed (E C E 790 or E C E 890 or E C E 990). | | |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

With program approval, UW-Madison courses numbered 400 or above may be transferred to fulfill the minimum credit requirement, or E C E (https://guide.wisc.edu/courses/e_c_e/) courses numbered 700 or above can be transferred to fulfill the minimum graduate coursework (50%) requirement. No credits can be applied to fulfill the minimum residence credit requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

With program approval, credits from other institutions numbered 300 or above outside of E C E (https://guide.wisc.edu/courses/e_c_e/) or 400 level or above within E C E (https://guide.wisc.edu/courses/e_c_e/) can be transferred to fulfill the minimum credit requirement. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. Prior coursework transfers will be assessed on a case-by-case basis by the program. These credits cannot satisfy the 50% graduate coursework minimum nor the minimum residence credit requirement. To request evaluation of prior coursework, please contact the Graduate Student Services Coordinator. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer coursework numbered 400 or above, taken as a UW–Madison University Special student, toward the minimum credit requirement. Courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation may be applied toward the minimum graduate coursework (50%) designation. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

(Up to 7 credits total of prior coursework can be used from the categories above.)

## PROBATION

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

## ADVISOR / COMMITTEE

A faculty advisor will be assigned in the student's curriculum area of interest. The faculty advisor assists with course selection and academic planning.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students are expected to complete the degree requirements and graduate within 3 academic semesters.

Otherwise, refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### ECE Grievance Procedures

#### Exceptions, Extensions, and Appeals

Petitions for exceptions to academic requirements are considered on an individual case-by-case basis and granted exceptions do not constitute a precedent. Deviations from established policies are strongly discouraged, but certain extenuating academic and personal circumstances may warrant exceptions. Petitions for course exceptions/substitutions, exceptions to the Satisfactory Progress Expectations (academic or conduct), or other policy exceptions shall be directed to the ECE Graduate Committee, and in some circumstances to the appropriate program coordinator. The following procedures apply to all petitions:

1. Student must first consult with their advisor(s).
2. Student is advised to also consult with the ECE Graduate Student Services Coordinator for additional advice.
3. Student and advisor(s) must both submit written documentation requesting and explaining the petition to the ECE Graduate Student Services Coordinator:
4. Identify the specific requirement/rule/expectation pertinent to the petition;
5. Explain the rationale for petition and why it should be granted;
6. Advisor(s) must support the petition.

The ECE Graduate Student Services Coordinator will forward the petition to the ECE Graduate Committee and appropriate program coordinator for adjudication. Student and advisor(s) will be notified of the ECE Graduate Committee's decision and the note will be placed in the student's file.

Please note that petitions for exceptions to clearly-defined program rules are rarely approved by the ECE Graduate Committee.

#### Progress Requirements

The ECE Graduate Committee may grant extensions to normal progress requirements in circumstances such as childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Petitions for extensions should provide evidence of plans and ability to return to conformance with program expectations and to acceptably complete the program. Extensions beyond one semester will be granted only in the event of highly extraordinary circumstances. Extensions will be recorded with a note of explanation placed in the student's file.

Students desiring confidentiality of their circumstances should consult with the Associate Chair for Graduate Studies.

#### Appeal of Previous Decisions

Appeals of ECE Graduate Committee decisions may be pursued regarding any academic issue, including exceptions to program requirements, progress requirements, AGS and Qualifying Exam decisions. Appeals will only be considered if the student provides new information that was not available to the ECE Graduate Committee at the time the original decision was made. Appeals must be submitted within one month of the date the student was notified of the ECE Graduate Committee action being appealed.

If the student believes their appeal was not appropriately handled or resolved by the ECE Department, the student may further appeal to the College of Engineering by contacting the Assistant Dean for Graduate Affairs. Such appeals must be submitted within one month of the date the student was notified of the ECE Graduate Committee denial.

### Grievances

The ECE Department, College of Engineering, and University of Wisconsin offer multiple avenues to resolve unfair or inappropriate treatment by

faculty, staff, or another student. This includes hostile and intimidating research group climate, authorship disputes, unreasonable expectations, and disrespectful behavior. The manner in which the grievance is handled depends on the nature of the issue and specific concerns of the aggrieved student. Graduate Assistants in TA, PA and/or RA appointments may utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues. Examples of matters appropriate for the GAPP grievance process include allegations of excessive work hours, violations of sick days or vacation policies, or disputes regarding the assignment of duties.

In some cases the best approach is for the aggrieved student to discuss their concern directly with the person responsible for the objectionable action.

If the student is uncomfortable making direct contact with the other individual or desires a confidential consultation about their concern, they may contact the ECE Associate Chair for Graduate Studies, the ECE Grievance Advisor, or the College of Engineering Assistant Dean for Graduate Affairs. These individuals work to resolve the concern while being sensitive to student confidentiality.

**Formal Written Complaint Process**

Issues that are not resolved to the student's satisfaction may be pursued at the student's discretion by submitting a written complaint to the ECE Grievance Advisor. The steps described below are based on the Definition and Procedure section of the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) Grievance Procedure.

Step One: The grievant must file a written statement with the ECE Grievance Advisor specifying the grievant's name, a clear and concise statement of the grievance and the issue(s) involved, the date(s) the incident or violation took place and the specific departmental, college, or university policies involved, and the relief sought. The grievance shall be signed and dated by the grievant(s) and representative (if any).

Within twenty (20) days of receipt of the written grievance, the ECE Grievance Advisor will meet with the grievant and their representative (if chosen) to hear the grievance and will return a written answer to the grievant and their representative (if chosen) no later than ten (10) days after this meeting. This answer will include a copy of the grievance procedure appeal process timeline, a list of resources and relevant contact information for future steps.

Step Two: If the decision in Step One is not accepted by the grievant, the grievant shall have 10 days from receipt of the answer in Step One to file an appeal with the College of Engineering Assistant Dean for Graduate Affairs. The Assistant Dean for Graduate Affairs will meet with the grievant and their representative (if chosen) within twenty (20) days from receipt of the appeal of Step One and attempt to resolve the grievance. The Assistant Dean for Graduate Affairs will provide the grievant and their representative (if chosen) with a written response to the grievance no later than ten (10) days after this meeting.

Step Three: If the decision in Step Two is not accepted by the grievant, the grievant shall have 10 days from the receipt of the answer in Step Two to file an appeal with the Graduate School as described in Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

## OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING RESOURCES

UW–Madison, the College of Engineering, and ECE have an abundance of professional development opportunities for students to take advantage of in order to better prepare themselves for internships and job positions during and following their education. First of all, the ECE Department strongly encourages students to utilize the Graduate School's professional development resources (https://grad.wisc.edu/professional-development/). Engineering Career Services (ECS) (http://ecs.wisc.edu) hosts multiple career fairs each semester where students can directly interact with prospective employers, schedule interviews, and find internships and full-time jobs. ECS also maintains job listings and hosts a variety of professional development workshops each semester. The ECE Department provides unique opportunities throughout the year for students to attend and participate in various lectures, workshops, and trainings. The ECE Graduate Student Association (GSA) organizes professional development opportunities for fellow students. Students are made aware of events and opportunities via email and other communications.

# ELECTRICAL AND COMPUTER ENGINEERING: RESEARCH, MS

This is a named option in the Electrical and Computer Engineering MS (p. 699).

The Electrical and Computer Engineering (ECE) Department offers the Electrical and Computer Engineering MS-Research named option program which emphasizes the enhancement of professional knowledge and research techniques.

The MS-Research program is intended for students who seek training in research and advanced concept development, and who want to pursue an in-depth research project with a faculty member. Students desiring the highest level of research training should apply to a PhD program; often a MS-Research degree is earned along the way to a PhD degree.

A distinguishing feature of the MS-Research program, in comparison to ECE's other master's degree programs, is the preparation of a thesis or a project report based on a research problem. The MS-Research program typically takes 24 months to complete.

After completing the program, students will earn a diploma stating "Master of Science in Electrical and Computer Engineering" and the transcript will include the indication "Named Option: Research."

For more information on this specific degree plan, please visit the ECE website (https://engineering.wisc.edu/programs/degrees/electrical-and-computer-engineering-research-ms/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION REQUIREMENTS

### Application Materials

Each application must include the following:

- Graduate school application (https://grad.wisc.edu/apply/)
  - Supplemental application - subsection of Graduate school application
    Specifying research interest area and proposed faculty advisor
- Unofficial transcripts*
- Statement of purpose (see the suggested guidelines (https://grad.wisc.edu/apply/prepare/))
- Resume/CV
- English Proficiency Score (if required - minimum scores and exemptions (https://grad.wisc.edu/apply/requirements/))
- Three letters of recommendation
- Application fee

*Most up to date unofficial transcript(s) from all previous higher education institutions, regardless of whether or not a degree was earned; international academic records must be in the original language accompanied by an official English translation. *Do not submit credential evaluation service documents such as WES. These do not count as English translations.*

Applications must be entirely complete by the deadline, including unofficial transcripts, unofficial proficiency scores and letters of recommendation. Once, an application is submitted, it cannot be changed. Official transcripts and scores are only requested once an applicant is recommended for admission. Please note that it is highly advised to take English proficiency tests well in advance of the application deadline in order to ensure time for receiving and processing of the scores. Please do not mail any paper copies of application materials, except IELTS scores.

### Prior Degrees

The department welcomes applications from scientific, engineering, and mathematical disciplines other than Electrical and Computer Engineering.

### GPA

The minimum GPA to be reviewed by the admission committee is 3.0/4.0.

### Funding

When an applicant submits an application, they are automatically also put in the pool to be considered for TA funding from the department. Funding decisions come directly from faculty members. However, funding is limited and never guaranteed. *All admitted ECE MS-Research applicants should anticipate funding themselves*. Those selected for funding will be contacted separately and directly by Electrical and Computer Engineering faculty.

### Application Fee

A one-time application fee is **required**. The Electrical and Computer Engineering department does not offer fee grants to general applicants. In very specific circumstances, the Graduate school may provide a fee grant to **domestic** students if they meet specific criteria (https://grad.wisc.edu/apply/fee-grant/). Emails to the admissions department requesting a fee grant will be deprioritized.

### International Student Applicants

Information for international applicants, including proof of funding and visa information, can be found on the International Student Services (https://iss.wisc.edu/students/admissions/) website. You **do not** need to request an English proficiency waiver. English proficiency test score exemptions are automatically applied during application processing after submission.

## REENTRY ADMISSIONS

If you were previously enrolled as a graduate student at UW–Madison, but have had a break in enrollment for at least one fall or spring semester, you will need to apply to resume your studies.

For applicants previously enrolled in a graduate program other than Electrical and Computer Engineering, you must complete a new online application, including all materials, for admission.

For applicants previously enrolled in Electrical and Computer Engineering as a graduate student, you must complete a reentry application. Reentry applicants may apply for the fall term with a deadline of June 1.

In order to apply as a reentry applicant, you must complete the online application (https://grad.wisc.edu/apply/).

### Current Graduate Student Admissions

Applicants currently enrolled as a graduate student at UW-Madison, whether in or outside the department of Electrical and Computer

Engineering, wishing to apply to this degree program should first find an Electrical and Computer Engineering faculty member willing to serve as the MS-Research faculty advisor. Once an advisor has been identified, contact the Electrical and Computer Engineering Graduate Admissions Team (ecegradadmission@engr.wisc.edu) to inquire about the process to request a program change. Completed applications must be received by the Graduate Student Services Coordinator no later than **October 1** for transfers effective the following spring semester and **March 1** for transfers effective the following summer or fall term.

## QUESTIONS

Please review the frequently asked questions answered by the Graduate School here (https://grad.wisc.edu/apply/).

If you have any admissions questions that have not been answered above, contact the Electrical and Computer Engineering Graduate Admissions Team (email located in contact information box).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students in the ECE MS-Research program are eligible for assistantships from ECE and other departments.

### Research Assistantships (RA)

Students should contact professors in their area of interest. Professors decide whom they will appoint on their research grants.

### Teaching Assistantships (TA) and Grader Positions

Current graduate students may apply for teaching assistantships or hourly grader positions via the ECE TA/Grader Portal (https://apps.aims.wisc.edu/tagrader/default.aspx) (must have a NetID to access). If you are interested in applying for TA or grader position in a department other than ECE, please contact the respective department to ask about their own application process. Students currently holding a research assistant or fellowship position that are interested in teaching assistant positions should discuss options with their research advisor(s) before applying.

International students who are non-native English speakers are required to pass the SPEAK Test (https://esl.wisc.edu/ita-training/speak/) through the English as a Second Language Program on campus. Students wishing to take the SPEAK Test should contact the ECE TA Coordinator via e-mail to register for the exam.

### Project Assistantships (PA)

There are project assistant opportunities on campus for various purposes and departments and offices. Often announcements of openings are posted on TA/PA bulletin boards in Engineering Hall and on the UW Job Center webpage (http://www.jobcenter.wisc.edu/). You may also contact individual faculty members to inquire about possible opportunities.

### Fellowships

Information concerning fellowships is sent to graduate students via email from the department, faculty, and/or the Graduate School.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 23 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | 1. A grade of B or better in any course is acceptable.<br>2. A grade of BC in an E C E course is acceptable, provided the total cumulative GPA for E C E courses is greater than or equal to 3.00.<br>3. A grade of BC or C in a non-E C E course is acceptable only if approved by the Graduate Committee. |
| Assessments and Examinations | Students must complete either a thesis or project. Details about these two paths can be found below. |
| Language Requirements | Non-native speakers of English who enroll in the MS program must take the ESLAT test on arrival at the university and then take any recommended courses based on the exam results. In addition, if a student's advisor believes that his or her technical writing ability needs improvement, the student may be required to undertake remedial work. |

## REQUIRED COURSES

Non-Electrical and Computer Engineering (E C E) courses must be numbered 300 or above.

| Code | Title | Credits |
|---|---|---|
| **Specialization Courses** | | |
| At least 15 credits of courses numbered 700 or above. | | |
| **Departmental Courses** | | |
| At least 15 credits of Electrical and Computer Engineering (E C E) courses numbered 400 or above. | | |
| *Seminar* | | |
| One credit of seminar is required. | | |
| E C E 610 | Seminar in Electrical and Computer Engineering | |
| *Research* | | |
| At least 3 credits of research are required. These credits can be used toward the ECE and "Graduate 50%" coursework requirements. [1] | | |
| E C E 790 | Master's Research | |
| **Total Credits** [2] | | **30** |

1. Students admitted into the ECE PhD program can use E C E 890 Pre-Dissertator's Research to satisfy the E C E 790 Master's Research requirement. The combined number of credits in E C E 790 Master's Research, E C E 890 Pre-Dissertator's Research, E C E 699 Advanced Independent Study, and E C E 999 Advanced Independent Study applied toward the degree may not exceed nine credits.
2. Audited and courses taken pass-fail do not count toward the MS degree. Additionally, E C E 702 (https://guide.wisc.edu/search/?P=E%20C%20E%20702) Graduate Cooperative Education Program (co-op/internship), E C E 611 Introduction to Doctoral Research in Electrical & Computer Engineering Seminar, and E C E 990 (https://guide.wisc.edu/search/?P=E%20C%20E%20990) Dissertator's Research do not count toward the MS degree requirements.

Students must choose one of the paths of study below to fulfill the requirements for the Research option degree:

### Thesis Path

At the conclusion of the research program, a thesis must be prepared. If the thesis is formally defended, then a thesis committee must consist of at least three members, two of whom must be graduate faculty or former graduate faculty up to one year after resignation or retirement. If there is no formal defense, the thesis only needs to be approved by the student's graduate faculty advisor.

If depositing through Memorial Library, the thesis must:

1. conform to Graduate School and library formats (https://grad.wisc.edu/current-students/masters-guide/#what-you-need-to-do), and
2. be filed with the Memorial Library where it is cataloged and stacked for future reference (if required by the master's thesis committee).

If submitting to Minds@UW, an electronic copy must be sent to the program's Graduate Student Services Coordinator, who will deposit it into Minds@UW, Department of Electrical and Computer Engineering Thesis Collection. The Minds@UW system (https://minds.wisconsin.edu/) will provide a permanent URL, safe long-term archiving and is indexed by Google, Google Scholar and other specialty academic search engines.

At the conclusion of the thesis, all grades of P (Progress) and I (Incomplete) are changed to either S (Satisfactory) or U (Unsatisfactory).

In the final semester, the student is **required** to check in with the program's Graduate Student Services Coordinator to start the degree warrant process by the announced deadline.

### Project Path

In the project path, students must complete a research project in consultation with a faculty advisor. At the conclusion of the project, a report is prepared. The research project is generally more limited in scope than a thesis and typically is not awarded as many credits. The report does not conform to Graduate School and library formats, but it must be typewritten. The student's advisor must approve the report. No library or Minds@UW copy is required, but a copy may be requested by the faculty.

In the final semester, the student is **required** to check in with the program's Graduate Student Services Coordinator to start the degree warrant process by the announced deadline.

### Seminar Requirement ( E C E 610)

All on-campus program graduate students must register for E C E 610 Seminar in Electrical and Computer Engineering during their first fall semester of graduate studies. MS-degree seeking students must complete one credit of E C E 610 in the fall semester of which they are entering the program. Students with a course conflict with E C E 610 may defer taking the seminar by one year with faculty advisor approval.

E C E 610 prepares students for success in graduate school and exposes them to areas within electrical and computer engineering as well as related fields, such as biotechnology, physics, computer science, mathematics, or business. Electrical and computer engineering is interdisciplinary in nature, so it is important that students be aware of advanced research and development in areas other than their own.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs

may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

With program approval, UW-Madison courses numbered 400 or above may be transferred to fulfill the minimum graduate degree credit requirement, or E C E (https://guide.wisc.edu/courses/e_c_e/) courses numbered 700 or above can be transferred to fulfill the minimum graduate coursework (50%) requirement. No credits can be applied toward the minimum residence credit requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

With program approval, credits from other institutions numbered 300 or above outside of E C E (https://guide.wisc.edu/courses/e_c_e/) or numbered 400 or above within E C E (https://guide.wisc.edu/courses/e_c_e/) can be transferred to
fulfill the minimum credit requirement. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. Prior coursework transfers will be assessed on a case-by-case basis by the program. These credits cannot satisfy the 50% graduate coursework minimum nor the minimum residence credit requirement. To request evaluation of prior coursework, please contact the Graduate Student Services Coordinator. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer coursework numbered 400 or above, taken as a UW–Madison University Special student, toward the minimum credit requirement. Courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation may be applied toward the minimum graduate coursework (50%) requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

(Up to 7 credits total of prior coursework can be used from the categories above.)

## PROBATION

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

## ADVISOR / COMMITTEE

A student's Electrical and Computer Engineering academic advisor assists the student in acquiring the highest level possible of knowledge and competence in their field. Academic advisors play a role in tracking the student's progress toward degree completion, assisting with course selection and academic planning, and helping students identify possible research mentors, committee members, and opportunities

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### ECE Grievance Procedures

#### Exceptions, Extensions, and Appeals

Petitions for exceptions to academic requirements are considered on an individual case-by-case basis and granted exceptions do not constitute a precedent. Deviations from established policies are strongly discouraged, but certain extenuating academic and personal circumstances may warrant exceptions. Petitions for course exceptions/substitutions, exceptions to the Satisfactory Progress Expectations (academic or conduct), or other policy exceptions shall be directed to the ECE Graduate Committee, and in some circumstances to the appropriate program coordinator. The following procedures apply to all petitions:

1. Student must first consult with their advisor(s).
2. Student is advised to also consult with the ECE Graduate Student Services Coordinator for additional advice.
3. Student and advisor(s) must both submit written documentation requesting and explaining the petition to the ECE Graduate Student Services Coordinator:
4. Identify the specific requirement/rule/expectation pertinent to the petition;
5. Explain the rationale for petition and why it should be granted;
6. Advisor(s) must support the petition.

The ECE Graduate Student Services Coordinator will forward the petition to the ECE Graduate Committee and appropriate program coordinator for adjudication. Student and advisor(s) will be notified of the ECE Graduate Committee's decision and the note will be placed in the student's file.

Please note that petitions for exceptions to clearly-defined program rules are rarely approved by the ECE Graduate Committee.

### Progress Requirements

The ECE Graduate Committee may grant extensions to normal progress requirements in circumstances such as childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Petitions for extensions should provide evidence of plans and ability to return to conformance with program expectations and to acceptably complete the program. Extensions beyond one semester will be granted only in the event of highly extraordinary circumstances. Extensions will be recorded with a note of explanation placed in the student's file.

Students desiring confidentiality of their circumstances should consult with the Associate Chair for Graduate Studies.

### Appeal of Previous Decisions

Appeals of ECE Graduate Committee decisions may be pursued regarding any academic issue, including exceptions to program requirements, progress requirements, AGS and Qualifying Exam decisions. Appeals will only be considered if the student provides new information that was not available to the ECE Graduate Committee at the time the original decision was made. Appeals must be submitted within one month of the date the student was notified of the ECE Graduate Committee action being appealed.

If the student believes their appeal was not appropriately handled or resolved by the ECE Department, the student may further appeal to the College of Engineering by contacting the Assistant Dean for Graduate Affairs. Such appeals must be submitted within one month of the date the student was notified of the ECE Graduate Committee denial.

## Grievances

The ECE Department, College of Engineering, and University of Wisconsin offer multiple avenues to resolve unfair or inappropriate treatment by faculty, staff, or another student. This includes hostile and intimidating research group climate, authorship disputes, unreasonable expectations, and disrespectful behavior. The manner in which the grievance is handled depends on the nature of the issue and specific concerns of the aggrieved student. Graduate Assistants in TA, PA and/or RA appointments may utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues. Examples of matters appropriate for the GAPP grievance process include allegations of excessive work hours, violations of sick days or vacation policies, or disputes regarding the assignment of duties.

In some cases the best approach is for the aggrieved student to discuss their concern directly with the person responsible for the objectionable action.

If the student is uncomfortable making direct contact with the other individual or desires a confidential consultation about their concern, they may contact the ECE Associate Chair for Graduate Studies, the ECE Grievance Advisor, or the College of Engineering Assistant Dean for Graduate Affairs. These individuals work to resolve the concern while being sensitive to student confidentiality.

### Change of advisor

Students who believe they are in a research environment that fails to meet ECE and College of Engineering standards for climate and culture should contact the ECE Associate Chair for Graduate Studies, the ECE Grievance Advisor, or the College of Engineering Assistant Dean for Graduate Affairs for additional consultation. They will work with the student to explore alternate advising arrangements and ensure continuity of financial support should the student need to leave the research group. Note that immigration status is NOT tied to a specific research advisor.

### Formal Written Complaint Process

Issues that are not resolved to the student's satisfaction may be pursued at the student's discretion by submitting a written complaint to the ECE Grievance Advisor. The steps described below are based on the Definition and Procedure section of the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) Grievance Procedure.

Step One: The grievant must file a written statement with the ECE Grievance Advisor specifying the grievant's name, a clear and concise statement of the grievance and the issue(s) involved, the date(s) the incident or violation took place and the specific departmental, college, or university policies involved, and the relief sought. The grievance shall be signed and dated by the grievant(s) and representative (if any).

Within twenty (20) days of receipt of the written grievance, the ECE Grievance Advisor will meet with the grievant and their representative (if chosen) to hear the grievance and will return a written answer to the grievant and their representative (if chosen) no later than ten (10) days after this meeting. This answer will include a copy of the grievance procedure appeal process timeline, a list of resources and relevant contact information for future steps.

Step Two: If the decision in Step One is not accepted by the grievant, the grievant shall have 10 days from receipt of the answer in Step One to file an appeal with the College of Engineering Assistant Dean for Graduate Affairs. The Assistant Dean for Graduate Affairs will meet with the grievant and their representative (if chosen) within twenty (20) days from receipt of the appeal of Step One and attempt to resolve the grievance. The Assistant Dean for Graduate Affairs will provide the grievant and their representative (if chosen) with a written response to the grievance no later than ten (10) days after this meeting.

Step Three: If the decision in Step Two is not accepted by the grievant, the grievant shall have 10 days from the receipt of the answer in Step Two to file an appeal with the Graduate School as described in Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

### OTHER

Funding is not guaranteed and applicants should be prepared to fund their degree. The department awards a small number of research assistantships, teaching assistantships, project assistantships, and fellowships each year. All applications are automatically considered for department funding.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING RESOURCES

UW–Madison, the College of Engineering, and ECE have an abundance of professional development opportunities for students to take advantage of in order to better prepare themselves for internships and job positions during and following their education. First of all, the ECE Department strongly encourages students to utilize the Graduate School's professional development resources (https://grad.wisc.edu/professional-development/). Engineering Career Services (ECS) (http://ecs.wisc.edu) hosts multiple career fairs each semester where students can directly interact with prospective employers, schedule interviews, and find internships and full-time jobs. ECS also maintains job listings and hosts a variety of professional development workshops each semester. The ECE Department provides unique opportunities throughout the year for students to attend and participate in various lectures, workshops, and trainings. The ECE Graduate Student Association (GSA) organizes professional development opportunities for fellow students. Students are made aware of events and opportunities via email and other communications.

# ELECTRICAL AND COMPUTER ENGINEERING, PHD

# INTRODUCTION TO COE AND ECE

PhD students in the College of Engineering (COE) are among an elite group of people who have chosen to advance their education at one of the premier engineering colleges in the country. The academic programs in UW–Madison's College of Engineering are highly ranked, and our faculty are widely recognized as leaders in their fields. Here you will find a community in which you will excel. You will find faculty, staff, and peer students who are supportive and committed to your success. You will find rigorous coursework that will prepare you to achieve your goals. You will experience an environment highly conducive to collaboration—and you will meet faculty with a broad range of research interests and connections both on campus and around the world.

The Department of Electrical and Computer Engineering has a long tradition of excellence in educating, mentoring, and inspiring future leaders; conducting research that is of vital importance to society; and serving Wisconsin, our nation, and the world through professional pursuits.

**Our Vision** is to improve the world through bold research, educational excellence, effective technology transfer, and impactful service.

**Our Mission** is to foster a diverse and inclusive community that advances the frontiers of engineering, disseminates discoveries and inventions, and prepares students to make the world a better place for all.

# PHD IN ELECTRICAL AND COMPUTER ENGINEERING

The ECE PhD degree program emphasizes creative and original approaches to solving problems through research activity. Research in the department spans several cross-cutting themes: data science, healthcare, mobile computing, security and infrastructure resilience, sensors and sensing, and sustainability. Specific areas of research expertise are: applied electromagnetics and acoustics; communications, networks, privacy and security; solid state electronics and quantum technologies; machine learning, signal processing and information theory; computer systems and architecture; plasma science and fusion energy; energy systems; optics and photonics, optimization and control. Students have the opportunity to pursue and perform PhD research within interdisciplinary cooperative projects.

The ECE doctoral program provides in-depth training in research and allows students multiple opportunities to publish, including the student's final dissertation. The ECE PhD program typically requires five years of study beyond the bachelor's degree, although the exact time to degree completion varies depending on research progress.

Students with a bachelor's degree may apply directly to the ECE PhD program. PhD students also have the opportunity to earn a MS-ECE: Research degree along the way to their PhD.

For more information on this specific degree plan, please visit the ECE website (https://engineering.wisc.edu/programs/degrees/electrical-and-computer-engineering-phd/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION REQUIREMENTS

### Application Materials

Each application must include the following:

- Graduate school application (https://grad.wisc.edu/apply/)
  - Supplemental application - subsection of Graduate school application
    Specifying research interest area and proposed faculty advisor
- Unofficial transcripts*
- Statement of purpose (see the suggested guidelines (https://grad.wisc.edu/apply/prepare/))
- Resume/CV
- English Proficiency Score (if required - minimum scores and exemptions (https://grad.wisc.edu/apply/requirements/))
- Three letters of recommendation
- Application fee

*Most up to date unofficial transcript(s) from all previous higher education institutions, regardless of whether or not a degree was earned; international academic records must be in the original language accompanied by an official English translation. *Do not submit credential evaluation service documents such as WES. These do not count as English translations.*

Applications must be entirely complete by the deadline, including unofficial transcripts, unofficial proficiency scores and letters of recommendation. Once, an application is submitted, it cannot be changed. Official transcripts and scores are only requested once an applicant is recommended for admission. Please note that it is highly advised to take English proficiency tests well in advance of the application deadline in order to ensure time for receiving and processing of the scores. Please do not mail any paper copies of application materials, except IELTS scores.

### Prior Degrees

The department welcomes applications from scientific, engineering, and mathematical disciplines other than Electrical and Computer Engineering. Applicants with a bachelor's degree may apply **directly** to the PhD program.

### GPA

The minimum GPA to be reviewed by the admission committee is 3.0/4.0.

### Funding

When an applicant submits an application, they are automatically also put in the pool to be considered for TA funding from the department. Funding decisions come directly from faculty members. Those selected for funding will be contacted separately and directly by Electrical and Computer Engineering faculty.

### Application Fee

A one-time application fee is required. The Electrical and Computer Engineering department does not offer fee grants to general applicants. In very specific circumstances, the Graduate school may provide a fee grant to domestic students if they meet specific criteria (https://grad.wisc.edu/apply/fee-grant/). Emails to the admissions department requesting a fee grant will be deprioritized.

### International Student Applicants

Information for international applicants, including proof of funding and visa information, can be found on the International Student Services (https://iss.wisc.edu/students/admissions/) website. You do not need to request an English proficiency waiver. English proficiency test scores exemptions are automatically applied during application processing after submission.

## REENTRY ADMISSIONS

If you were previously enrolled as a graduate student at UW–Madison but have had a break in enrollment for at least one fall or spring semester, you will need to apply to resume your studies.

For applicants previously enrolled in a graduate program other than Electrical and Computer Engineering, you must complete a new online application, including all materials, for admission.

For applicants previously enrolled in Electrical and Computer Engineering as a graduate student, you must complete a reentry application. Reentry applicants may apply for the fall term with a deadline of June 1.

In order to apply as a reentry applicant, you must complete the online application (https://grad.wisc.edu/apply/).

### Current Graduate Student Admissions

Applicants currently enrolled as a graduate student at UW-Madison, whether in or outside the department of Electrical and Computer Engineering, wishing to apply to this degree program should first find an Electrical and Computer Engineering faculty member willing to serve as the MS-Research faculty advisor. Once an advisor has been identified, contact the Electrical and Computer Engineering Graduate Admissions Team (ecegradadmission@engr.wisc.edu) to inquire about the process to request a program change. Completed applications must be received by the Graduate Student Services Coordinator no later than October 1 for transfers effective the following spring semester and March 1 for transfers effective the following summer or fall term.

## QUESTIONS

Please review the frequently asked questions answered by the Graduate School here (https://grad.wisc.edu/apply/).

If you have any admissions questions that have not been answered above, contact the Electrical and Computer Engineering Graduate Admissions Team (email located in contact information box).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

**PhD students entering the program in Fall 2019 or later will receive a financial support package at the time of admission that may include some combination of research and teaching assistantships, internal and external fellowships, and/or other sources.**

### Research Assistantships (RA)

Students should contact professors in their area of interest. Professors decide whom they will appoint on their research grants.

### Teaching Assistantships (TA) and Grader Positions

Current graduate students may apply for teaching assistantships or hourly grader positions via the ECE TA/Grader Portal (https://apps.aims.wisc.edu/tagrader/default.aspx) (must have a NetID to access). If you are interested in applying for TA or grader position in a department other than ECE, please contact the respective department to ask about their own application process. Students currently holding a research assistant or fellowship position that are interested in teaching assistant positions should discuss options with their research advisor(s) before applying.

International students who are non-native English speakers are required to pass the SPEAK Test (https://esl.wisc.edu/ita-training/speak/) through the English as a Second Language Program on campus. Students wishing to take the SPEAK Test should contact the ECE TA Coordinator via e-mail to register for the exam.

### Project Assistantships (PA)

There are project assistant opportunities on campus for various purposes and departments and offices. Often announcements of openings are posted on TA/PA bulletin boards in Engineering Hall and on the UW Job Center webpage (http://www.jobcenter.wisc.edu/). You may also contact individual faculty members to inquire about possible opportunities.

### Fellowships

Information concerning fellowships is sent to graduate students via email from the department, faculty, and/or the Graduate School.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | 1. A grade of B or better in any graduate course is acceptable. A grade of S in E C E 790 Master's Research or Thesis, E C E 890 Pre-Dissertator's Research and E C E 990 Research or Thesis is acceptable.<br>2. A grade of BC in an E C E course is acceptable, provided the total cumulative GPA for graduate E C E courses is greater than or equal to 3.00.<br>3. A grade of C or lower in an E C E course is not acceptable.<br>4. A grade of BC or lower in an independent study course (E C E 699 Advanced Independent Study or E C E 999 Advanced Independent Study) or a grade of U in Research or Thesis (E C E 790, E C E 890 or E C E 990) is not acceptable.<br>5. A grade of BC or C in a non-E C E course is acceptable only if approved by the Graduate Committee.<br><br>If students are unable to complete coursework by the end of the term, an instructor may enter a temporary grade of I for incomplete.<br><br>If students have not resolved all Incompletes by the end of the next fall or spring term in which they are enrolled, they are considered in bad standing by the Graduate School; however, the instructor may impose an earlier deadline. If not resolved within this time period, the grade is considered unsatisfactory and will remain an "I" unless changed to a final grade by the instructor. An unresolved I grade lapses to a grade of PI after five years. Students may be placed on probation or suspended from the Graduate School for failing to complete the work and receive a final grade in a timely fashion. Outstanding Incompletes must be resolved before a degree is granted. |
| Assessments and Examinations | As soon as a student has passed all the requirements for the PhD degree (except completion of the dissertation), the student is classified as a Dissertator. Specifically, the student must:<br><br>1. Pass the Research Readiness Assessment;<br>2. Receive Advanced Graduate Standing;<br>3. Complete at least 32 graduate credits at UW-Madison;<br>4. Satisfy the ECE Course Requirements;<br>5. Satisfy the Breadth Requirement;<br>6. Satisfy the English Competency Requirement;<br>7. Satisfy the E C E Seminar Requirements;<br>8. Pass the Preliminary Examination. |
| Language Requirements | Non-native speakers of English who enroll in the PhD program must take the ESLAT test on arrival at the university and then take any recommended courses based on the exam results. In addition, if a student's advisor believes that his or her technical writing ability needs improvement, the student may be required to undertake remedial work. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the latest ECE Graduate Handbook for policies around the Breadth Requirements in the Doctoral Program. Students are expected to consult with their advisors concerning appropriate breadth requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Seminars** | | |
| E C E 610 | Seminar in Electrical and Computer Engineering | 1 |
| E C E 611 | Introduction to Doctoral Research in Electrical & Computer Engineering | 2 |
| **E C E Coursework with the "Grad 50%"attribute [1, 2]** | | |
| Complete 12 or more credits in E C E | | 12 |
| including at least 9 credits of E C E courses numbered 700 or above | | |
| **Additional coursework with advisor approval** | | |
| Complete 36 credits | | 36 |
| Electrical and Computer Engineering (E C E) courses must be numbered 400 or above. Non-Electrical and Computer Engineering (E C E) courses must be numbered 300 or above. | | |
| **Total Credits** | | **51** |

1 Research, independent study, coop, or seminar credits (e.g., E C E 610, E C E 611, E C E 699, E C E 702, E C E 790, E C E 890, E C E 990, E C E 999, E C E/N E/PHYSICS 922) may not be used to satisfy this requirement.

2 Electrical and Computer Engineering courses used to satisfy breadth requirements may not be used to satisfy this requirement.

### Seminar Requirement

All on-campus Electrical and Computer Engineering graduate students must register for E C E 610 Seminar in Electrical and Computer Engineering during their first semester of graduate studies. PhD degree seeking students must take 1 credit of E C E 610 in the fall semester of which they are entering the program and 2 credits of E C E 611 Introduction to Doctoral Research in Electrical & Computer Engineering in the following spring semester. This requirement must be done in the PhD student's first year.

The purpose of E C E 610 is to prepare students for success in graduate school and expose them to areas within Electrical and Computer Engineering as well as related fields outside of Electrical and Computer Engineering, such as biotechnology, physics, computer science, mathematics, or business. Electrical and Computer Engineering is very interdisciplinary in nature, and so it is important for students to be aware of advanced research and development in areas other than their own.

The purpose of E C E 611 is to emphasize research experiences and methodologies to prepare students to pursue PhD research work.

POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

With program approval, up to 7 credits from UW–Madison coursework numbered 400 or above can transfer toward the minimum graduate degree credit requirement, or E C E (https://guide.wisc.edu/courses/e_c_e/) courses numbered 700 or above can be counted toward the minimum graduate coursework (50%) requirement. No credits can be counted toward the minimum graduate residence credit requirement. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

With program approval, up to 7 credits from other institutions numbered 300 or above outside of E C E or numbered 400 above within E C E can transfer toward the minimum graduate degree credit requirement. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. Prior coursework transfers will be assessed on a case-by-case basis by the ECE MS or PhD Committee. These credits cannot count toward the 50% graduate coursework minimum nor the minimum graduate residence credit requirement. To request evaluation of prior coursework, please contact the Graduate Student Services Coordinator. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer up to 9 credits of coursework numbered 400 or above taken as a University Special student toward the minimum graduate degree credit requirement. These credits are not allowed to count toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

## PROBATION

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

The status of a student can be one of three options:

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status.
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time) the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

A student's ECE academic advisor serves a dual role: first, to assist the student in acquiring the highest level possible of knowledge and competence in their field; and second, to chair the committee that will determine whether the student has performed acceptably at each of their degree milestones. Academic advisors play a role in tracking the student's progress toward degree completion, assisting with course selection and academic planning, and helping students identify possible research mentors, committee members, and opportunities.

An oral examination is required in defense of the completed PhD dissertation. The examination is administered by a committee appointed by the Dean of the Graduate School, upon recommendation by the student's research advisor. The committee must consist of four or more members of the graduate faculty and is chaired by the student's advisor. At least one committee member must be from outside the Electrical and Computer Engineering department and field, and at least two committee members must be from within the Electrical and Computer Engineering Department. Students must designate at least three members of their committee to be readers of their dissertation. A student must provide copies of their PhD thesis to defense committee members at least two weeks prior to the scheduled defense.

The final examination cannot be taken until all other requirements for the PhD have been satisfied, including being eligible to receive dissertator status. The student's record must be cleared of all Incomplete and Progress "P" grades (E C E 990 grades can be cleared after the student has successfully defended their dissertation).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The Research Readiness Assessment must be taken no later than the third semester of UW-Madison graduate study (inclusive of MS-Research semesters). The Preliminary Examination must be taken no later than 3 semesters after the student has received Advanced Graduate Standing.

The final defense is expected to be held within five years of entering the Electrical and Computer Engineering PhD program. Students that are

unable to hold their final defense within five years must submit a progress report to the Electrical and Computer Engineering Graduate Committee as described in the most current Electrical and Computer Engineering Graduate Student Handbook (https://www.engr.wisc.edu/department/electrical-computer-engineering/academics/ece-graduate-student-handbooks/).

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

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### ECE Grievance Procedures

#### Exceptions, Extensions, and Appeals

Petitions for exceptions to academic requirements are considered on an individual case-by-case basis and granted exceptions do not constitute a precedent. Deviations from established policies are strongly discouraged, but certain extenuating academic and personal circumstances may warrant exceptions. Petitions for course exceptions/substitutions, exceptions to the Satisfactory Progress Expectations (academic or conduct), or other policy exceptions shall be directed to the ECE Graduate Committee, and in some circumstances to the appropriate program coordinator. The following procedures apply to all petitions:

1. Student must first consult with their advisor(s).
2. Student is advised to also consult with the ECE Graduate Student Services Coordinator for additional advice.
3. Student and advisor(s) must both submit written documentation requesting and explaining the petition to the ECE Graduate Student Services Coordinator:
4. Identify the specific requirement/rule/expectation pertinent to the petition;
5. Explain the rationale for petition and why it should be granted;
6. Advisor(s) must support the petition.

The ECE Graduate Student Services Coordinator will forward the petition to the ECE Graduate Committee and appropriate program coordinator for adjudication. Student and advisor(s) will be notified of the ECE Graduate Committee's decision and the note will be placed in the student's file.

Please note that petitions for exceptions to clearly-defined program rules are rarely approved by the ECE Graduate Committee.

#### Progress Requirements

The ECE Graduate Committee may grant extensions to normal progress requirements in circumstances such as childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Petitions for extensions should provide evidence of plans and ability to return to conformance with program expectations and to acceptably complete the program. Extensions beyond one semester will be granted only in the event of highly extraordinary circumstances. Extensions will be recorded with a note of explanation placed in the student's file.

Students desiring confidentiality of their circumstances should consult with the Associate Chair for Graduate Studies.

#### Appeal of Previous Decisions

Appeals of ECE Graduate Committee decisions may be pursued regarding any academic issue, including exceptions to program requirements, progress requirements, AGS and Qualifying Exam decisions. Appeals will only be considered if the student provides new information that was not available to the ECE Graduate Committee at the time the original decision was made. Appeals must be submitted within one month of the date the student was notified of the ECE Graduate Committee action being appealed.

If the student believes their appeal was not appropriately handled or resolved by the ECE Department, the student may further appeal to the College of Engineering by contacting the Assistant Dean for Graduate Affairs. Such appeals must be submitted within one month of the date the student was notified of the ECE Graduate Committee denial.

### Grievances

The ECE Department, College of Engineering, and University of Wisconsin offer multiple avenues to resolve unfair or inappropriate treatment by faculty, staff, or another student. This includes hostile and intimidating research group climate, authorship disputes, unreasonable expectations, and disrespectful behavior. The manner in which the grievance is handled depends on the nature of the issue and specific concerns of the aggrieved

student. Graduate Assistants in TA, PA and/or RA appointments may utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues. Examples of matters appropriate for the GAPP grievance process include allegations of excessive work hours, violations of sick days or vacation policies, or disputes regarding the assignment of duties.

In some cases the best approach is for the aggrieved student to discuss their concern directly with the person responsible for the objectionable action.

If the student is uncomfortable making direct contact with the other individual or desires a confidential consultation about their concern, they may contact the ECE Associate Chair for Graduate Studies, the ECE Grievance Advisor, or the College of Engineering Assistant Dean for Graduate Affairs. These individuals work to resolve the concern while being sensitive to student confidentiality.

**Change of advisor**
Students who believe they are in a research environment that fails to meet ECE and College of Engineering standards for climate and culture should contact the ECE Associate Chair for Graduate Studies, the ECE Grievance Advisor, or the College of Engineering Assistant Dean for Graduate Affairs for additional consultation. They will work with the student to explore alternate advising arrangements and ensure continuity of financial support should the student need to leave the research group. Note that immigration status is NOT tied to a specific research advisor.

**Formal Written Complaint Process**
Issues that are not resolved to the student's satisfaction may be pursued at the student's discretion by submitting a written complaint to the ECE Grievance Advisor. The steps described below are based on the Definition and Procedure section of the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) Grievance Procedure.

Step One: The grievant must file a written statement with the ECE Grievance Advisor specifying the grievant's name, a clear and concise statement of the grievance and the issue(s) involved, the date(s) the incident or violation took place and the specific departmental, college, or university policies involved, and the relief sought. The grievance shall be signed and dated by the grievant(s) and representative (if any).

Within twenty (20) days of receipt of the written grievance, the ECE Grievance Advisor will meet with the grievant and their representative (if chosen) to hear the grievance and will return a written answer to the grievant and their representative (if chosen) no later than ten (10) days after this meeting. This answer will include a copy of the grievance procedure appeal process timeline, a list of resources and relevant contact information for future steps.

Step Two: If the decision in Step One is not accepted by the grievant, the grievant shall have 10 days from receipt of the answer in Step One to file an appeal with the College of Engineering Assistant Dean for Graduate Affairs. The Assistant Dean for Graduate Affairs will meet with the grievant and their representative (if chosen) within twenty (20) days from receipt of the appeal of Step One and attempt to resolve the grievance. The Assistant Dean for Graduate Affairs will provide the grievant and their representative (if chosen) with a written response to the grievance no later than ten (10) days after this meeting.

Step Three: If the decision in Step Two is not accepted by the grievant, the grievant shall have 10 days from the receipt of the answer in Step Two to file an appeal with the Graduate School as described in Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

### OTHER
The department endeavors to fund PhD students through research assistantships, teaching assistantships, project assistantships, and fellowships. All applications are automatically considered for department funding.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES
Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING RESOURCES
UW–Madison, the College of Engineering, and ECE have an abundance of professional development opportunities for students to take advantage of in order to better prepare themselves for internships and job positions during and following their education. First of all, the ECE Department strongly encourages students to utilize the Graduate School's professional development resources (https://grad.wisc.edu/professional-development/). Engineering Career Services (ECS) (http://ecs.wisc.edu) hosts multiple career fairs each semester where students can directly interact with prospective employers, schedule interviews, and find internships and full time jobs. ECS also maintains job listings and hosts a variety of professional development workshops each semester. The ECE Department provides unique opportunities throughout the year for students to attend and participate in various lectures, workshops, and trainings. The ECE Graduate Student Association (GSA) organizes professional development opportunities for fellow students. Students are made aware of events and opportunities via email and other communications.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an extraordinary, deep understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems.
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems.
4. Recognize and apply principles of ethical and professional conduct.
5. Demonstrate an ability to synthesize knowledge from a subset of the biological, physical, and/or social sciences to help frame problems critical to the future of their discipline.
6. Demonstrate an ability to conduct original research and communicate it to their peers.

# ELECTRICAL ENGINEERING, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Students in the Electrical and Computer Engineering PhD program are not eligible for this minor.

### COURSE PLAN

To declare the minor, students must complete the PhD Minor Course Requirements Approval Form (https://intranet.engineering.wisc.edu/wp-content/uploads/2025/07/DoctoralMinorForm_Rev1.1.pdf). If you have trouble opening the form, contact the Electrical and Computer Engineering (ECE) Graduate Program Coordinator to request the form. Send the completed form to the ECE Graduate Program Coordinator for processing. Once approved, declare the minor (Electrical Engineering GMIN) via the Graduate Student Portal.

Once the PhD Minor Course Requirements Approval Form is approved by the ECE PhD Committee, the minor request in the Graduate Student Portal will be approved. Note the Graduate Student Portal process is a declaration, and acceptance does not mean a completed minor until all requirements are met. The person on ECE PhD Committee who approves the form will be the one who signs off on the breadth component of your preliminary exam warrant.

## REQUIREMENTS

## REQUIREMENTS

### GRADE REQUIREMENT

- Students must earn a B or better in all courses.

### REQUIRED COURSES

To satisfy requirements, students in departments outside of the Electrical and Computer Engineering (ECE) must complete the following:

1. Complete PhD Minor Course Requirements Approval Form (https://intranet.engineering.wisc.edu/wp-content/uploads/2025/07/DoctoralMinorForm_Rev1.1.pdf) and have it approved by Department.
2. Complete nine credits of Electrical and Computer Engineering (E C E (https://guide.wisc.edu/courses/e_c_e/)) courses numbered 400 or above.
   a. Three credits must be numbered 700 or above
3. Up to one course cross-listed with the student's major program may satisfy requirements if instructor is an Electrical and Computer Engineering faculty.
4. Only 3 credits of prior (transferred) graduate coursework can be used to satisfy minor requirements

No examinations are required other than those given in the courses.

# ENGINEERING - COLLEGE-WIDE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Artificial Intelligence for Engineering Data Analytics, Graduate/Professional Certificate (p. 731)
- Design + Innovation, MS (p. 732)
- Engineering Management, MS (p. 737)
- Engineering, MEng (p. 741)
- Manufacturing Systems Engineering, MS (p. 756)

# ARTIFICIAL INTELLIGENCE FOR ENGINEERING DATA ANALYTICS, GRADUATE/PROFESSIONAL CERTIFICATE

The *Artificial Intelligence for Engineering Data Analytics* graduate certificate comprises courses from the College of Engineering's online Master of Engineering in Data Analytics (MEDA) program and the Department of Industrial and Systems Engineering's graduate curriculum. This certificate equips graduate students with specialized expertise in AI-driven data analysis, as well as the design, development, and deployment of AI applications. The nine-credit graduate certificate is designed to integrate with all online graduate programs offered by the College of Engineering and the professional Master of Science programs within the Department of Industrial and Systems Engineering.

## ADMISSIONS

## ADMISSIONS

This certificate is open to College of Engineering students enrolled in the following programs:

- Civil and Environmental Engineering: Environmental Engineering, MEng (p. 368)
- Electrical and Computer Engineering: Power Engineering, MS (p. 707)
- Engineering Management, MS (p. 737)
- Industrial Engineering: Systems Engineering and Analytics, MS (p. 1074)

- Industrial Engineering: Human Factors and Health Systems Engineering, MS (p. 1062)
- Manufacturing Systems Engineering, MS (p. 756)
- Engineering: Engineering Data Analytics, MEng (p. 743)
- Engineering: Engineering Management, MEng (https://guide.wisc.edu/graduate/engineering-college-wide/engineering-meng/engineering-engineering-management-meng/)
- Engineering: Polymer Engineering, MEng (p. 747)
- Engineering: Sustainable Systems Engineering, MEng (p. 752)

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal and should contact the program for more information.

Graduate students who have additional questions about the Artificial Intelligence for Engineering Data Analytics certificate should contact studentservices@interpro.wisc.edu.

## REQUIREMENTS

# REQUIREMENTS

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| I SY E 521 | Machine Learning in Action for Industrial Engineers | 3 |
| E P D 522 | Generative Artificial Intelligence for Engineering Applications | 3 |
| **Elective** | | |
| Students must complete one of the following courses. | | 3 |
| E P D 416 | Engineering Applications of Statistics | |
| I SY E 516 | Introduction to Decision Analysis | |
| **Total Credits** | | **9** |

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Understand the foundations of artificial intelligence (AI).
2. Analyze and interpret data using artificial intelligence (AI).
3. Demonstrate the ability to utilize AI methods to solve complex engineering problems.
4. Design, develop, and deploy AI applications using current technologies and platforms.

# DESIGN + INNOVATION, MS

The Master of Science in Design + Innovation (MD+I) program at the University of Wisconsin–Madison is a unique, interdisciplinary degree that equips students with the skills and perspectives to address complex challenges through innovative solutions. As a collaboration between five UW–Madison schools and colleges—Engineering, Human Ecology, Business, Art Department, and the iSchool — MD+I integrates diverse disciplines into a one-year intensive curriculum.

The MD+I program aims to cultivate designers equipped with the skills and mindsets necessary to address complex, real-world problems. We prioritize inclusive design, ensuring that diverse perspectives are integral to the design process, and we promote socially engaged innovation that aligns with the Wisconsin Idea—extending the benefits of the university's work to the broader community. Our commitment to transdisciplinary collaboration involves breaking down traditional disciplinary silos to foster holistic and integrative approaches to design challenges.

The program emphasizes hands-on learning and real-world impact, teaching students to navigate complex systems and design life-centered solutions that benefit both human and more-than-human stakeholders. Students engage with community and industry partners while honing skills in engineering, business strategy, user experience, and creative problem-solving.

The MD+I program is dedicated to shaping the future of design through inclusive, collaborative, and socially engaged practice. We strive to empower our students to become innovative leaders who are capable of addressing the world's most pressing issues with empathy, creativity, and a commitment to making a positive impact on society.

*The Master of Science in Design + Innovation program is not a STEM-OPT program, CIP code: 30.9999 Multi-/Interdisciplinary Studies, Other.*

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/).<br><br>This program does not allow exceptions. |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |

| | |
|---|---|
| Letters of Recommendation Required | 2 |

## APPLICANT CONSIDERATIONS

Applications cannot be edited/updated after submission. Make sure all documents are complete prior to submitting the application. Applicants to our program should have the following:

1. **Degree**
   a. Bachelor degree.
   b. International applicants must have a degree comparable to a regionally accredited US bachelor's degree. Review the Graduate School webpage (https://grad.wisc.edu/apply/requirements/) to learn more about comparable degrees by country.
2. **GPA**
   a. The minimum required GPA is 3.0/4.0 on the equivalent of the last 60 semester hours from the most recent bachelor's degree or a completed master's degree with a minimum of 3.0/4.0.

## APPLICATION MATERIALS

In addition to the items listed in the table above, a complete application includes the following uploaded to the online application. The submitted application and all application items are due by the deadline above.

1. **Unofficial Transcripts (PDF)**
   a. Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether a degree was earned. Official transcripts are only requested of recommended applicants.
   b. International academic records must be in the original language accompanied by an official English translation. Review the minimum requirements link above to learn more.
2. **Resume**
3. **Two Letters of Recommendation**
   a. These letters are required from people who can accurately reflect on the applicant's academics and/or work performance.
   b. Letters of recommendation are submitted electronically through the online application.
   c. See the Graduate School FAQs (https://grad.wisc.edu/apply/#faq) regarding letters of recommendation.
4. **Creative Brief**
   a. See the 'Creative Brief' section below for document requirements.
   b. The Creative Brief should be uploaded into the Statement section of the application.
5. **Application Fee**
   a. Application submission must be accompanied by the application fee. See the Graduate School FAQs (https://grad.wisc.edu/apply/#faq) regarding fees.
   b. Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).
6. *Personal Interview (if necessary)*
   a. *A personal interview with program staff (in the form of a telephone call or video chat) may be required.*

## CREATIVE BRIEF

The MS-Design + Innovation program requires the submission of a Creative Brief. The creative brief is a multi-page document that conveys why you want to attend the Design + Innovation program, what you hope to achieve as a designer and examples of your work, so that we can understand the experience you bring with you and your potential as a student.

We recommend that you think of the creative brief as a design project. This document is like a short magazine, portfolio or booklet that gives us a chance to get to know you, why you want to join the program, how you have worked in the past and what you are dreaming of in the future. It consists of three parts, which you should compose as a single, multi-page PDF for upload. The three parts are: Experience Statement, Re-design Prompt, and Work Samples.

1. **Experience Statement** (max 500 words, or about 1 page): Tell us about a work, school or life experience where you had to make a decision or deliver an outcome but you didn't know the answer, the expectations, or even the question. How did you move forward? What choices did you make to learn, navigate, sense, or co-create? What did that situation teach you about your own design process?
2. **Re-design Prompt** (max 500 words, or about 1 page): If you could re-design one thing that is currently not working in your home, what would it be? How would you begin? What early questions and experiments would help you navigate the unknowns and imagine possibilities?
3. **Work Samples** (maximum 10 pages): What projects, collaborations, works of art, experiments or ideas are you the most proud of? Using a consistent design approach to all pages and an emphasis on visual representation of your work, show us 2-3 recent projects. We are interested in seeing your best work – whether that be design, research, art, collaborative, professional or team projects, experiments, prototypes, class projects, independent passions, installations, community work and more. There is no standard approach and your work samples will be uniquely yours.

   a. Here are a few file and format guidelines to help you achieve consistency and legibility in your creative brief. File **requirements**, denoted with an asterisk (*), and **recommendations** follow:

      i. Format: PDF*

      ii. File size: 4MB max*

      iii. Pages: 15 max (including all parts of the creative brief, cover and table of contents)

      iv. Page layout: 12” x 18” or A3, two-page spreads should be combined into one page.

      v. Color format: RGB

      vi. Resolution: 150 dpi

      vii. Project info: Always note the date and context (professional, academic or personal). If you worked on a team, describe your role and contributions. If you include any images that are not your own original work, you must cite your sources.

**Note on links**: We do not accept links to portfolio websites in lieu of an uploaded document, designed to the specifications above. If you include links to time-based media (such as video, performance or podcast work) within your creative brief, review is at the discretion of admissions committee members and may not be taken into consideration. It is in your best interest, therefore, to include all of your work in a visual or written format in the creative brief document.

**Resources for creative brief design**: The UW-Madison DesignLab has many resources, including these design tips and tricks (https://designlab.wisc.edu/resources/design-tips-and-tricks/) that will help you put your best foot forward. Don't know how to start? Questions about how it's going? Our enrollment coach (see contact box) is here to answer your questions and give feedback while you are developing your creative brief.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## ADDITIONAL RESOURCES

### Office of Student Financial Aid

For information regarding student financial aid, scholarships, and more, visit the Office of Student Financial Aid website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information regarding international student funding and scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a C or above in all coursework.<br><br>Students may not have any more than two incompletes on their record at any one time. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| All students complete the following courses: | | |
| DS 641 | Advanced Design Thinking for Transformation | 3 |
| INTEREGR 477 | Tools for Prototyping and Manufacturing | 3 |
| INTER-HE 940 | Collaborative Capstone I | 3 |
| INTEREGR 941 | Collaborative Capstone II | 3 |
| One of the following: | | 3 |
| L I S 707 | Data Visualization and Communication for Decision Making | |
| DS 620 | Visual Thinking for Problem Solving | |
| One of the following: | | 3 |
| OTM 701 | Product Management | |
| OTM 760 | Managing by Design | |
| MARKETNG 737 | New Product Innovation | |
| M H R 715 | Strategic Management of Innovation | |
| M H R 734 | Venture Creation | |

| | | |
|---|---|---|
| **Specializations** [1] | | |
| Complete one specialization from the areas listed: | | 12 |
| *Product Design* | | |
| DS 501 | Special Topics (only this topic: Critical Design and Ideation) | |
| DS 527 | Global Artisans | |
| DS/ COMP SCI 579 | Virtual Reality | |
| CNSR SCI 357 | Consumer Behavior | |
| L I S/ COMP SCI 611 | User Experience Design 1 | |
| I SY E/ PSYCH 349 | Introduction to Human Factors | |
| I SY E/ PSYCH 549 | Human Factors Engineering | |
| I SY E 552 | Human Factors Engineering Design and Evaluation | |
| M E/E C E 439 | Introduction to Robotics | |
| M E 449 | Redesign and Prototype Fabrication | |
| M E 549 | Product Design | |
| MARKETNG 737 | New Product Innovation [2] | |
| M H R 734 | Venture Creation [2] | |
| M H R 741 | Technology Entrepreneurship | |
| OTM 701 | Product Management [2] | |
| ART 346 | Basic Graphic Design | |
| ART 409 | Digital Fabrication Studio | |
| ART 428 | Digital Imaging Studio | |
| ART 429 | 3D Digital Studio I | |
| ART 564 | Graphic Design for Accessibility | |
| *UI/UX Design* | | |
| DS 501 | Special Topics (only this topic: Critical Design and Ideation) | |
| DS/ COMP SCI 579 | Virtual Reality | |
| L I S/ COMP SCI 611 | User Experience Design 1 | |
| L I S/ COMP SCI 612 | User Experience Design 2 | |
| L I S/ COMP SCI 613 | User Experience Design 3 | |
| L I S 646 | Introduction to Info Architecture and Interaction Design for the Web | |
| L I S 661 | Information Ethics and Policy | |
| I SY E/ PSYCH 349 | Introduction to Human Factors | |
| I SY E/ PSYCH 549 | Human Factors Engineering | |
| M H R 734 | Venture Creation [2] | |
| M H R 741 | Technology Entrepreneurship | |
| ART 346 | Basic Graphic Design | |
| ART 428 | Digital Imaging Studio | |
| ART 438 | History of Graphic Design and Typography | |
| ART 529 | 3D Digital Studio II | |
| ART 564 | Graphic Design for Accessibility | |
| *Communication Design* | | |
| ART 318 | Introduction to Video, Performance & Installation Art | |
| ART 346 | Basic Graphic Design | |
| ART 409 | Digital Fabrication Studio | |
| ART 428 | Digital Imaging Studio | |
| ART 429 | 3D Digital Studio I | |
| ART 438 | History of Graphic Design and Typography | |
| ART 529 | 3D Digital Studio II | |
| DS 501 | Special Topics (only this topic: Critical Design and Ideation) | |
| DS/ COMP SCI 579 | Virtual Reality | |
| DS/ LAND ARC 639 | Culture and Built Environment | |
| DS 620 | Visual Thinking for Problem Solving [2] | |
| L I S 707 | Data Visualization and Communication for Decision Making [2] | |
| *Design Strategy* | | |
| CSCS 335 | Communicating with Key Audiences | |
| CSCS 455 | Entrepreneurialism and Society | |
| CNSR SCI 357 | Consumer Behavior | |
| CNSR SCI 555 | Consumer Strategy Consulting Practicum | |
| CNSR SCI 561 | Consumer Engagement Strategies | |
| CNSR SCI 562 | The Global Consumer | |
| CNSR SCI 567 | Product Development Strategies in Retailing | |
| HDFS 872 | Bridging the Gap Between Research and Action | |
| DS 501 | Special Topics (only this topic: Critical Design and Ideation) | |
| DS 527 | Global Artisans | |
| DS/ LAND ARC 639 | Culture and Built Environment | |
| INTER-HE 815 | Professional Skills for Community Leaders and Practitioners | |
| I SY E/ PSYCH 349 | Introduction to Human Factors | |
| M E 549 | Product Design | |
| M H R 715 | Strategic Management of Innovation [2] | |
| M H R 723 | Business Strategy | |
| M H R 734 | Venture Creation [2] | |
| M H R 741 | Technology Entrepreneurship | |
| MARKETNG 737 | New Product Innovation [2] | |
| **Total Credits** | | **30** |

[1] These specializations are internal to the program and represent different curricular paths a student can follow to earn this degree. Specialization

names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Course may be counted towards a specialization area only if it was not taken as a Core Requirement. Students may NOT double count this course for the Core Requirement and the Specialization.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

In extremely rare or exceptional circumstances, the MS-Design + Innovation program may permit transfer credits from previously earned graduate coursework. With advisor/program approval, students may transfer up to 14 credits numbered 300 or above (UW-Madison equivalency number) toward the degree specialization areas (not the core degree requirements). No credits may be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements. The use of prior graduate credits in the MS-Design + Innovation program is extremely unlikely to occur.

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

- Undergraduate credits from UW-Madison: With advisor approval, students may transfer up to 7 credits numbered 300 or above toward the degree specialization areas (not the core degree requirements). These credits may be counted toward the minimum graduate coursework (50%) requirement if numbered 700 or above. No credits may be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.
- Undergraduate credits from other institutions: In extremely rare or exceptional circumstances, the MS-Design + Innovation program may permit transfer credits from an undergraduate degree from other institutions. With advisor/program approval, students may transfer up to 7 credits numbered 300 or above (UW-Madison equivalency number) toward the degree specialization areas (not the core degree requirements). These credits may be counted toward the minimum graduate coursework (50%) requirement if numbered 700 or above (UW-Madison equivalency number). No credits may be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements. The use of prior undergraduate credits from an outside institution in the MS-Design + Innovation program is extremely unlikely to occur.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

All students will be assigned an advisor who assists them in planning a course sequence that meets degrees requirements and who will discuss career objectives with the students.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)

- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances.

### OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Please visit our program website (https://mdi.wisc.edu/) for more information.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate creative, independent problem solving skills and entrepreneurial thinking.
2. Apply design tools and strategies on interdisciplinary teams and projects.
3. Communicate effectively both visually and orally.
4. Implement an iterative design thinking process.
5. Demonstrate a hands-on, iterative process that includes making, creating and designing.
6. Gain depth in a field of study that can be applied in a social, global and design context.
7. Apply principles of ethical and professional conduct in a field experience.

## ACCREDITATION

# ACCREDITATION

National Association of Schools of Art and Design (https://nasad.arts-accredit.org/)

Accreditation status: Not accredited. Planned 2026-2027

# ENGINEERING MANAGEMENT, MS

MS Engineering Management is an interactive online engineering master's degree. It is designed to help engineering professionals become exceptional leaders and managers. Throughout the degree, students immediately apply what they learn to their workplace.

This program creates a supportive, interactive online environment that enhances learning from fellow students as well as instructors, while still providing the flexibility necessary to integrate with students' professional lives.

Curriculum focuses on engineering management and leadership, project management, professional ethics, communication, data analysis, problem-solving and collaboration across an engineering enterprise. Students complete the program in two to four years and may enter in summer, fall or spring terms. Explore the curriculum for this program (p. 739).

Students must have at least two years of professional engineering experience to qualify for admission. Early career engineers may begin their studies with the Capstone Certificate in Applied Engineering Management (https://guide.wisc.edu/nondegree/capstone/applied-engineering-management-capstone-certificate/).

UW-Madison's online engineering graduate programs are world-class degrees and are consistently ranked in the Top 20 online engineering master's programs by U.S. News & World Report.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | July 1 |
| Spring Deadline | November 1 |
| Summer Deadline | May 1 |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |

| | |
|---|---|
| Letters of Recommendation Required | 2 |

## REQUIRED BACKGROUND

The degree may be earned by engineers who have:

- A BS degree in engineering from an ABET-approved program
- A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00
- Two years of post-baccalaureate work experience in engineering (co-op or intern experience may count toward requirement)

Applicants may submit GRE scores if they have already taken the exam.

Interested applicants with BS degrees in related fields should contact the program for more specific admission information at studentservices@interpro.wisc.edu. For further details about the program, please see the program website (https://interpro.wisc.edu/online-degrees/ms-engineering-management/).

## APPLICATION PROCESS

A complete graduate application is required before an application will be reviewed by the admissions committee. A complete graduate application contains the following:

### Graduate School Application

Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose

Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, educational background, work experience, professional goals, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Two Letters of Recommendation

Contact information for two recommenders must be entered into the online application. These recommendations ideally come from professional contacts who can speak to the applicant's background and ability to be successful in the program. Recommendations from academic contacts are also accepted. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding these letters.

### Academic Transcripts

Upload the most recent copies of your transcripts to the online application, from each institution attended. Unofficial copies of transcripts will be accepted for initial review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission.

### Resume/Curriculum Vitae

Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score

Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee

A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/) for fee information.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Students in these programs cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with other academic programs at UW–Madison, please contact Interdisciplinary Professional Program's Student Services Department (studentservices@interpro.wisc.edu).

Program tuition information can be found on the program website (https://interpro.wisc.edu/online-graduate-programs/masters-degrees/engineering-management/).

## SCHOLARSHIPS

The Wayne Pferdehirt Memorial Scholarship is specifically for students in the online Engineering Management programs. Learn more about this scholarship, and the man it honors (https://interpro.wisc.edu/online-graduate-programs/wayne-pferdehirt-scholarship/).

Learn more about other UW scholarship opportunities (http://scholarships.wisc.edu/).

## EMPLOYER SUPPORT

Many students receive some financial support from their employers. Often, students find it beneficial to sit down with their employer and discuss how this program applies to their current and future responsibilities. Other key points to discuss include how participation will not interrupt your work schedule.

## FEDERAL LOANS

Students who are U.S. citizens or permanent residents are eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the Fall and Spring semesters, and two credits during Summer. Private loans are also available. Learn more about financial aid (https://financialaid.wisc.edu/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Must retake any courses for which a grade below C is recorded. |
| Assessments and Examinations | n/a |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| E P D 610 | Engineering Analysis for Decision Making | 3 |
| E P D 611 | Engineering Economics and Management | 3 |
| E P D 612 | Technical Project Management | 3 |
| E P D 616 | Engineering Law | 2 |
| E P D 618 | Applied Leadership and Management of Engineering Organizations | 3 |
| E P D 710 | Foundations of Engineering Leadership | 2 |
| E P D 711 | Strategic and Ethical Communication for Engineers [1] | 3 |
| **Electives [2]** | | |
| Complete 3 three-credit courses from the following | | 9 |
| E P D 416 | Engineering Applications of Statistics | |
| E P D 522 | Generative Artificial Intelligence for Engineering Applications | |
| E P D 613 | International Engineering Strategies and Practices | |
| E P D 614 | Marketing for Technical Professionals | |
| E P D 619 | Fostering and Leading Innovation [3] | |
| E P D 678 | Supply Chain Management for Engineers | |
| E P D 707 | Engineering Research and Professional Projects | |
| I SY E 516 | Introduction to Decision Analysis | |
| I SY E 521 | Machine Learning in Action for Industrial Engineers | |
| I SY E 618 | Quality Engineering and Quality Management | |
| I SY E/M E 641 | Design and Analysis of Manufacturing Systems | |
| Complete 2 one-credit courses from the following | | 2 |
| E P D 605 | Fundamentals of Technical Project Management | |
| E P D 706 | Change Management | |
| E P D 708 | Creating Breakthrough Innovations [3] | |
| E P D/GEN BUS/ M H R 785 | Effective Negotiation Strategies | |
| **Total Credits** | | **30** |

1. Students cannot apply both E P D 617 and E P D 711 to satisfy requirements.
2. The MS Engineering Management website (https://interpro.wisc.edu/online-graduate-programs/masters-degrees/engineering-management/) has additional guidance on elective pathways and graduate certificates available.
3. Students cannot apply both E P D 619 and E P D 708 to satisfy requirements.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

All students have an academic advisor (program director). Students should meet with their advisor to outline an approved plan of study by the end of the first academic term.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

Procedures for proper accounting of student grievances:

1. The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.

2. If that does not resolve the grievance, the student should contact the program's director.

3. Should a satisfactory resolution not be achieved, the student should contact Interpro's Grievance Advisor to discuss the practice.

The Interpro Grievance Advisor is:
**Heather Smith**
Director of Graduate Programs
heather.smith@wisc.edu

If the student prefers to talk with someone outside of Interpro, contact:
**David Noyce**
Executive Associate Dean
College of Engineering
danoyce@wisc.edu
608-265-1882

The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their advisors regarding concerns or difficulties if necessary.

University resources for sexual harassment concerns can be found on the UW Office of Equity and Diversity website and are included in the next section.

4. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.

5. On receipt of a written complaint, a committee will be convened by the Grievance Advisor to manage the grievance. The program committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.

6. The committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.

8. Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the College of Engineering level.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### COLLEGE OF ENGINEERING RESOURCES

The Interdisciplinary Professional Programs office in the College of Engineering offers a number of professional development opportunities in the form of short courses, certificates, and custom courses designed to enhance professional growth and provide opportunities for career advancement. Learn more about our professional development offerings (https://interpro.wisc.edu/courses/).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Apply engineering management principles to work and lead effectively in the business environment.
2. Analyze and interpret quantitative and qualitative data to make sound engineering and business decisions.
3. Assess and intentionally apply tools, techniques, and organizational systems to solve complex engineering problems.
4. Communicate engineering concepts effectively to engineers and non-engineers alike.
5. Recognize and apply principles of professional ethics in engineering management.
6. Examine methods to enhance the success of the engineering function through collaboration with critical organizational functions such as operations, project management, marketing, legal, finance, and quality.

# ENGINEERING, MENG

# OUR PROGRAMS

We improve the practice of engineering by providing world-class, objective continuing education and credit instruction for technical professionals.

Programs are structured to help you as a working professional continue your educational path without interrupting your career. You will be empowered, engaged, and more passionate about your career after completing a degree program from UW–Madison. You will have the confidence and skills to take your projects or your responsibilities to the next level. UW–Madison's instructors are leading experts from industry, research, private practice, government, and education.

The named options are:

- Master of Engineering–Named Option: Engineering Data Analytics (p. 743)
- Master of Engineering– (p. 747)Named Option: Polymer Engineering (p. 747)

- Master of Engineering–Named Option: Sustainable Systems Engineering (p. 752)

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Engineering in Engineering through one of the named options:

- Master of Engineering–Named Option: Engineering Data Analytics (p. 743)
- Master of Engineering–Named Option: Polymer Engineering (p. 747)
- Master of Engineering–Named Option: Sustainable Systems Engineering (p. 752)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students in the Engineering MEng programs are allowed to accept teaching assistantships, project assistantships, and research assistantships, but will not receive tuition remission.

Students in these programs cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with other academic programs at UW–Madison, please contact Interdisciplinary Professional Program's Student Services Department (studentservices@interpro.wisc.edu).

### Scholarships

Learn about scholarship opportunities (http://scholarships.wisc.edu/).

### Employer Support

Many students receive some financial support from their employers. Often, students find it beneficial to sit down with their employer and discuss how this program applies to their current and future responsibilities. Other key points to discuss include how participation will not interrupt your work schedule.

### Federal Loans

Students who are U.S. citizens or permanent residents are eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the Fall and Spring semesters, and two credits during Summer. Private loans are also available. Learn more about financial aid (https://financialaid.wisc.edu/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Must retake any courses for which a grade below C is recorded. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Select a named option (p. 742) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Engineering in Engineering must select one of the following named options:

View as listView as grid

- **ENGINEERING: ENGINEERING DATA ANALYTICS, MENG (P. 743)**
- **ENGINEERING: POLYMER ENGINEERING, MENG (P. 747)**
- **ENGINEERING: SUSTAINABLE SYSTEMS ENGINEERING, MENG (P. 752)**


## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Master of Engineering–Named Option: Engineering Data Analytics (p. 743)
- Master of Engineering–Named Option: Polymer Engineering (p. 747)
- Master of Engineering–Named Option: Sustainable Systems Engineering (p. 752)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### COLLEGE OF ENGINEERING RESOURCES

The Interdisciplinary Professional Programs office in the College of Engineering offers a number of professional development opportunities in the form of short courses, certificates, and custom courses designed to enhance professional growth and provide opportunities for career advancement. Learn more about our professional development offerings (https://interpro.wisc.edu/courses/).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze and independently solve advanced engineering problems.
3. Apply the relevant scientific and technological advancements, techniques and engineering tools to address these problems.
4. Recognize and apply principles of ethical and professional conduct.

# ENGINEERING: ENGINEERING DATA ANALYTICS, MENG

This is a named option within the Engineering MEng. (p. 741)

The named option Engineering Data Analytics (https://interpro.wisc.edu/online-degrees/engineering-data-analytics/) is an online master's degree that teaches students how to lead and contribute to projects that turn data into meaningful information. Become the engineer who confidently leads the transformation of big data into informed, high-impact actions.

The program offers students an opportunity to become leaders in:

- Using data analysis tools and methods to drive improvements to products, processes, research, design, testing, and operations.
- Applying best practices for the capture, storage, cleaning, querying, and data visualization.
- Evaluating and implementing effective modeling techniques and machine learning.

Explore the curriculum for this program (p. 744).

UW–Madison's online engineering graduate programs are world-class degrees and are consistently ranked in the Top 20 online engineering master's programs by *U.S. News & World Report*.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | July 1 |
| Spring Deadline | November 1 |
| Summer Deadline | May 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

### REQUIRED BACKGROUND

The degree may be earned by engineers who have:

- A BS in science, technology, engineering, computer science or a related field with sufficient coursework and professional experience to demonstrate proficiency in engineering practice OR at least 16 credits of math and science coursework from an ABET-approved program.

- A minimum undergraduate grade point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00

Applicants may submit GRE scores if they have already taken the exam.

Interested applicants with BS degrees in related fields should contact the program for more specific admission information at studentservices@interpro.wisc.edu. Prior coursework should include significant science and math courses. For more details, see the program website (https://interpro.wisc.edu/online-graduate-programs/masters-degrees/engineering-data-analytics/).

## APPLICATION PROCESS

A complete graduate application is required before an application will be reviewed by the admissions committee. A complete graduate application contains the following:

### Graduate School Application

Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose

Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, educational background, work experience, professional goals, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Two Letters of Recommendation

Contact information for two recommenders must be entered into the online application. These recommendations ideally come from professional contacts who can speak to the applicant's background and ability to be successful in the program. Recommendations from academic contacts are also accepted. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding these letters.

### Academic Transcripts

Upload the most recent copies of your transcripts to the online application, from each institution attended. Unofficial copies of transcripts will be accepted for initial review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission.

### Resume/Curriculum Vitae

Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score

Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee

A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/) for fee information.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Students in these programs cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with other academic programs at UW–Madison, please contact Interdisciplinary Professional Program's Student Services Department (studentservices@interpro.wisc.edu).

Program tuition information can be found on the program website (https://interpro.wisc.edu/online-graduate-programs/masters-degrees/engineering-data-analytics/).

## SCHOLARSHIPS

Learn about scholarship opportunities (https://scholarships.wisc.edu/).

## EMPLOYER SUPPORT

Many students receive some financial support from their employers. Often, students find it beneficial to sit down with their employer and discuss how this program applies to their current and future responsibilities. Other key points to discuss include how participation will not interrupt your work schedule.

## FEDERAL LOANS

Students who are U.S. citizens or permanent residents are eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the Fall and Spring semesters, and two credits during Summer. Private loans are also available. Learn more about financial aid (https://financialaid.wisc.edu/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Must retake any courses for which a grade below C is recorded. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| Students must complete at least 15 credits from the following courses: | | 15 |
| E P D 416 | Engineering Applications of Statistics | |
| I SY E 412 | Fundamentals of Industrial Data Analytics | |
| I SY E/M E 512 | Inspection, Quality Control and Reliability | |
| I SY E 516 | Introduction to Decision Analysis | |
| I SY E/COMP SCI/ E C E 524 | Introduction to Optimization | |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research (Topic: Applied Temporal Data Analytic) | |
| I SY E 649 | Interactive Data Analytics | |
| M E 459 | Computing Concepts for Applications in Engineering | |
| M E/COMP SCI/ E C E 532 | Matrix Methods in Machine Learning | |
| M E 548 | Introduction to Design Optimization | |
| M E/COMP SCI/ E C E/E M A/ E P 759 | High Performance Computing for Applications in Engineering | |
| **Electives** | | |
| Students choose up to 15 elective credits from courses numbered 400 and above within Engineering Management, Manufacturing Systems, Polymer Engineering, and Sustainable Systems Engineering in consultation with their advisor. Courses not listed here may count as electives with program approval. | | 15 |
| E P D 522 | Generative Artificial Intelligence for Engineering Applications | |
| E P D 611 | Engineering Economics and Management | |
| E P D 612 | Technical Project Management | |
| E P D 619 | Fostering and Leading Innovation | |
| I SY E 521 | Machine Learning in Action for Industrial Engineers | |
| I SY E 615 | Production Systems Control | |
| I SY E 618 | Quality Engineering and Quality Management | |
| I SY E/M E 641 | Design and Analysis of Manufacturing Systems | |
| E P D 652 | Quantitative Methods for Interdisciplinary Engineering | |

| | |
|---|---|
| E P D 660 | Core Competencies of Sustainability |
| E P D 600 | Special Topics in Engineering Professional Development |
| OTM 770 | Sustainable Approaches to System Improvement |
| E P D 455 | Python for Applications in Engineering |
| E P D 614 | Marketing for Technical Professionals |
| E P D 637 | Polymer Characterization |
| E P D 678 | Supply Chain Management for Engineers |
| E P D 706 | Change Management |
| E P D 708 | Creating Breakthrough Innovations |
| E P D/GEN BUS/ M H R 783 | Leading Teams |
| M E 446 | Introduction to Feedback Control |
| **Total Credits** | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

All students have an academic advisor (typically the program director or academic director for each program); programs without a fixed curriculum are required to meet with their advisor to outline an approved plan of study by the end of their first academic year.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)

- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

Procedures for proper accounting of student grievances:

1. The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.

2. If that does not resolve the grievance, the student should contact the program's director.

3. Should a satisfactory resolution not be achieved, the student should contact Interpro's Grievance Advisor to discuss the practice.

> The Interpro Grievance Advisor is:
> **Heather Smith**
> Director of Graduate Programs
> heather.smith@wisc.edu
>
> If the student prefers to talk with someone outside of Interpro, contact:
> **David Noyce**
> Executive Associate Dean
> College of Engineering
> danoyce@wisc.edu
> 608-265-1882
>
> The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their advisors regarding concerns or difficulties if necessary.
>
> University resources for sexual harassment concerns can be found on the UW Office of Equity and Diversity website and are included in the next section.

4. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.

5. On receipt of a written complaint, a committee will be convened by the Grievance Advisor to manage the grievance. The program committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.

6. The committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.

8. Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the College of Engineering level.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### COLLEGE OF ENGINEERING RESOURCES

The Interdisciplinary Professional Programs office in the College of Engineering offers a number of professional development opportunities in the form of short courses, certificates, and custom courses designed to enhance professional growth and provide opportunities for career advancement. Learn more about our professional development o (https://interpro.wisc.edu/courses/)fferings (https://interpro.wisc.edu/courses/).

# ENGINEERING: POLYMER ENGINEERING, MENG

This is a named option in the Engineering MEng (p. 741).

The named option of Polymer Engineering (https://interpro.wisc.edu/online-degrees/polymer-engineering/) is a fully online degree that includes an interdisciplinary curriculum of courses incorporating the latest research and practices in plastics and polymer manufacturing. It is designed to prepare engineers for professional practice in the polymer industry.

In this program, you will:

- Gain an understanding of polymer chemistry and physics, including rheology. Fundamental knowledge in the area then leads to understanding of manufacturing processes.
- Better understand plastics life cycle and sustainability challenges.

- Position yourself to lead in the workplace with a greater understanding of cutting technologies and processes in plastics manufacturing, learning from leading academics and industry practitioners.

The program is tailored for working professionals, offering;

- Project based course work with instructors with industry experience.
- Flexible scheduling and award-winning distance learning
- Knowledge and skills that can be immediately applied in work situations

Explore the curriculum for this program (p. 749).

UW–Madison's online engineering graduate programs are world-class degrees and are consistently ranked in the Top 20 online engineering master's programs by U.S. News & World Report.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | July 1 |
| Spring Deadline | November 1 |
| Summer Deadline | May 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

## REQUIRED BACKGROUND

The degree may be earned by engineers who have:

- A BS degree in engineering from an ABET-approved program
- A minimum undergraduate grade point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00

Interested applicants with BS degrees in related fields should contact the program for more specific admission information at studentservices@interpro.wisc.edu. Prior coursework should include significant science and math courses. For more details, see the program website. (https://interpro.wisc.edu/online-graduate-programs/masters-degrees/polymer-engineering/)

## APPLICATION PROCESS

A complete graduate application is required before an application will be reviewed by the admissions committee. A complete graduate application contains the following:

### Graduate School Application

Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose

Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, educational background, work experience, professional goals, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Two Letters of Recommendation

Contact information for two recommenders must be entered into the online application. These recommendations ideally come from professional contacts who can speak to the applicant's background and ability to be successful in the program. Recommendations from academic contacts are also accepted. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding these letters.

### Academic Transcripts

Upload the most recent copies of your transcripts to the online application, from each institution attended. Unofficial copies of transcripts will be accepted for initial review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission.

### Resume/Curriculum Vitae

Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score

Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee

A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/) for fee information.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Students in these programs cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with other academic programs at UW–Madison, please contact Interdisciplinary Professional Program's Student Services Department (studentservices@interpro.wisc.edu).

Program tuition information can be found on the program website (https://interpro.wisc.edu/online-graduate-programs/masters-degrees/polymer-engineering/).

## SCHOLARSHIPS

Learn about scholarship opportunities (http://scholarships.wisc.edu/).

## EMPLOYER SUPPORT

Many students receive some financial support from their employers. Often, students find it beneficial to sit down with their employer and discuss how this program applies to their current and future responsibilities. Other key points to discuss include how participation will not interrupt your work schedule.

## FEDERAL LOANS

Students who are U.S. citizens or permanent residents are eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the Fall and Spring semesters, and two credits during Summer. Private loans are also available. Learn more about financial aid (https://financialaid.wisc.edu/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Must retake any courses for which a grade below C is recorded. |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Required Technical Courses** | | |
| Students must complete the following courses. | | |
| E P D 634 | Introduction to Polymer Chemistry | 2 |
| E P D 636 | Introduction to Polymer Physics | 2 |
| E P D 637 | Polymer Characterization | 3 |
| E P D 639 | Plastics Recycling and Sustainability | 2 |
| E P D 640 | Introductory Polymer Rheology | 3 |
| E P D 650 | Introduction to Polymers Processing | 3 |
| E P D 652 | Quantitative Methods for Interdisciplinary Engineering | 3 |
| Plus one of the following: | | 3 |
| E P D 522 | Generative Artificial Intelligence for Engineering Applications | |
| I SY E 516 | Introduction to Decision Analysis | |
| I SY E 521 | Machine Learning in Action for Industrial Engineers | |
| **Electives** | | |
| Complete from the following: | | 9 |
| E P D 416 | Engineering Applications of Statistics | |
| E P D 605 | Fundamentals of Technical Project Management | |

| | |
|---|---|
| E P D 606 | Leading and Managing Technical Teams |
| or E P D/ GEN BUS/ M H R 783 | Leading Teams |
| E P D 611 | Engineering Economics and Management |
| E P D 612 | Technical Project Management |
| E P D 638 | Polymer Coatings and Adhesives |
| E P D 660 | Core Competencies of Sustainability |
| E P D 678 | Supply Chain Management for Engineers |
| E P D 701 | Writing for Professionals |
| E P D 702 | Professional Presentations |
| E P D 704 | Organizational Communication and Problem Solving |
| E P D 706 | Change Management |
| E P D 708 | Creating Breakthrough Innovations |
| E P D 710 | Foundations of Engineering Leadership |
| E P D 711 | Strategic and Ethical Communication for Engineers * |
| E P D/GEN BUS/ MARKETNG 782 | Marketing for Non-Marketing Professionals |
| E P D/GEN BUS/ M H R 785 | Effective Negotiation Strategies |
| I SY E 618 | Quality Engineering and Quality Management |
| M E 417 | Transport Phenomena in Polymer Processing |
| M E 418 | Engineering Design with Polymers |
| M E 419 | Fundamentals of Injection Molding |
| M E/CIV ENGR/ E M A 508 | Composite Materials |
| M E 514 | Polymer Additive Manufacturing |
| M E/E M A 570 | Experimental Mechanics |
| M E 699 | Advanced Independent Study |
| M E/E M A 722 | Introduction to Polymer Rheology |
| **Total Credits** | **30** |

* Students cannot apply both E P D 711 and E P D 712 to satisfy requirements.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

All students have both a plan advisor and academic advisor (typically the program director or academic director for each program); programs without a fixed curriculum are required to meet with their advisor to outline an approved plan of study by the end of their first academic term.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and

conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)

- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

Procedures for proper accounting of student grievances:

1. The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.

2. If that does not resolve the grievance, the student should contact the program's director.

3. Should a satisfactory resolution not be achieved, the student should contact Interpro's Grievance Advisor to discuss the practice.

The Interpro Grievance Advisor is:
**Heather Smith**
Director of Graduate Programs
heather.smith@wisc.edu

If the student prefers to talk with someone outside of Interpro, contact:
**David Noyce**
Executive Associate Dean
College of Engineering
danoyce@wisc.edu
608-265-1882

The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their advisors regarding concerns or difficulties if necessary.

University resources for sexual harassment concerns can be found on the UW Office of Equity and Diversity website and are included in the next section.

4. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.

5. On receipt of a written complaint, a committee will be convened by the Grievance Advisor to manage the grievance. The program committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.

6. The committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.

8. Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the College of Engineering level.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

## OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## COLLEGE OF ENGINEERING RESOURCES

The Interdisciplinary Professional Programs office in the College of Engineering offers a number of professional development opportunities in the form of short courses, certificates, and custom courses designed to enhance professional growth and provide opportunities for career advancement. Learn more about our professional development offerings (https://interpro.wisc.edu/courses/).

# ENGINEERING: SUSTAINABLE SYSTEMS ENGINEERING, MENG

This is a named option within the Engineering MEng. (p. 741)

The named option Sustainable Systems Engineering (https://interpro.wisc.edu/online-degrees/sustainable-systems-engineering/) is an online master's degree designed to prepare students to understand and apply principles of engineering, science, policy, and economics to current and future environmental sustainability issues. Through objective, reliable, and cost-effective engineering methods, students will create sustainable solutions for society's energy and resource challenges.

In this program, you will:

- Apply sustainability principles to engineering practices and renewable/sustainable energy system design;
- Gain expertise and knowledge of the environmental, social and economic aspects, and design interplays of sustainability frameworks and renewable energy systems;
- Position yourself to create and lead sustainability and renewable/sustainable energy project initiatives through your organization and for your clients.

The program is tailored for working engineers, offering:

- Knowledge and skills that can immediately be applied to work situations;
- Project-based learning with experienced professionals;
- Award-winning distance-learning design.

Explore the curriculum for this program (p. 753).

UW–Madison's online engineering graduate programs are world-class degrees and are consistently ranked in the Top 20 online engineering master's programs by U.S. News & World Report.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | July 1 |
| Spring Deadline | November 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

## REQUIRED BACKGROUND

The degree may be earned by engineers who have:

- A BS degree in engineering from an ABET-approved program
- A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00

Applicants may submit GRE scores if they have already taken the exam.

Interested applicants with BS degrees in related fields should contact the program for more specific information at studentservices@interpro.wisc.edu. Prior coursework should include significant science and math courses. For more details, see the program website. (https://epd.wisc.edu/online-degree/sustainable-systems-engineering/)

## APPLICATION PROCESS

A complete graduate application is required before an application will be reviewed by the admissions committee. A complete graduate application contains the following:

### Graduate School Application

Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose

Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, educational background, work experience, professional goals, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Two Letters of Recommendation

Contact information for two recommenders must be entered into the online application. These recommendations ideally come from professional contacts who can speak to the applicant's background and ability to be successful in the program. Recommendations from academic contacts are also accepted. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding these letters.

### Academic Transcripts

Upload the most recent copies of your transcripts to the online application, from each institution attended. Unofficial copies of transcripts will be accepted for initial review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission.

### Resume/Curriculum Vitae
Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score
Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee
A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/) for fee information.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES
The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES
Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Students in these programs cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with other academic programs at UW–Madison, please contact Interdisciplinary Professional Program's Student Services Department (studentservices@interpro.wisc.edu).

Program tuition information can be found on the program website (https://interpro.wisc.edu/online-graduate-programs/masters-degrees/sustainable-systems-engineering/).

## SCHOLARSHIPS
Learn about scholarship opportunities (https://scholarships.wisc.edu/).

## EMPLOYER SUPPORT
Many students receive some financial support from their employers. Often, students find it beneficial to sit down with their employer and discuss how this program applies to their current and future responsibilities. Other key points to discuss include how participation will not interrupt your work schedule.

## FEDERAL LOANS
Students who are U.S. citizens or permanent residents are eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the Fall and Spring semesters, and two credits during Summer. Private loans are also available. Learn more about financial aid (https://financialaid.wisc.edu/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS
Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions
**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Must retake any courses for which a grade below C is recorded. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Capstone Course** | | |
| Required after completing 21 credits | | 3 |
| E P D 669 | Sustainable Systems Engineering Capstone | |
| **Science and Sustainability Courses** | | |
| Complete at least 9 credits from these courses | | 9 |
| BSE/ ENVIR ST 367 | Renewable Energy Systems (can count as Science and Sustainability OR Engineering and Design) | |
| CIV ENGR 723 | Energy Principles of Environmental Engineering | |
| CIV ENGR 729 | Environmental Sustainability Tools | |
| E P D 639 | Plastics Recycling and Sustainability | |
| E P D 648 | Plastics Manufacturing and Sustainability Seminar | |
| E P D 660 | Core Competencies of Sustainability (recommended for all SSE students) | |
| GEOSCI/ ENVIR ST 411 | Energy Resources | |
| **Engineering and Design Courses** | | |
| Complete at least 9 credits | | 9 |
| CIV ENGR/ G L E 535 | Wind Energy Balance-of-Plant Design | |
| E P D 699 | Independent Study | |
| E P D 600 | Special Topics in Engineering Professional Development (multiple course topics available - refer to advisor for approved courses) | |
| E P D 730 | Sustainable Facilities | |
| E P D 731 | Energy Efficiency in Buildings | |
| G L E 401 | Special Topics in Geological Engineering (specific course topics - refer to advisor for approved courses) | |
| **Elective Courses** | | |
| Complete at least 9 credits from the courses below or the two lists above | | 9 |
| CIV ENGR 525 | Case Studies Exploring Infrastructure Sustainability and Climate Change | |
| CIV ENGR 629 | Special Topics in Environmental Engineering (specific course topics - refer to advisor for approved courses) | |
| E P 418 | Sustainable Energy Challenges and Solutions | |
| E P D 605 | Fundamentals of Technical Project Management | |
| or E P D/ GEN BUS/ OTM 784 | Project Management Essentials | |
| E P D 606 | Leading and Managing Technical Teams | |
| or E P D/ GEN BUS/ M H R 783 | Leading Teams | |
| E P D 611 | Engineering Economics and Management | |
| E P D 612 | Technical Project Management | |
| E P D 616 | Engineering Law | |
| E P D 647 | Trends in Electrification Seminar | |
| E P D 701 | Writing for Professionals | |
| E P D 702 | Professional Presentations | |
| E P D 704 | Organizational Communication and Problem Solving | |
| E P D 706 | Change Management | |
| E P D 707 | Engineering Research and Professional Projects | |
| E P D 708 | Creating Breakthrough Innovations | |
| E P D 711 | Strategic and Ethical Communication for Engineers * | |
| E P D 712 | Ethics for Professionals | |
| E P D/ACCT I S/ GEN BUS 781 | Financial and Business Acumen | |
| E P D/GEN BUS/ MARKETNG 782 | Marketing for Non-Marketing Professionals | |
| E P D/GEN BUS/ M H R 785 | Effective Negotiation Strategies | |
| **Total Credits** | | **30** |

* Students cannot apply both E P D 711 and E P D 712 to satisfy requirements.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
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- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
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- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
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### Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

Procedures for proper accounting of student grievances:

1. The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.

2. If that does not resolve the grievance, the student should contact the program's director.

3. Should a satisfactory resolution not be achieved, the student should contact Interpro's Grievance Advisor to discuss the practice.

> The Interpro Grievance Advisor is:
> **Heather Smith**
> Director of Graduate Programs
> heather.smith@wisc.edu
>
> If the student prefers to talk with someone outside of Interpro, contact:
> **David Noyce**
> Executive Associate Dean
> College of Engineering
> danoyce@wisc.edu
> 608-265-1882
>
> The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their advisors regarding concerns or difficulties if necessary.
>
> University resources for sexual harassment concerns can be found on the UW Office of Equity and Diversity website and are included in the next section.

4. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.

5. On receipt of a written complaint, a committee will be convened by the Grievance Advisor to manage the grievance. The program committee will

obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.

6. The committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.

8. Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the College of Engineering level.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### COLLEGE OF ENGINEERING RESOURCES

The Interdisciplinary Professional Programs office in the College of Engineering offers a number of professional development opportunities in the form of short courses, certificates, and custom courses designed to enhance professional growth and provide opportunities for career advancement. Learn more about our professional development o (https://interpro.wisc.edu/courses/.html)fferings (https://interpro.wisc.edu/courses/.html).

# MANUFACTURING SYSTEMS ENGINEERING, MS

The Master of Science in Manufacturing Systems Engineering (MSE) is a multidisciplinary degree, drawing courses and faculty and instructors from engineering, business, and Interdisciplinary Professional Programs. As the first program of its kind in the United States, and among the first in the world, MSE has long been recognized as a leading provider of resourceful engineers for global and dynamic manufacturing firms. Hands-on projects, along with classes taught by internationally recognized experts and state-of-the-art technology, provide an ideal foundation for anyone entering today's advanced manufacturing environment.

MSE graduates leave the program skilled in both technical and leadership domains. Students are exposed to practical problems and cutting-edge concepts, resulting in engineers who combine management skills with advanced technical abilities. Courses cover a broad range of manufacturing issues, while reinforcing a systems approach. The coursework is a combination of required and elective courses.

Explore the curriculum for this program (p. 759).

The student body of the MSE program is predominantly composed of students working for their degrees while employed. Students have an engaged learning experience, applying what they learn in their work environment.

Specifically, the program addresses solutions to problems in the design, development, implementation, operation, evaluation, and management of modern manufacturing systems.

UW-Madison's online engineering graduate programs are world-class degrees and are consistently ranked in the Top 20 online engineering master's programs by *U.S. News & World Report*.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Manufacturing Systems Engineering through the named option:

- Manufacturing Engineering (p. 757)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Funding information for the named option program is available on the corresponding page:

- Manufacturing Engineering (p. 757) (online)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/).<br><br>The department recommends taking coursework in College of Engineering, the School of Business, the Department of Statistics, the Department of Biological Systems Engineering, and the Department of Computer Sciences. |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Must retake any courses for which a grade below C is recorded |
| Assessments and Examinations | None |
| Language Requirements | No language requirements |

## REQUIRED COURSES

Select a Named Option (p. 757) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. The named option appears on the transcript with degree conferral. Students pursuing the Master of Science in Manufacturing Systems Engineering must select the following named option:

View as listView as grid

- **MANUFACTURING SYSTEMS ENGINEERING: MANUFACTURING ENGINEERING, MS (P. 757)**

## POLICIES

# POLICIES

Students should refer to the named option for policy information:

- Manufacturing Engineering (p. 757)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## COLLEGE OF ENGINEERING RESOURCES

The Interdisciplinary Professional Programs office in the College of Engineering offers a number of professional development opportunities in the form of short courses, certificates, and custom courses designed to enhance professional growth and provide opportunities for career advancement. Learn more about our professional development o (https://interpro.wisc.edu/courses/)fferings (https://interpro.wisc.edu/courses/).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and solve advanced engineering problems.
3. Apply the latest scientific and technological advancements, advanced techniques, and modern engineering tools to these problems.
4. Recognize and apply principles of ethical and professional conduct.

# MANUFACTURING SYSTEMS ENGINEERING: MANUFACTURING ENGINEERING, MS

The named option in Manufacturing Systems Engineering (https://interpro.wisc.edu/online-graduate-programs/masters-degrees/manufacturing-systems-engineering/) is an online master's degree designed to prepare engineering professionals to lead their manufacturing operations now and in the future. Students will gain cross-functional expertise to drive creative product and process improvement leveraging advanced tools, technologies, and automation systems.

Students in this program will learn how to:

- Analyze, compare, and contrast technical and business systems to optimize operations
- Simulate production processes and evaluate large data sets to identify areas of improvement and develop long-term strategies
- Solve problems and drive innovation to remain competitive
- Understand advanced automation and smart manufacturing technologies that will change the manufacturing processes and positively affect the business

Explore the curriculum for this program (p. 759).

UW–Madison's online engineering graduate programs are world-class degrees and are consistently ranked in the Top 20 online engineering master's programs by U.S. News & World Report.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | July 1 |
| Spring Deadline | November 1 |
| Summer Deadline | May 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

## REQUIRED BACKGROUND

The degree may be earned by engineers who have:

- A BS in science, technology, or a related field with sufficient coursework and professional experience to demonstrate proficiency in engineering practice OR at least 16 credits of math and science coursework from an ABET-approved program
- A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00

Interested applicants with BS degrees in related fields should contact the program for more specific admission information at studentservices@interpro.wisc.edu. Prior coursework should include significant science and math courses. For more details, see the program website. (https://interpro.wisc.edu/online-degrees/manufacturing-systems-engineering/)

## APPLICATION PROCESS

A complete graduate application is required before an application will be reviewed by the admissions committee. A complete graduate application contains the following:

### Graduate School Application

Applicants must submit an online application to the UW–Madison Graduate School. See Graduate School Admissions (https://grad.wisc.edu/admissions/) to apply.

### Statement of Purpose

Submit a statement of purpose of 1,000 words or less in the online application. This statement should cover your technical areas of interest, educational background, work experience, professional goals, and any other items relevant to your qualifications for graduate school. See the Graduate School for additional guidelines for the Statement of Purpose (https://grad.wisc.edu/apply/prepare/) (scroll to bottom of page).

### Two Letters of Recommendation

Contact information for two recommenders must be entered into the online application. These recommendations ideally come from professional contacts who can speak to the applicant's background and ability to be successful in the program. Recommendations from academic contacts are also accepted. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding these letters.

### Academic Transcripts

Upload the most recent copies of your transcripts to the online application, from each institution attended. Unofficial copies of transcripts will be accepted for initial review. If the applicant is recommended for admission, then the Graduate School will follow-up with instructions for official transcript submission.

### Resume/Curriculum Vitae

Upload your most recent resume or curriculum vitae in the online application.

### English Proficiency Score

Refer to the Graduate School: Minimum Requirements for Admission (https://policy.wisc.edu/library/UW-1241/) policy.

### Application Fee

A one-time application fee is required. See the Graduate School frequently asked questions (https://grad.wisc.edu/apply/) for fee information.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Students in these programs cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with other academic programs at UW–Madison,

please contact Interdisciplinary Professional Program's Student Services Department (studentservices@interpro.wisc.edu).

Program tuition information can be found on the program website. (https://interpro.wisc.edu/online-graduate-programs/masters-degrees/manufacturing-systems-engineering/)

## SCHOLARSHIPS

Learn about scholarship opportunities (https://scholarships.wisc.edu/).

## EMPLOYER SUPPORT

Many students receive some financial support from their employers. Often, students find it beneficial to sit down with their employer and discuss how this program applies to their current and future responsibilities. Other key points to discuss include how participation will not interrupt your work schedule.

## FEDERAL LOANS

Students who are U.S. citizens or permanent residents are eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the Fall and Spring semesters, and two credits during Summer. Private loans are also available. Learn more about financial aid (https://financialaid.wisc.edu/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/).<br><br>The department recommends taking coursework in College of Engineering, the School of Business, the Department of Statistics, the Department of Biological Systems Engineering, and the Department of Computer Sciences. |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Must retake any courses for which a grade below C is recorded. |
| Assessments and Examinations | None |
| Language Requirements | No language requirements |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| E P D 612 | Technical Project Management | 3 |
| E P D 678 | Supply Chain Management for Engineers | 3 |
| I SY E 412 | Fundamentals of Industrial Data Analytics | 3 |
| I SY E 615 | Production Systems Control | 3 |
| I SY E 618 | Quality Engineering and Quality Management | 3 |
| I SY E/M E 641 | Design and Analysis of Manufacturing Systems | 3 |
| M E 529 | Design & Applications of Smart Manufacturing Processes | 3 |
| Electives | | 9 |
| **Total Credits** | | **30** |

### Elective Courses

Students complete 9 credits of elective coursework in consultation with their advisor. Courses not listed here may count as electives with program approval.

| Code | Title | Credits |
|---|---|---|
| E P D 416 | Engineering Applications of Statistics | 3 |

| | | |
|---|---|---|
| E P D 611 | Engineering Economics and Management | 3 |
| E P D 613 | International Engineering Strategies and Practices | 3 |
| E P D 614 | Marketing for Technical Professionals | 3 |
| E P D 617 | Communicating Technical Information | 3 |
| E P D 619 | Fostering and Leading Innovation | 3 |
| E P D 637 | Polymer Characterization | 3 |
| E P D 638 | Polymer Coatings and Adhesives | 3 |
| I SY E/M E 512 | Inspection, Quality Control and Reliability | 3 |
| I SY E 516 | Introduction to Decision Analysis | 3 |
| M E 446 | Introduction to Feedback Control | 3 |
| M E 447 | Computer Control of Machines and Processes | 3 |
| M E 514 | Polymer Additive Manufacturing | 3 |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

All students have an academic advisor (typically the program director or academic director for each program); programs without a fixed curriculum are required to meet with their advisor to outline an approved plan of study by the end of their first academic year.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

Procedures for proper accounting of student grievances:

1. The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.

2. If that does not resolve the grievance, the student should contact the program's director.

3. Should a satisfactory resolution not be achieved, the student should contact Interpro's Grievance Advisor to discuss the practice.

> The Interpro Grievance Advisor is:
> **Heather Smith**
> Director of Graduate Programs
> heather.smith@wisc.edu
>
> If the student prefers to talk with someone outside of Interpro, contact:
> **David Noyce**
> Executive Associate Dean
> College of Engineering
> danoyce@wisc.edu
> 608-265-1882
>
> The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their advisors regarding concerns or difficulties if necessary.
>
> University resources for sexual harassment concerns can be found on the UW Office of Equity and Diversity website and are included in the next section.

4. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.

5. On receipt of a written complaint, a committee will be convened by the Grievance Advisor to manage the grievance. The program committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.

6. The committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.

8. Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the College of Engineering level.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### COLLEGE OF ENGINEERING RESOURCES

The Interdisciplinary Professional Programs office in the College of Engineering offers a number of professional development opportunities in the form of short courses, certificates, and custom courses designed to enhance professional growth and provide opportunities for career advancement. Learn more about our professional development o (https://interpro.wisc.edu/courses/)fferings (https://interpro.wisc.edu/courses/).

# ENGLISH

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Creative Writing, Doctoral Minor (p. 762)
- Creative Writing, MFA (p. 762)
- English Linguistics, Doctoral Minor (p. 766)
- English, Doctoral Minor (p. 766)
- English, MA (p. 766)
- English, PhD (p. 770)
- Interdisciplinary Theatre Studies, Doctoral Minor (p. 777)
- Interdisciplinary Theatre Studies, MA (p. 778)
- Interdisciplinary Theatre Studies, PhD (p. 782)
- Teaching English to Speakers of Other Languages, Graduate/ Professional Certificate (p. 786)

# CREATIVE WRITING, DOCTORAL MINOR

The program in creative writing also offers doctoral students at the University of Wisconsin–Madison the chance to incorporate creative writing as part of their course of studies in the form of a minor in creative writing.

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Students are encouraged to consult a member of the Creative Writing Program faculty prior to applying to the minor and choosing a workshop. Students applying for the minor must have completed or be currently enrolled in an advanced-level undergraduate or graduate creative writing workshop (the "prerequisite workshop").

Students must submit a writing sample and personal statement (up to two pages, single-spaced) addressing the minor's relevance to their current or future research and career plans to the MFA director.

Admission is determined by a committee composed of Creative Writing Program faculty. Admission is based on the quality of the writing sample, performance in the prerequisite workshop, and personal statement.

### PREREQUISITE WORKSHOP

Admission to individual workshops is not guaranteed for any student, but is based on evaluation of a writing sample that must be submitted to the instructor by November 1 for spring semester workshops and by April 1 for fall semester workshops.

The writing sample must consist of the following:

1. 10 pages of single-spaced poems, with each new poem beginning on a new page, or
2. Up to 30 double-spaced pages of fiction.

Admission to all graduate workshops is at the discretion of the instructor.

Creative writing classes often appear to be closed even when there is room for additional students. This is done when all or some of the students in a workshop are admitted on the basis of writing samples, and is especially true of graduate-level workshops. If you are interested in a class that appears to be closed, please contact the MFA director to determine the actual enrollment status.

## REQUIREMENTS

## REQUIREMENTS

Students must complete 12 credits, including 9 credits of graduate or advanced undergraduate workshops and 3 credits of an elective that is relevant to the student's work in creative writing.

Students in the Department of English whose major field of study is in the program of Literary Studies, Composition & Rhetoric, or English Language & Linguistics, must select their elective in consultation with the department's director of graduate studies (dgs@english.wisc.edu).

Students from other departments/programs, must select the elective in consultation with their advisor.

# CREATIVE WRITING, MFA

The program in creative writing offers a two-year master of fine arts degree in creative writing in the areas of fiction and poetry. The MFA program is a small program within a large and vibrant writing community. The program typically admits six new students each year.

The MFA program is the only program of its kind to have an "alternating genre" admissions policy. The program admits fiction writers in even-numbered years and poets in odd-numbered years. This alternating admissions schedule allows the program to provide a 2-to-1 student/teacher ratio and lets fiction instructors focus entirely on one group of fiction writers, and poetry instructors on one group of poets for the two-year instructional period.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

### ADMISSION PROCESS

Students who have earned a BA or equivalent degree may apply for admission to the MFA program in fiction or in poetry. Our MFA program has an "alternating genre" admissions policy. The program admits fiction

writers in even-numbered years and poets in odd-numbered years. This alternating admissions schedule allows the program to provide a 2-to-1 student/teacher ratio and lets fiction instructors focus entirely on one group of fiction writers, and poetry instructors on one group of poets for the two-year instructional period.

All application materials—including transcripts, letters of recommendation, statement of purpose (reasons for graduate study), a writing sample, a CV, and the application fee—must be submitted online in pdf format by midnight, US Central Time, by deadline.

Further details about the admissions process can be found on the MFA admissions (https://creativewriting.wisc.edu/gradapply/) page.

## PROGRAM APPLICATION REQUIREMENTS

- Statement of Purpose (Reasons for Graduate Study): A statement of approximately 500 words explaining your reasons for pursuing this graduate degree.
- A Curriculum Vitae or Resume
- Transcripts: An unofficial copy of undergraduate transcript(s) uploaded in pdf format is required. With the exception of study-abroad transcripts, applicants should provide transcripts from every post-secondary educational institution attended, even if transfer credits from one school appear on the transcripts of another. International academic records must be submitted in the original language and accompanied by an English translation. No official transcripts are required as part of the application. If recommended for admission to MFA in Creative Writing, then the Graduate School will send an instructional email request for official transcripts.
- Three Letters of Recommendation: Supply the names and email addresses of three recommenders in application. Recommenders will receive the request for letters from our system, via email.
- Supplemental Application Writing Sample
  - Writing Sample for Poetry submission (odd numbered entry years, Fall 2025, Fall 2027): A poetry manuscript, ten single-spaced pages in length, in eleven- or twelve-point font, with each poem beginning on a new page (for a maximum of ten poems, but likely fewer). If a cover page listing the poems is included, this will not count toward the ten-page limit. The applicant's name and page number should appear on each page of the writing sample. The program will not review Fiction applications during Poetry applicant review years.
  - Writing Sample for Fiction submission (even numbered entry years, Fall 2026, Fall 2028): A fiction manuscript, up to thirty double-spaced pages in length, in eleven- or twelve-point font, consisting of one or two short stories or novel excerpts. The applicant's name and page number should appear on each page of the writing sample. If including a novel excerpt, applicants may provide a brief synopsis of the novel in progress. The program cannot consider more than two stories or excerpts, and cannot read beyond the thirty-page limit. The program will not review Poetry applications during Fiction applicant review years.

# FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### CREATIVE WRITING MFA PROGRAM RESOURCES

Prospective students should see the program website (https://creativewriting.wisc.edu/teachingaid/) for MFA teaching opportunities and funding information.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 42 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | To be considered a student in good standing in the MFA program in creative writing, a student must maintain a cumulative GPA of at least 3.0 and receive no grade lower than an AB in any creative writing course. If a student does not meet this requirement, or if a student receives an F in any course, the student could no longer be considered to be in good standing. Consequently, a student who is not in good standing could have their teaching assistantship or other financial aid support revoked, and could be asked to leave the program. |
| Assessments and Examinations | MFA candidates must submit a publishable written thesis in the genre in which they were admitted (fiction or poetry). |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Writing Workshops** | | |
| Students take workshops in their primary genre (fiction or poetry) which are held in the first, second, and third semesters. Workshops include: | | 9 |
| ENGL 781 | Graduate Fiction Workshop (Fiction Genre) | |
| ENGL 782 | Graduate Poetry Workshop (Poetry Genre) | |
| **Pedagogy** | | |
| Students typically complete the following course during the first semester. | | |
| ENGL 783 | Creative Writing Pedagogy Seminar (Both Fiction and Poetry Genres) | 3 |
| **Thesis** | | |
| Students must complete 15 credits of the following course. | | 15 |
| ENGL 785 | MFA Thesis | |
| **Electives** | | **15** |
| **Total Credits** | | **42** |

### Thesis

Students take 3 credits in each of the first, second and third semesters, then 6 thesis credits in the fourth semester. These are not courses—rather, they're the means by which the University gives MFAs credit for their independent writing.

### Electives

Students take **15 credits of electives** drawn from appropriate courses across the curriculum. While students are expected to focus on and produce book-length theses by the end of their two years here, they are also encouraged to pursue other intellectual interests via these electives. In the past, MFA students have fulfilled their elective requirements by enrolling in literature courses, studying foreign languages, pursuing other artistic interests such as dance, book-making, and classical guitar, augmenting research for historical novels by taking appropriate history classes. MFA students may also hone their writing skills in other genres by taking intermediate and advanced undergraduate workshops and graduate level workshops in genres outside the one for which they were admitted, as electives with the permission of the instructor. Students may also take up to 6 elective credits in the form of additional thesis hours in the second and third semesters.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 12 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

No credits from a UW–Madison or other institution's undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 10 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

The MFA advisor (sometimes referred to as the MFA program director) will review student academic performance and conduct in all coursework to determine that students are making satisfactory progress toward the degree. If at any time the MFA advisor determines that a student's academic performance and/or conduct has not been satisfactory, the MFA advisor, with the input and concurrence of the voting members of the Creative Writing Steering Committee, may place the student on probation or may dismiss the student from the program. The period of probation will be one semester in duration. Prior to the end of the probationary period the MFA advisor will review the student's performance and conduct and decide, with the input and concurrence of the voting members of the Creative Writing Steering Committee, to reinstate or dismiss the student.

## ADVISOR / COMMITTEE

The current MFA advisor (sometimes referred to as the MFA program director) advises all MFA students during their first two semesters. In the third and fourth semester, the MFA student's thesis director will serve as their advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

It is expected that the MFA thesis be completed in May of the second year in the program.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### CREATIVE WRITING MFA RESOURCES

MFA students receive extensive training in the instruction of creative writing through ENGL 783 Creative Writing Pedagogy Seminar. MFA students also receive training and access to extensive professional development resources through an annual "Life After the MFA" seminar. MFA students may pursue further professional development training in the fields of literary citizenship and literary publishing by enrolling in ENGL 411 Creative Writing: Special Topics Workshop: Writers in the World or Literary Publishing, as electives.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop the creative and technical skills necessary to conceive, execute, and revise original literary work in a student's chosen genre (fiction or poetry).
2. Demonstrate sensitivity to language and style on both the artistic and technical levels.
3. Develop the critical, analytical, and editing skills necessary to evaluate literary works in progress, both in the student's own work-in-progress, and in that of the student's peers.
4. Develop the ability to read literary works not only for their social, historical, intellectual, formal, and interpretive value, but for their capacity to inspire and generate new work, and to see in a finished work the process of its being made.
5. Develop through study and practice the pedagogical skills necessary to teach creative writing courses to undergraduate students.
6. Demonstrate understanding of professional and pedagogical practices and opportunities within and related to the field of creative writing.
7. Recognize and apply principles of ethical conduct with respect to one's work.
8. Engage with local communities of creative writers.

# ENGLISH LINGUISTICS, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

The minor in English Linguistics is available to English PhD students focusing on Composition and Rhetoric or Literary Studies, but not English Language and Linguistics. PhD students in other departments may elect an external minor in English Linguistics.

## REQUIREMENTS

# REQUIREMENTS

The requirement for the English Linguistics minor is a plan of 12 credits in courses to be selected in consultation with an English Language and Linguistics (ELL) faculty member and the ELL Graduate Advisor.

Students pursuing the minor are encouraged to take ENGL 713 Topics in Contemporary English Linguistics (a graduate research and professionalism course). Any course in English Language and Linguistics may be included in the minor course plan with written approval by the ELL Graduate Advisor. To learn more about the courses, to obtain approval for a plan of courses, and seek permission to register in specific courses, contact the Graduate Advisor in English Language and Linguistics.

# ENGLISH, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

Doctoral candidates from other programs who wish to pursue a minor in English must secure advance approval of their proposed course of study from the director of graduate studies in English. A minor in English consists of 12 credits of graduate work with no grade lower than B. The department offers a minor in English (with concentrations in literature or composition and rhetoric), a minor in English Linguistics (p. 766), and a minor in Creative Writing. (p. 762)

# ENGLISH, MA

The Department of English offers a PhD in English (with specializations in Composition and Rhetoric, English Language and Linguistics, or Literary Studies). Additionally, the English Department offers an MFA in Creative Writing (https://creativewriting.wisc.edu/masters/).

This master's program is offered for work leading to the English PhD (for students in the Literary Studies pathway and English Language and Linguistics pathway[1])

Literary Studies Pathway (MA + PhD): Students enrolled in the literary studies PhD specialization become eligible for an MA English degree in the literary studies area when they successfully complete the first-

stage doctoral requirements. The literary studies specialization does not offer an MA apart from the doctoral program. The literary studies track offers a rigorous course of study leading to the completion of a doctoral dissertation in any field of English, American, or Anglophone literature and culture, or in any field of literary theory and criticism. The program prepares students for active careers in higher education among other potential fields and combines a sharp focus on conceptual approaches to literary and cultural works with a commitment to broad coverage of the field of Anglophone literature. Graduate seminars taken during the first phases of the doctoral program serve to prepare students to develop research projects for the dissertation. As they progress toward the PhD, students are invited to consider interdisciplinary subspecialties: literary theory and criticism, visual studies, ecocriticism and environmentalism, transnational and global literature, material culture, print culture and book history, digital humanities, disability studies, gender studies, race and ethnic studies, feminist theory, LGBTQ literature and queer theory, postcolonial studies. The program provides opportunities for teaching writing and literature and for administrative experience.

English Language and Linguistics Pathway (MA+ PhD)[1]: The English language and linguistics area is intended for students with a solid foundation in the English language, applied linguistics, and related fields. Students enrolled in the English language and linguistics PhD specialization become eligible for an MA English degree when they successfully complete the first-stage doctoral requirements. The English language and linguistics specialization does not offer an MA apart from the doctoral program. Through program of course work and seminars, English language and linguistics doctoral students attain advanced knowledge in the core areas of English syntax and phonology and in the applied areas of second language acquisition, discourse analysis, and language variation and change. On reaching the dissertation stage, students pursue individual research in close cooperation with their faculty advisor. In recent years, students have written dissertations on code-switching, critical pedagogy, interactional competence, and conversation analysis, syntactic problems in second language acquisition, classroom discourse, and psycholinguistics. Graduates of the program have taken faculty positions at universities throughout the country.

[1] The MA pathway, English Language and Linguistics, is effective for students admitted Fall 2025 and after. Students admitted to the terminal MA pathway, Applied English Linguistics, prior to Fall 2025 will adhere to the same curricular requirements with the addition of the final comprehensive exam. The MA pathway in Applied English Linguistics will discontinue with the current cohort and those admitted to the pathway starting Fall 2024.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD (for students in the Literary Studies pathway and English Language and Linguistics pathway).
Students may not apply directly for the master's, and should instead see the admissions information for English PhD (https://guide.wisc.edu/graduate/english/english-phd/#admissionstext).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Prospective students should see the program website (https://english.wisc.edu/graduate-program/prospective-students/funding/) for funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |

| | |
|---|---|
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School's Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.5 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of BC or lower cannot be used to meet an English Course Requirement. A student who fails to meet the GPA requirement requirement may be reviewed for Satisfactory progress or placed on Departmental Probation. |
| Assessments and Examinations | Students admitted to the terminal MA pathway Applied English Linguistics, prior to Fall 2025 will be required to complete a final comprehensive exam. |
| Language Requirements | Demonstrate proof of adequate competency in one non-English language by the time of MA degree completion. PhD students will complete an additional language requirement(s), see PhD requirements. |

## REQUIRED COURSES

Students completing the MA pathway should refer to the PhD (p. 772) for more information on requirements.

### English Language and Linguistics Pathway (previously Applied English Linguistics) [1,2]

These requirements must be completed before the beginning of the fifth semester. When the first stage requirements are completed, provided the student meets the program standards for satisfactory progress, they will be entitled to move into the second stage of the PhD program.

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| ENGL 314 | Structure of English | 3 |
| ENGL 315 | English Phonology | 3 |
| ENGL 514 | English Syntax | 3 |
| ENGL 516 | English Grammar in Use | 3 |
| **Electives** | | |
| Students must complete 18 credits, including 6 credits numbered 700 to 799 and 3 credits numbered 900 to 999. | | 18 |
| ENGL 316 | English Language Variation in the U.S. | |
| ENGL 318 | Second Language Acquisition | |
| ENGL 413 | English Words: Grammar, Culture, Mind | |
| ENGL 414 | Global Spread of English | |
| ENGL 416 | English in Society | |
| ENGL 417 | History of the English Language | |
| ENGL 420 | Topics in English Language and Linguistics | |
| ENGL/ MEDIEVAL 520 | Old English | |
| ENGL 709 | Advanced English Phonology | |
| ENGL 711 | Research Methods in Applied Linguistics | |
| ENGL 713 | Topics in Contemporary English Linguistics | |
| ENGL 715 | Advanced Second Language Acquisition | |
| ENGL 905 | Seminar-Topics in Applied English Linguistics | |
| ENGL 906 | Seminar-The English Language | |
| **Total Credits** | | **30** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 The MA pathway, English Language and Linguistics, is effective for students admitted Fall 2025 and after. Students admitted to the terminal MA pathway, Applied English Linguistics, prior to Fall 2025 will adhere to the same curricular requirements with the addition of the final comprehensive exam. The MA pathway in Applied English Linguistics will discontinue with the current cohort and those admitted to the pathway starting Fall 2024.

### Literary Studies Pathway [1]

All courses for this pathway must be completed in English (ENGL (https://guide.wisc.edu/courses/engl/)) graduate level courses as specified below. Students take a total of ten courses in the Department of English. To ensure breadth of knowledge, the course requirements call for intensive study in different chronological and geographical areas.

These requirements must be completed before the beginning of the fifth semester. When the first stage requirements are completed, provided the student meets the program standards for satisfactory progress, they will be entitled to move into the second stage of the PhD program.

Note: A maximum of 9 credits of this MA and/or PhD coursework may come from UW programs or departments outside of English.

| Code | Title | Credits |
|---|---|---|
| **Literature** | | |
| Students must complete 6 credits of literature in the English Department, including one pre-1800 course and one post-1800 course. | | 6 |
| *Pre-1800 Course Options* | | |
| ENGL 720 | Seminar in Early Modern Studies | |
| ENGL/ THEATRE 731 | Advanced Theatre History 500 BC to 1700 | |
| ENGL/ MEDIEVAL 803 | Topics in Medieval Literature | |
| ENGL 804 | Topics in Early Modern Literature | |
| ENGL 805 | Topics in Eighteenth-Century Literature | |
| ENGL 810 | Topics in Early American Literature | |
| *Post-1800 Course Options* | | |
| ENGL/ THEATRE 732 | Advanced Theatre History 1700 to Present | |
| ENGL/ GEN&WS 737 | Feminist Theory and Criticism | |

| | | |
|---|---|---|
| ENGL 806 | Topics in Romanticism | |
| ENGL 807 | Topics in Victorian Literature and Culture | |
| ENGL 808 | Topics in Modernism | |
| ENGL 811 | Topics in Nineteenth-Century American Literature and Culture | |
| ENGL 812 | Topics in American Literature since 1900 | |
| ENGL 813 | World and/or Postcolonial Literature in English | |
| ENGL 814 | Topics in Contemporary Literature | |
| **Literary Studies** | | |
| Students must complete the following course during their first semester. | | |
| ENGL 800 | Critical Methods in Literary Studies | 3 |
| **Composition** | | |
| Students must complete one of the following courses. | | |
| ENGL 700 | Introduction to Composition Studies | 3 |
| or ENGL/ MEDIEVAL 520 | Old English | |
| **Race, Ethnicity, and/or Indigeneity** | | |
| Students must complete at least 3 credits of a graduate-level course that focuses on topics of race, ethnicity, and/or indigeneity. | | 3 |
| **Elective Graduate Coursework** | | |
| Students must complete 15 credits of elective graduate coursework. | | 15 |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Elective Graduate Coursework

Graduate Coursework in English reflects the faculty's current areas of research and therefore change importantly from year to year. Please consult the department website for more detailed information.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer up to 6 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Students who completed relevant graduate level coursework during their undergraduate degree at UW-Madison or another institution may request to transfer up to 6 credits of the graduate level coursework towards their MA curriculum. All requests must be reviewed and approved by the program director.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer up to 6 credits of relevant graduate level coursework, numbered 700 or above or designated with the "Grad 50%" designation, taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

*Note: Students may request to transfer up to 6 credits of prior coursework in total.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

Students in the English Department's PhD programs are expected to enroll full-time. Students with a fellowship, holding a university appointment percentage or holding dissertator status may have different credit-loads which equate to full-time student status. Please see the Graduate School's policy for full-time enrollment credit requirements.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and

conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)

- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrates a broad understanding of key traditions, emerging trends, and important problems in the field of study.
2. Capacity to identify evidence pertinent to field of study, to analyze evidence using methodologies and practices appropriate to field of study, and to evaluate and synthesize information.
3. Communicates research findings in a clear manner that indicates the value of research to the field of study.

# ENGLISH, PHD

The Department of English offers a PhD in English (with specializations in Composition and Rhetoric, English Language and Linguistics, or Literary Studies).

Literary Studies Pathway (MA + PhD): Students enrolled in the literary studies PhD specialization become eligible for an MA English degree in the literary studies area when they successfully complete the first-stage doctoral requirements. The literary studies specialization does not

offer an MA apart from the doctoral program. The literary studies track offers a rigorous course of study leading to the completion of a doctoral dissertation in any field of English, American, or Anglophone literature and culture, or in any field of literary theory and criticism. The program prepares students for active careers in higher education among other potential fields and combines a sharp focus on conceptual approaches to literary and cultural works with a commitment to broad coverage of the field of Anglophone literature. Graduate seminars taken during the first phases of the doctoral program serve to prepare students to develop research projects for the dissertation. As they progress toward the PhD, students are invited to consider interdisciplinary subspecialties: literary theory and criticism, visual studies, ecocriticism and environmentalism, transnational and global literature, material culture, print culture and book history, digital humanities, disability studies, gender studies, race and ethnic studies, feminist theory, LGBTQ literature and queer theory, postcolonial studies. The program provides opportunities for teaching writing and literature and for administrative experience.

Composition and Rhetoric Pathway (PhD): Students enrolled in the composition and rhetoric PhD specialization must have earned a master's degree prior to matriculation in our doctoral program. The composition and rhetoric track offers a vibrant intellectual community of scholar-teachers and supports research in a wide array of subfields, including literacy studies, composition theory & pedagogy, rhetorical studies, and writing centers/writing program administration. Faculty expertise in literacy, composition, and rhetoric includes emphases in migration, race and ethnicity, critical theory, historical and ethnographic methods, space and place, environmental rhetoric, science writing, visual rhetoric, and transnationalism. This multidisciplinary program with a low faculty-to-student ratio offers doctoral students close contact with faculty mentors throughout coursework and dissertation research. It also maintains close collaborations with campus programs in Communication Arts, Language Sciences, and Curriculum and Instruction, among others. The program offers varied opportunities for professional development in teaching, research, and writing program administration, and is recognized for its commitment to training well-rounded professionals in the field of composition and rhetoric.

English Language and Linguistics Pathway (MA+ PhD): The English language and linguistics area is intended for students with a solid foundation in the English language, applied linguistics, and related fields. Students enrolled in the English language and linguistics PhD specialization become eligible for an MA English degree when they successfully complete the first-stage doctoral requirements. The English language and linguistics specialization does not offer an MA apart from the doctoral program. Through program of course work and seminars, English language and linguistics doctoral students attain advanced knowledge in the core areas of English syntax and phonology and in the applied areas of second language acquisition, discourse analysis, and language variation and change. On reaching the dissertation stage, students pursue individual research in close cooperation with their faculty advisor. In recent years, students have written dissertations on code-switching, critical pedagogy, interactional competence, and conversation analysis, syntactic problems in second language acquisition, classroom discourse, and psycholinguistics. Graduates of the program have taken faculty positions at universities throughout the country.

If you are interested in applying to the Bridge Program in African American Studies to earn an MA and then move into the English PhD with an emphasis in Composition & Rhetoric or Literary Studies please see detailed information, Department of African American Studies (https://africanamericanstudies.wisc.edu/graduate-degree/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 8 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Department of English offers a PhD in English. Applicants choose one program pathway of study (Composition and Rhetoric, English Language and Linguistics, or Literary Studies). Applicants applying to the Composition and Rhetoric program must already hold an MA degree.

The department also welcomes applications from well prepared applicants who do not have the equivalent of an English major. Such applicants may be asked to supplement the program of study by completing a small number of coverage courses.

## LITERARY STUDIES PATHWAY (MA+PHD)

Applicants must demonstrate competence in one or more fields of literature in English and may have a bachelor's or master's degree from an accredited institution. Applicants who already hold an MA from another institution or program are expected to earn the MA degree in our Literary Studies program as well.

## COMPOSITION & RHETORIC PATHWAY (PHD)

Applicants may have bachelor's and master's degree from a variety of fields beyond English but must complete a master's degree or equivalent before beginning our Composition & Rhetoric doctoral program.

## ENGLISH LANGUAGE & LINGUISTICS PATHWAY (MA+PHD)

Applicants must demonstrate competence in applied linguistics, linguistics or a related field and must have a bachelor's or master's degree from an accredited institution. Applicants who already hold an MA degree from

another institution or program are expected to earn the MA degree in our program as well.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

PhD students in UW–Madison English programs receive five or six years of guaranteed funding through a combination of fellowships, assistantships and scholarships. Students also receive tuition remission, a robust healthcare plan and are eligible for professional development/travel funds and other forms of financial support. See our program website (https://english.wisc.edu/graduate-program/prospective-students/funding/) for more funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Graduate School's Minimum Graduate Coursework (50%) Requirement Policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/) |
| Overall Graduate GPA Requirement | 3.5 GPA required |
| Other Grade Requirements | Grades of BC or lower cannot be used to meet an English Course Requirement. A student who fails to meet the GPA requirement requirement may be reviewed for Satisfactory progress or placed on Departmental Probation. |
| Assessments and Examinations | • Preliminary exam<br>• Dissertation Prospectus Conference<br>• Final Defense and dissertation submission |
| Language Requirements | Demonstrate proof of competency in one non-English language by the time of PhD degree completion. Proof of competencies may include, coursework equivalent to third and fourth semesters of study; reading knowledge exam; language of a non-native English speaker, an additional tools/methods course (with advisor approval). Other language competency options may apply with the program area director/advisor approval. Students who earn an MA as part of the PhD degree will be required to have proof of two language competencies prior to dissertator status. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students are required to consult with their program faculty advisor. |

## REQUIRED COURSES

Each pathway has specific course requirements. Graduate seminar offerings in English reflect the faculty's current areas of research and therefore change importantly from year to year. Please consult the department website for more detailed information.

## COMPOSITION AND RHETORIC PATHWAY [1]

All courses are chosen in consultation with the program's faculty advisor. Courses from outside the below course lists may apply with faculty advisor approval.

| Code | Title | Credits |
|---|---|---|
| **Composition Rhetoric Coursework Requirement** | | |
| Students must complete 18 credits from the following courses. Typically, one rhetoric-focused course and one composition/literacy focused course are available each semester. | | 18 |
| ENGL 700 | Introduction to Composition Studies | |
| ENGL 701 | Writing and Learning [2] | |
| ENGL 702 | Perspectives on Literacy [2] | |
| ENGL 703 | Research Methods in Composition Studies [2] | |
| ENGL 705 | Intellectual Sources of Contemporary Composition Theory II-Modern | |
| ENGL 706 | Special Topics in Composition Theory | |
| ENGL 722 | Composition and Critical Theories | |
| **Research Methods/Tool** | | |
| Students must complete 6 credits or two courses that focus explicitly on the problems and practice of research. An array of qualitative and quantitative research methods courses is offered in other programs and departments that may satisfy this requirement. | | 6 |
| ENGL 701 | Writing and Learning | |
| ENGL 703 | Research Methods in Composition Studies | |
| ENGL 799 | Independent Reading | |
| **Breadth** | | |
| Courses are chosen by the student and the minor or graduate/professional certificate advisor in consultation with the student's program advisor. This requirement is completed prior to obtaining dissertator status. | | 9 |
| **Additional Coursework** | | |
| To meet the minimum credit requirement, students complete additional coursework, including independent study and/or language or dissertator research credits, in consultation with the faculty advisor. | | 3-18 |
| ENGL 890 | Pre-Dissertator Preliminary Exam Research (may be taken for the first time in the semester in which students are completing the coursework and research/tool requirements.) | |
| ENGL 990 | Dissertation Research in English (Students with dissertator status enroll in 3 credits of ENGL 990 every term, until completion of the degree.) | |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] This course may satisfy the Research Methods/Tools requirement but may not also satisfy the Comprehension Rhetoric requirement.

## ENGLISH LANGUAGE AND LINGUISTICS PATHWAY [1]

All courses must be approved by the program's faculty advisor. Courses outside of the below course lists may apply with faculty advisor approval. Students will earn an MA degree after the first two years of requirements are satisfied.

| Code | Title | Credits |
|---|---|---|
| **English Language and Linguistics Coursework** | | |
| Students must successfully complete the following courses within the first two years or by start of the fifth semester of program: | | |
| ENGL 314 | Structure of English | 3 |
| ENGL 315 | English Phonology | 3 |
| ENGL 514 | English Syntax | 3 |
| ENGL 516 | English Grammar in Use | 3 |
| **Electives** | | |
| Students complete courses from the "Elective Course Options" course list. Of the 18 elective credits, at least 6 credits must be numbered 700-799 and at least three credits in coursework numbered 900-999. | | 18 |
| **English Graduate Specialization Electives** | | |
| In the third year, students choose graduate course electives which will inform thier dissertation. Courework must be approved by consultation with the faculty advisor. | | 9 |
| **Breadth** | | |
| Courses are chosen by the student and the minor or graduate/professional certificate advisor in consultation with the student's program advisor. This requirement is completed prior to obtaining dissertator status. | | 9-12 |
| **Research** | | |
| Students complete from the following: | | 1-12 |
| ENGL 890 | Pre-Dissertator Preliminary Exam Research | |
| Students with dissertator status complete 3 credits of the following course every term up until degree completion. | | |
| ENGL 990 | Dissertation Research in English | |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Elective Course Options

Electives must be completed in the first two years of study.

| Code | Title | Credits |
|---|---|---|
| ENGL 316 | English Language Variation in the U.S. | |
| ENGL 318 | Second Language Acquisition | |
| ENGL 319 | Language, Race, and Identity | |
| ENGL 320 | Linguistic Theory and Child Language | |
| ENGL 412 | Bad Grammar and Metalinguistic Awareness | |

| | |
|---|---|
| ENGL 413 | English Words: Grammar, Culture, Mind |
| ENGL 414 | Global Spread of English |
| ENGL 416 | English in Society |
| ENGL 417 | History of the English Language |
| ENGL 418 | Experimental Syntax |
| ENGL 420 | Topics in English Language and Linguistics |
| ENGL 514 | English Syntax |
| ENGL 516 | English Grammar in Use |
| ENGL/ MEDIEVAL 520 | Old English |
| ENGL 709 | Advanced English Phonology |
| ENGL 711 | Research Methods in Applied Linguistics |
| ENGL 713 | Topics in Contemporary English Linguistics |
| ENGL 715 | Advanced Second Language Acquisition |
| ENGL 905 | Seminar-Topics in Applied English Linguistics |
| ENGL 906 | Seminar-The English Language |

## LITERARY STUDIES PATHWAY [1]

All courses are chosen in consultation with the program's faculty advisor. Courses outside of the below course lists may apply with faculty advisor approval. Students may request up to 9 credits of elective graduate courses or graduate seminars from outside the English dept. Courses may not fulfill two separate requirements.

The first 30 credits of coursework and one language requirement will be completed in the first two years or before the start of the fifth semester. Students will earn an MA degree after the first two years of requirements are satisfied.

| Code | Title | Credits |
|---|---|---|
| **Literature (pre-1800 and post-1800)** | | |
| Students must complete one pre-1800 and one post-1800 literature course in the English Department, numbered 700 or above. | | 6 |
| *Pre-1800 Course Options* | | |
| ENGL 720 | Seminar in Early Modern Studies | |
| ENGL/ THEATRE 731 | Advanced Theatre History 500 BC to 1700 | |
| ENGL/ MEDIEVAL 803 | Topics in Medieval Literature | |
| ENGL 804 | Topics in Early Modern Literature | |
| ENGL 805 | Topics in Eighteenth-Century Literature | |
| ENGL 810 | Topics in Early American Literature | |
| *Post-1800 Course Options* | | |
| ENGL/ THEATRE 732 | Advanced Theatre History 1700 to Present | |
| ENGL/ GEN&WS 737 | Feminist Theory and Criticism | |
| ENGL 806 | Topics in Romanticism | |
| ENGL 807 | Topics in Victorian Literature and Culture | |
| ENGL 808 | Topics in Modernism | |
| ENGL 811 | Topics in Nineteenth-Century American Literature and Culture | |
| ENGL 812 | Topics in American Literature since 1900 | |
| ENGL 813 | World and/or Postcolonial Literature in English | |
| ENGL 814 | Topics in Contemporary Literature | |
| **Literary Studies** | | |
| Students must complete the following course during the first semester. | | |
| ENGL 800 | Critical Methods in Literary Studies | 3 |
| **Composition** | | |
| Students must complete one of the following courses. | | |
| ENGL 700 | Introduction to Composition Studies | 3 |
| or ENGL/ MEDIEVAL 520 | Old English | |
| **Race, Ethnicity and/or Indigeneity** | | |
| English graduate course, in literary studies, which explicitly explores any of the following: a) histories of race, racialization, indigeneity or diaspora; b) ethnic, multicultural, or indigenous literatures and cultures; c) or postcolonialism, decolonization, or global anti-racist movements. The DGS will confirm the fulfillment of this requirement by a review of the course syllabus in consultation with each student, since special topics courses change each term. | | 3 |
| **Elective Graduate Coursework** | | |
| Students must complete 24 credits of elective graduate seminars in the first two years of study. | | 24 |
| **Breadth** | | |
| Courses are chosen by the student and the minor or graduate/professional certificate advisor in consultation with the student's program advisor. This requirement is completed prior to obtaining dissertator status. | | 9-12 |
| **Research** | | |
| Students complete the following: | | 3-12 |
| ENGL 890 | Pre-Dissertator Preliminary Exam Research (In preparation for preliminary exams, students may enroll in Independent Reading for PhD Prelims in the semester in which they complete the English course requirements.) | |
| Students with dissertator status complete 3 credits every term until degree completion. | | |
| ENGL 990 | Dissertation Research in English | |
| **Total Credits** | | **51** |

### Elective Graduate Course Options

| Code | Title | Credits |
|---|---|---|
| ENGL 314 | Structure of English | 3 |
| ENGL 315 | English Phonology | 3 |
| ENGL 316 | English Language Variation in the U.S. | 3 |

| | | |
|---|---|---|
| ENGL 318 | Second Language Acquisition | 3 |
| ENGL 412 | Bad Grammar and Metalinguistic Awareness | 3 |
| ENGL 413 | English Words: Grammar, Culture, Mind | 3 |
| ENGL 414 | Global Spread of English | 3 |
| ENGL 416 | English in Society | 3 |
| ENGL 417 | History of the English Language | 3 |
| ENGL 420 | Topics in English Language and Linguistics | 3 |
| ENGL 422 | Outstanding Figure(s) in Literature before 1800 | 3 |
| ENGL/ MEDIEVAL 425 | Medieval Romance | 3 |
| ENGL/ MEDIEVAL 426 | Chaucers Courtly Poetry | 3 |
| ENGL/ASIAN AM/ GEN&WS 463 | Race and Sexuality in American Literature | 3 |
| ENGL/ASIAN AM/ GEN&WS 464 | Asian American Women Writers | 3 |
| ENGL/ASIAN 478 | Indian Writers Abroad: Literature, Diaspora and Globalization | 3 |
| ENGL 514 | English Syntax | 3 |
| ENGL 516 | English Grammar in Use | 3 |
| ENGL/ MEDIEVAL 520 | Old English | 3 |
| ENGL/ MEDIEVAL 521 | Advanced Old English Literature | 3 |
| ENGL 543 | Discourses of Disability, Antiquity to 1800 | 3 |
| ENGL/ THEATRE 575 | British Drama, 1914 to Present | 3 |
| ENGL/ THEATRE 576 | Survey: Theories of Drama | 3 |
| ENGL/ THEATRE 577 | Postcolonial Theatre: Drama, Theory and Performance in the Global South | 3 |
| ENGL/ THEATRE 578 | Modern American Drama and Theatre | 3 |
| ENGL 651 | Special Topics in Theatre and Performance Studies Research | 3 |
| ENGL 654 | Dramaturgy in Theory and Practice | 3 |
| ENGL/ AFROAMER 672 | Selected Topics in African American Literature | 3 |
| ENGL 700 | Introduction to Composition Studies | 3 |
| ENGL 701 | Writing and Learning | 3 |
| ENGL 702 | Perspectives on Literacy | 3 |
| ENGL 703 | Research Methods in Composition Studies | 3 |
| ENGL 705 | Intellectual Sources of Contemporary Composition Theory II-Modern | 3 |
| ENGL 706 | Special Topics in Composition Theory | 3 |
| ENGL 709 | Advanced English Phonology | 3 |
| ENGL 711 | Research Methods in Applied Linguistics | 3 |
| ENGL 713 | Topics in Contemporary English Linguistics | 3 |
| ENGL 715 | Advanced Second Language Acquisition | 3 |
| ENGL 720 | Seminar in Early Modern Studies | 2 |
| ENGL 722 | Composition and Critical Theories | 3 |
| ENGL/THEATRE 731 | Advanced Theatre History 500 BC to 1700 | 3 |
| ENGL/ THEATRE 732 | Advanced Theatre History 1700 to Present | 3 |
| ENGL/ GEN&WS 737 | Feminist Theory and Criticism | 3 |
| ENGL 795 | One-credit Seminar | 1 |
| ENGL/ MEDIEVAL 803 | Topics in Medieval Literature | 3 |
| ENGL 804 | Topics in Early Modern Literature | 3 |
| ENGL 805 | Topics in Eighteenth-Century Literature | 3 |
| ENGL 806 | Topics in Romanticism | 3 |
| ENGL 807 | Topics in Victorian Literature and Culture | 3 |
| ENGL 808 | Topics in Modernism | 3 |
| ENGL 810 | Topics in Early American Literature | 3 |
| ENGL 811 | Topics in Nineteenth-Century American Literature and Culture | 3 |
| ENGL 812 | Topics in American Literature since 1900 | 3 |
| ENGL 813 | World and/or Postcolonial Literature in English | 3 |
| ENGL 814 | Topics in Contemporary Literature | 3 |
| ENGL 816 | Topics in Ethnic and Multicultural Literature | 3 |
| ENGL 817 | Seminar-American Literature | 3 |
| ENGL 822 | Topics in Literary and Cultural Theory | 3 |
| ENGL 825 | Topics in Literature and the Environment | 3 |
| ENGL 829 | Topics in Migration and Diaspora | 3 |
| ENGL 851 | Advanced Studies In Theatre and Performance Studies Research | 3 |
| ENGL 859 | Seminar-Interdisciplinary Theatre Studies | 2-3 |
| ENGL 879 | Advanced Seminar in Literary Studies | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Additional Program Requirements

All students must complete the following requirements:

**Preliminary Exam and Dissertator Status**
Successful completion of all program course requirements, breadth coursework and language requirement to complete the preliminary exam. In preparation for preliminary exams, students may enroll in ENGL 890 Pre-Dissertator Preliminary Exam Research in the semester in which they complete the program course requirements. A student's dissertator status becomes effective the term after the they pass the exam. All students with dissertator status will enroll in exactly three credits of **ENGL 990 Dissertation Research in English** every required term (spring/fall) to degree completion; three credits is considered full time enrollment.

**Dissertation Proposal Conference**
Within six months after passing the prelim exam, each student must hold a Dissertation Proposal Conference. This consists of a meeting with the English Department faculty member who has agreed to direct their dissertation and two other faculty members who have agreed to serve on the dissertation committee. An approved dissertation proposal should follow as soon as possible, normally no later than a month after the conference.

**Final Defense**
A doctoral candidate writes a dissertation, with faculty guidance, representing original scholarly work of a high order and defends the dissertation.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions*

With program director approval, students may transfer up to 6 credits of relevant graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

With program director's approval, up to 6 credits of relevant graduate level courses taken as an undergraduate student may transfer towards the MA requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison*

With program approval, students are allowed to transfer up to 6 credits of relevant graduate level coursework, numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation, taken as a University Special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

*Note that students may request to transfer up to 6 credits of prior-coursework in total.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy. Students must meet both Graduate School minimum requirements and program requirements for satisfactory progress and academic expectations. Please see the program handbook for details concerning not meeting academic expectation or satisfactory progress, leading to probation or dismissal.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

Students in the English Department's PhD program are expected to enroll full time. Students with a fellowship, holding a university appointment % or holding dissertator status may have different credit-loads which equate to full time student status.
Please see the Graduate School's policy (https://policy.wisc.edu/library/UW-1208/) for full time enrollment credit requirements.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of study.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of study demonstrating breadth as well as depth.
3. Conducts research according to recognized standards in the field and crafts persuasive and original arguments that make a substantive contribution to the field.
4. Communicates complex ideas in a clear and understandable manner that advances and articulates the value of contributions of the field of study to society
5. Demonstrates knowledge and practice of pedagogy consistent with discipline and with field of study
6. Fosters ethical and professional conduct.

# INTERDISCIPLINARY THEATRE STUDIES, DOCTORAL MINOR

The Doctoral Minor in Interdisciplinary Theatre Studies (ITS) offers doctoral students in other UW–Madison departments and programs the opportunity to gain advanced knowledge of theatre and performance history, theory and criticism as a complement to their core field of study. It will be of particular interest to students studying dramatic literature in English or foreign language departments; fine arts and communication arts students engaged in performance research, history, pedagogy or practice; and students in folklore, gender and women's studies or

other programs engaged in research about performativity, ritual or the performance of everyday life.

## ADMISSIONS

# ADMISSIONS

PhD students in other departments or programs may choose to complete a doctoral minor in Interdisciplinary Theatre Studies (ITS). Students interested in this minor must meet with the Program Director, who will advise them of and approve courses appropriate to their specific interests.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

Students must complete 9 credits numbered 300 or higher with the "Grad 50%" designation. A maximum of 3 credits (1 course) of independent study are allowed. In courses with different assignments for graduate students than undergraduate students, students seeking the doctoral minor must complete the graduate student assignments in the course. Students must earn a grade point average of at least 3.0 in all minor courses.

| Code | Title | Credits |
|---|---|---|
| Students choose from the following courses: [1] | | |
| THEATRE/ GEN&WS 415 | Introduction to Contemporary Feminist Theatre and Criticism | 3 |
| ENGL/ THEATRE 575 | British Drama, 1914 to Present | 3 |
| ENGL/ THEATRE 576 | Survey: Theories of Drama | 3 |
| ENGL/ THEATRE 577 | Postcolonial Theatre: Drama, Theory and Performance in the Global South | 3 |
| ENGL/ THEATRE 578 | Modern American Drama and Theatre | 3 |
| THEATRE 619 | Special Topics in Theatre and Drama | 3 |
| ENGL 651 | Special Topics in Theatre and Performance Studies Research | 3 |
| ENGL/THEATRE 731 | Advanced Theatre History 500 BC to 1700 | 3 |
| ENGL/ THEATRE 732 | Advanced Theatre History 1700 to Present | 3 |
| ENGL 850 | Proseminar in Theatre Research | 2 |
| ENGL 851 | Advanced Studies In Theatre and Performance Studies Research | 3 |
| ENGL 859 | Seminar-Interdisciplinary Theatre Studies | 3 |

[1] Interdisciplinary Theatre Studies is made up of a transdisciplinary faculty with tenure homes across the university. When a faculty member in Interdisciplinary Theatre Studies teaches a course relevant to the program, the Director (under advisement of the steering committee) will designate said course as eligible for inclusion in a student's doctoral minor, and advertise the fact to all students in the minor.

## PRIOR COURSEWORK

Under unusual circumstances, it may be possible for theatre or performance studies courses completed at another institution within the prior five years to satisfy minor requirements. Such transfer credits must be approved by the Program Director based on the syllabus, transcript, and final paper from the course.

# INTERDISCIPLINARY THEATRE STUDIES, MA

Interdisciplinary Theatre Studies (ITS) is a cross-campus coalition of faculty who research and teach in drama, theatre, and performance studies. Together, we offer a truly interdisciplinary program of study for the MA, PhD, and doctoral minor. ITS consists of more than two dozen faculty from more than a dozen departments and programs. ITS students ground their studies in theatre history, dramatic literature, and performance theory, and go on to develop innovative research that demonstrates the intellectual capaciousness that is a hallmark of theatre and performance studies as a field.

The Interdisciplinary Theatre Studies program prepares MA students to pursue innovative, interdisciplinary research in theatre studies, and to conduct inquiry through scholarly research, practice as research, and meaningful teaching experiences. The MA can serve as a preparatory degree for the PhD, or as a terminal degree for students seeking greater exposure to theatre, drama, and performance studies beyond the undergraduate degree.

The program's core and affiliate faculty are leaders in theatre and performance studies, whose scholarship, practice, and leadership in the profession are recognized nationally and abroad. The core faculty's strengths include global dramatic literatures, theatre history and historiography, theatre and cultural theory, the theory and practice of theatre for youth, and relational performance. Our affiliate faculty expand the coursework and advising available to students, incorporating related fields of visual cultures, anthropology, art and art history, literary and theatre studies across English and non-English-speaking traditions, music, new media and digital design, gender and women's studies, and other disciplines.

The program attracts students from across the United States as well as internationally. It creates opportunities for students to engage in teaching and practice as part of their research. It also encourages students to participate in national and international professional meetings, working groups, and colloquia; and to share their art and research through practice and publication in their field.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed

admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants must include in their application a one to two-page Reasons for Graduate Study statement explaining the candidate's reasons for pursuing graduate study. Statements of intent should include in specific detail the applicant's area of interest, possible research questions and methodological focus, and future goals. Additionally, applicants must submit a 15-20 page writing sample. Writing samples reflecting the applicant's skills in theatre and drama research are preferred. Applications are judged on the basis of the prospective student's previous academic record, references, personal statement, and writing sample.

Applications must be received by the fall application deadline to guarantee consideration for financial aid.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

MA students receive two years of funding through a combination of fellowships, teaching assistantships, and project assistantships. Most ITS students are funded through teaching assistantships in various courses, including ENGL/Theatre 120: Introduction to Theatre and Dramatic Literature. These appointments provide opportunities for students to develop their own teaching styles and skills.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. All courses must be numbered 300 or above. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Candidates may not file more than one grade of Incomplete per semester. |

| | |
|---|---|
| Assessments and Examinations | A thesis is required; this thesis should be the product of the candidate's independent research.<br><br>A one-hour examination on the thesis presentation is required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Students choose courses in consultation with their advisor.

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| Students must complete the following two courses in the fall semester of their first year of study. | | |
| ENGL 795 | One-credit Seminar | 1 |
| ENGL 850 | Proseminar in Theatre Research | 2 |
| **Interdisciplinary Theatre Studies** | | |
| Complete 15 credits of Interdisciplinary Theatre Studies courses. See list below. | | 15 |
| **Electives** | | |
| Students complete graduate course electives from other departments selected in consultation with faculty advisor | | 6 |
| **Thesis** | | |
| Students complete and defend the MA thesis in the final semester of study by enrolling in the following course: | | 1-6 |
| ENGL 799 | Independent Reading | |
| **Total Credits** | | **30** |

### Interdisciplinary Theatre Studies Courses

The following courses may fulfill the Interdisciplinary Theatre Studies Courses requirement.

| Code | Title | Credits |
|---|---|---|
| ENGL/ THEATRE 575 | British Drama, 1914 to Present | 3 |
| ENGL/ THEATRE 576 | Survey: Theories of Drama | 3 |
| ENGL 859 | Seminar-Interdisciplinary Theatre Studies | 2-3 |
| ENGL/ THEATRE 577 | Postcolonial Theatre: Drama, Theory and Performance in the Global South | 3 |
| ENGL/ THEATRE 578 | Modern American Drama and Theatre | 3 |
| ENGL 651 | Special Topics in Theatre and Performance Studies Research | 3 |
| ENGL/THEATRE 731 | Advanced Theatre History 500 BC to 1700 | 3 |
| ENGL/ THEATRE 732 | Advanced Theatre History 1700 to Present | 3 |
| ENGL 851 | Advanced Studies In Theatre and Performance Studies Research | 3 |
| THEATRE/ GEN&WS 415 | Introduction to Contemporary Feminist Theatre and Criticism | 3 |
| THEATRE 619 | Special Topics in Theatre and Drama | 1-3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 14 credits of graduate coursework from other institutions.

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

With program approval, students may transfer up to 7 graduate level credits from another institution or graduate level, numbered 300 and above, from the undergraduate career completed at UW–Madison.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer up to 15 Special student credits numbered 700 or above.

## PROBATION

Students are reviewed annually by the program faculty and may be placed on probation if they are not making satisfactory progress on both program requirements and Graduate School requirements. Satisfactory progress and probation details are in the program handbook.

## ADVISOR / COMMITTEE

The thesis must be prepared under the supervision of their program advisor.

The thesis committee consists of three faculty members—their advisor, at least one additional faculty member from Interdisciplinary Theatre Studies, and one other member.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The MA program is designed to be completed in three to four semesters of full-time study. Students may request a variance in this time frame by approval of the program steering committee.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

ITS student life includes an active program of colloquia and speakers, annual short play festivals, and a yearly conference organized by ITS graduate students.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in theatre, drama and performance.

2. Identifies sources and assembles evidence pertaining to questions or challenges in the study of theatre, drama and performance.
3. Demonstrates understanding of theatre, drama and performance in historical, social, and global contexts.
4. Selects and/or utilizes the most appropriate methodologies and practices. Evaluates or synthesizes information pertaining to questions or challenges in the fields of drama, theatre and performance.
5. Communicates clearly in projects that include collaborative theatre practice, writing seminar-level research papers, and a master's thesis.
6. Recognizes and applies principles of ethical and professional conduct.

# INTERDISCIPLINARY THEATRE STUDIES, PHD

Interdisciplinary Theatre Studies (ITS) is a cross-campus coalition of faculty who research and teach in drama, theatre, and performance studies. Together, we offer a truly interdisciplinary program of study for the MA, PhD, and doctoral minor. ITS consists of more than two dozen faculty from more than a dozen departments and programs. ITS students ground their studies in theatre history, dramatic literature, and performance theory, and go on to develop innovative research that demonstrates the intellectual capaciousness that is a hallmark of theatre and performance studies as a field.

The Interdisciplinary Theatre Studies Program prepares PhD students to pursue innovative, interdisciplinary research in theatre studies and to conduct inquiry through scholarly research, practice as research, and meaningful teaching experiences. Through rigorous coursework enhanced by the study of, and participation in, various forms of theatre and performance practice, the PhD program prepares graduates for positions as college and university researchers and instructors, as well as public intellectuals and scholar/practitioners. Students with a background in theatre by, with, and for children and youth may apply to specialize in theatre for youth.

The program's core and affiliate faculty are leaders in theatre and performance studies, whose scholarship, practice, and leadership in the profession are recognized nationally and abroad. The core faculty's strengths include global dramatic literatures, theatre history and historiography, theatre and cultural theory, the theory and practice of theatre for youth, and relational performance. Our affiliate faculty expand the coursework and advising available to students, incorporating related fields of visual cultures, anthropology, art and art history, literary and theatre studies across English and non-English-speaking traditions, music, new media and digital design, gender and women's studies, and other disciplines.

The program attracts students from across the United States as well as internationally. It creates opportunities for students to engage in teaching and practice as part of their research. It also encourages students to participate in national and international professional meetings, working groups, and colloquia; and to share their art and research through practice and publication in their field.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants must include in their application with a one to two page Reasons for Graduate Study statement explaining the candidate's reasons for pursuing graduate study. Statements should include in specific detail the applicant's area of interest, possible research questions and methodological focus, and future goals. Additionally, applicants will submit 15-20 page writing sample. Writing samples reflecting the applicant's skills in theatre and drama research are preferred. Applications are reviewed on the basis of the prospective student's previous academic record, references, personal statement, and writing sample.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

PhD students receive 5 years of funding through a combination of fellowships, teaching assistantships, and project assistantships. Most ITS students are funded through teaching assistantships, including Engl/Theatre 120: Introduction to Theatre and Dramatic Literature. These courses provide opportunities for students to develop their own teaching styles and skills.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 69 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 35 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Candidate may not file more than one grade of Incomplete per semester. |
| Assessments and Examinations | 1. Preliminary exam: preliminary portfolio<br>2. Dissertation proposal defense<br>3. Final defense with dissertation submission |
| Language Requirements | Not required, however students should expect to gain competency in languages if deemed necessary for their particular area of research. |
| Graduate School Breadth Requirements | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students must consult with their advisor, who will help them make the choice most appropriate for their research and career plans. |

## REQUIRED COURSES

Students must choose all courses in consultation with their faculty advisor to meet the following requirements.

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ENGL 850 | Proseminar in Theatre Research (Taken in the first fall semester) | 2 |
| ENGL 795 | One-credit Seminar (Taken before the first English Dept. teaching assistantship assignment) | 1 |
| ENGL 859 | Seminar-Interdisciplinary Theatre Studies (Students enroll in this seminar three times; special topics change. Additional courses may be approved by the faculty advisor.) | 9 |
| **Graduate Seminar Electives** | | |
| 10 courses related to Theatre Studies; see course list below. 50% of the courses must be taught by Interdisciplinary Theatre Studies faculty | | 33 |
| **Theatre Performance / Practicum** | | |
| Three courses related to Theatre Performace / Practicum; see course list below | | 9 |
| **Breadth** | | |
| Courses are chosen by the student and the minor or graduate/professional certificate advisor in consultation with the student's program advisor. This requirement is completed prior to obtaining dissertator status. | | 9-12 |
| **Research** | | |
| ENGL 890 | Pre-Dissertator Preliminary Exam Research | 1-12 |
| ENGL 990 | Dissertation Research in English (Students with dissertator status complete 3 credits of the following course every term up until degree completion.) | 3-12 |
| **Total Credits** | | **69** |

### Graduate Seminar Electives, related to Theatre Studies

10 course related to Theatre Studies. The following are course options, additional courses may be approved by the faculty advisor. 50% of these course must be taught by ITS faculty.

| Code | Title | Credits |
|---|---|---|
| ENGL/ THEATRE 575 | British Drama, 1914 to Present | 3 |
| ENGL/ THEATRE 576 | Survey: Theories of Drama | 3 |

| | | |
|---|---|---|
| ENGL/ THEATRE 578 | Modern American Drama and Theatre | 3 |
| ENGL 651 | Special Topics in Theatre and Performance Studies Research | 3 |
| ENGL/THEATRE 731 | Advanced Theatre History 500 BC to 1700 | 3 |
| ENGL/ THEATRE 732 | Advanced Theatre History 1700 to Present | 3 |
| ENGL 799 | Independent Reading [1] | 1-6 |
| ENGL 851 | Advanced Studies In Theatre and Performance Studies Research | 3 |
| THEATRE/ GEN&WS 415 | Introduction to Contemporary Feminist Theatre and Criticism | 3 |
| THEATRE 619 | Special Topics in Theatre and Drama | 1-3 |

### Theatre Performance / Practicum Courses

Three courses related to theatre performance or practicum. Additional courses may be approved by the faculty advisor. Practicum courses vary from semester to semester, and may be hosted in any number of departments. In lieu of one required practicum course, students can participate in up to three approved production activities as dramaturgs, assistant directors, performers, designers or technicians and enroll in up to 3 credits of independent study total for this requirement. Credits hours relate to activity hours required and must first be approved by the faculty advisor.

| Code | Title | Credits |
|---|---|---|
| ENGL 799 | Independent Reading [1] | 1-6 |
| ENGL 851 | Advanced Studies In Theatre and Performance Studies Research | 3 |
| ART 511 | Art Performance | 3-4 |
| THEATRE/ART 372 | Set Design I | 3 |
| THEATRE 619 | Special Topics in Theatre and Drama | 1-3 |

### Footnotes

[1] Up to two courses may be taken with individual faculty members during the program. No more than one independent study may be taken with any one faculty member, either within or outside the department. Exceptions must be presented in writing with advisor approval to the Interdisciplinary Theatre Studies core faculty.

### Preliminary Exam

After the final semester of course-work and fulfillment of the practicum requirements, students must pass the comprehensive Preliminary Exam to be advanced to Dissertator status.

### Dissertator Status

Once a student has obtained dissertator status, they will enroll in exactly 3 credits of ENGL 990 Dissertation Research in English each term up to degree completion

### Dissertation Proposal

A one hour oral defense of the dissertation proposal conducted by the candidate's dissertation committee. This exam is typically taken one semester after passing the preliminary exam, and must be taken before the end of the second semester following the preliminary exam.

### Dissertation Defense

The culminating project of the PhD degree, the dissertation is an original and substantial contribution to knowledge that establishes the student as a scholar and professional in the field of theatre studies. The PhD degree is awarded after a successful two hour defense of the thesis before the candidate's thesis committee.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 18 credits of graduate coursework from other institutions. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

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

With program approval, students may transfer up to 7 credits numbered 300 or above with the "Grad 50%" designation from UW-Madison towards the minimum credit requirement. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW-Madison. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements. Credits earned at other institutions do not transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Credits earned as a Professional student at UW-Madison do not transfer.

### Credits Earned as a University Special Student at UW-Madison

With program approval, students may transfer up to 15 credits numbered 700 or above earned as a University Special student. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

## PROBATION

Students are reviewed annually by the program faculty and may be placed on probation if they are not making satisfactory progress on program requirements.

## ADVISOR / COMMITTEE

The dissertation must be prepared under supervision of their program advisor.

The dissertation committee consists of four faculty members—the student's advisor, at least two additional faculty members from Interdisciplinary Theatre Studies, and at least one member from another department. At least three committee members must serve as readers, responsible for reading the entire dissertation closely.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The Dissertation proposal defense must be completed before the end of the second regular semester following the Preliminary exam.

Per Graduate School policy, doctoral students have five years from the date of passing preliminary examination to take the final oral examination and deposit the dissertation. Students may petition for an additional one-year extension. Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

ITS student life includes an active program of colloquia and speakers, annual short play festivals, and a yearly conference organized by ITS graduate students.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate understanding of the theory, history, and practice of drama and theatre as collaborative cultural forms across historical periods.
2. Master the methods and materials of theatre and performance research and writing in order to produce original scholarly projects that range in complexity from term papers to dissertations.
3. Develop methods for theatre and performance practice and theory in order to test the reciprocal relations between research and practice through reflective participation in the production process.
4. Identify and distinguish among the diverse global locations of theatre and the intercultural contact among theatre traditions, especially as these multiply in the modern and contemporary periods.
5. Prepare for future careers combining theatre and performance scholarship, teaching, and/or practice.
6. Demonstrate professionalization in the discipline of theatre through participation in conferences and submission of work to scholarly journals.

# TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES, GRADUATE/PROFESSIONAL CERTIFICATE

**The Certificate in Teaching English To Speakers of Other Languages no longer admits new students after Fall 2025 and the program will be discontinued Fall 2030. Students already admitted may only complete and be awarded this certificate through Summer 2030.** If you have any questions, please contact the department (see contact box).

English is now the international language of the world, indispensable for those working in business and the professions, science and technology, and virtually all fields of education. The demand for learning English continues to be high in almost every region of the world; in addition, there continues to be a large number of immigrants in the United States who require instruction in English as a second language. The need for qualified teachers of English to speakers of other languages, both for adults and for school-age children, remains urgent. Since 1968, the Department of English, through its Programs in English Linguistics, has offered a certificate in TESOL designed to provide academic and pedagogical preparation for prospective ESL/EFL teachers.

A Certificate in TESOL (Teaching English to Speakers of Other Languages) is offered as a graduate version and undergraduate version (including University Special students who have completed an undergraduate degree) for those who wish to teach English as a foreign or second language, normally in positions abroad.

## ADMISSIONS

# ADMISSIONS

**The Certificate in Teaching English To Speakers of Other Languages no longer admits new students after Fall 2025 and the program will be discontinued Fall 2030. Students already admitted may only complete and be awarded this certificate through Summer 2030.** If you have any questions, please contact the department (see contact box).

Graduate students must utilize the Graduate Student Portal (https://my.grad.wisc.edu/) in MyUW to add, change, or discontinue any doctoral minor or graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the graduate/professional certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary must contact the Program for information on how to apply.

- Student Status. Enrollment in any one of the required certificate courses along with enrollment in a graduate degree program at UW–Madison.
- Foreign Language. Satisfactorily complete at least four college-level terms (or the equivalent, such as four years in high school) of a modern foreign language, including its spoken form. For nonnative English speakers, English is considered the foreign language.
- Demonstrate English proficiency of spoken and written English commensurate with the role of language model. Nonnative English speakers must have a score of at least:
  - 50 on the ;SPEAK test (https://esl.wisc.edu/ita-training/speak/)**or**
  - 26 on the iBt speaking section, with an overall score of 100 on the iBt **or**
  - 600 on the paper version of TOEFL **or**
  - 7 on IELTS (https://esl.wisc.edu/testinginformation/#ielts).

## REQUIREMENTS

# REQUIREMENTS

### GRADE REQUIREMENTS

- A grade point average of 3.0 in all required courses except ENGL 613–ENGL 618, which are graded as Credit/No Credit

### PREREQUISITE COURSES (CAN BE TAKEN AT ANY TIME)

| Code | Title | Credits |
|---|---|---|
| **Foundational Courses** | | |
| ENGL 314 | Structure of English | 3 |
| ENGL 315 | English Phonology | 3 |
| ENGL 318 | Second Language Acquisition | 3 |
| **Courses on Social Perspectives on English** | | |
| Select one of the following: | | 3 |
| ENGL 316 | English Language Variation in the U.S. | |
| ENGL 414 | Global Spread of English | |
| ENGL 416 | English in Society | |
| **Total Credits** | | **12** |

### REQUIRED COURSES

- 9 credits of required graduate-level courses listed below along with all prerequisites and language requirements.
  - Must be taken for graduate credit
- Teaching practice: This requirement is normally fulfilled by completion of ENGL 515.
- All requirements for the certificate in TESOL must be satisfied within three successive academic years.
- Nonnative English speakers must take the SPEAK test (https://esl.wisc.edu/ita-training/speak/) and receive a score of 50 or higher (or take a comparable test as mentioned in "admissions requirements" above).

| Code | Title | Credits |
|---|---|---|
| **TESOL Foundation Course** | | |
| ENGL 415 | Introduction to TESOL Methods | 3 |
| **Courses on Second Language Teaching** | | |
| ENGL 515 | Techniques and Materials for TESOL | 3 |
| Select three of the following: | | 3 |
| ENGL 613 | TESOL: Pedagogical Grammar I | |
| ENGL 614 | TESOL: Pedagogical Grammar II | |
| ENGL 615 | TESOL: Teaching Listening and Speaking | |
| ENGL 616 | TESOL: Teaching of Reading | |
| ENGL 617 | TESOL: Teaching of Writing | |
| ENGL 618 | TESOL: Teaching Pronunciation | |
| **Total Credits** | | **9** |

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate knowledge of the historical trends in English language teaching, its theoretical underpinnings, and the role of English in society and as an international language.
2. Gain mastery of the sound and grammatical systems of English.
3. Understand and apply fundamental principles in the teaching of reading, writing, listening and speaking.
4. Understand and appreciate the importance of the principles of second language acquisition as related to the teaching of English to speakers of other languages.
5. Construct and execute well-crafted lesson plans including a week-long teaching unit

# ENTOMOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Ecology and Evolutionary Biology, PhD (p. 787)
- Entomology, MS (p. 791)
- Entomology, PhD (p. 795)

# ECOLOGY AND EVOLUTIONARY BIOLOGY, PHD

Ecology is the study of how biodiversity is shaped by interacting species and their environment, and evolutionary biology is the study of how biodiversity is generated over time. Together, ecology and evolutionary biology (EEB) are an interdisciplinary field of study seeking to understand how the diversity of life, at multiple biological levels of organization, is shaped by processes that act over spatial and temporal scales.

UW–Madison has been a national leader in EEB research for a century, ranking highly amongst its peers nationally. The EEB doctoral program draws on faculty broadly drawn from the campus EEB community, while providing a graduate training experience that emphasizes foundational coursework, and a strong community identity. Students enrolled in the program are advised by faculty in departments in the College of Agricultural and Life Sciences, College of Letters & Science, the Nelson Institute for Environmental Studies, the School of Medicine and Public Health, and the School of Veterinary Medicine. The campus EEB community is strongly committed to being welcoming, respectful and inclusive to all individuals, and strives to train the best EEB graduates in the country. The faculty includes a diverse group of researchers who are broadly interdisciplinary and employ cutting edge technology to address a breadth of research of questions. Individual faculty web pages provide in-depth descriptions of the diversity of research in ecology and evolutionary biology.

Dissertation research emphasizes creative and innovative problem-solving through collaboration and academic scholarship. Research projects are individually crafted by students with the guidance of a dissertation committee, who advise the student in professional development and career goals. Students earning a doctoral degree in Ecology and Evolutionary Biology enter a variety of fundamental and applied fields. Graduates will be prepared for careers in biotechnology, agriculture,

environmental science, state and federal government service, and non-profit organizations that work in related research.

# JOINT DEGREE

Students in the Ecology and Evolutionary Biology PhD may complete a joint degree with another academic program at UW–Madison. A student completing a joint degree in the Graduate School writes one thesis or dissertation and receives one diploma. Joint degrees must comply with UW–Madison Graduate School Policy (https://policy.wisc.edu/library/UW-1214/).

## ADMISSIONS

# ADMISSIONS

UW–Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADMISSIONS CONSIDERATIONS

Applicants are strongly encouraged to contact faculty members in the program before submitting an application. Generally, after approval by the admissions committee, applicants are admitted directly into a faculty member's lab. New students are not admitted unless financial support for the student is currently in the hands of a faculty member, or is assured by the time a student begins, or a student brings independent funding and has contacted a faculty member who agrees to advise.

## APPLICATION COMPONENTS

In addition to the admissions requirements noted in the table above, applicants must also complete a supplemental application noting which prerequisites they have taken and which faculty members they have contacted, a statement of purpose describing why they are interested in the Ecology and Evolutionary Biology PhD (EEB) at UW-Madison, and their transcripts.

## PREREQUISITE COURSES

Prior to admission, applicants are expected to have completed coursework in four of the five areas: (1) Ecology, (2) Evolution, (3) Genetics, Cellular, Molecular, or Developmental Biology, (4) Organismal Biology, Systematics, or Biodiversity, and (5) Quantitative Analytical Skills.

Students who do not meet the prerequisites should contact the program with questions.

Examples of courses at UW-Madison that meet the categories above:

1. Ecology category: BOTANY/ZOOLOGY 460 General Ecology
2. Evolution category: BOTANY/ANTHRO/ZOOLOGY 410 Evolutionary Biology
3. Genetics, Cellular, Molecular, or Developmental Biology category: GENETICS 466 Principles of Genetics
4. Organismal Biology, Systematics, or Biodiversity category: BOTANY 400 Plant Systematics
5. Quantitative analytical skills category: STAT 311 Introduction to Theory and Methods of Mathematical Statistics I

Questions about admissions requirements can be directed to the Graduate Program Manager or Director of Graduate Studies, whose contact information is listed in the Contact Information box.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is available to qualified graduate students in the form of teaching, research, and project assistantships and fellowships. Research and project assistantships are made possible by grants awarded to individual professors for particular research programs. Prospective students should contact faculty mentors to learn about the availability of these assistantships.

Assistantships and fellowships provide eligibility for an excellent health insurance program, an extremely valuable benefit that provides single or family coverage that is more comprehensive than individuals can usually purchase on their own. Fellowships or assistantships that are payrolled through the university and that carry stipends equivalent to at least a 33% appointment qualify for remission of nonresident tuition. Tuition remission is conditionally awarded at the start of the semester based

on the expectation that actual earnings during the semester will be at least 33% of the full-time rate. All students pay segregated fees. The only exception is that fellowships paid through the Graduate School have segregated fees waived in addition to tuition.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | None |
| Graduate School Breadth Requirement | Breadth is provided via interdisciplinary training. Students are not required to earn a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Foundations of Ecology and Evolution** | | |
| Students must complete the courses below. | | |
| ENTOM/BOTANY/ GENETICS/ ZOOLOGY 820 | Foundations of Evolution | 2 |
| ENTOM/BOTANY/ F&W ECOL/ ZOOLOGY 821 | Foundations of Ecology | 2 |
| **Ecology and Evolutionary Processes** | | |
| Students must complete one of the following courses. | | 3 |
| ENTOM/ ZOOLOGY 540 | Theoretical Ecology | |
| ENTOM/ GENETICS/ ZOOLOGY 624 | Molecular Ecology | |
| F&W ECOL/ BOTANY/ ENVIR ST/ ZOOLOGY 516 | Conservation Biology | |
| F&W ECOL/ ZOOLOGY 660 | Climate Change Ecology | |
| **Graduate Seminar** | | |
| Students must complete at least 2 courses and at least 4 credits from the following courses. At least two courses must be completed prior to reaching dissertator status. | | 4 |
| BOTANY 950 | Seminar-Plant Ecology | |
| ENTOM 901 | Seminar in Organismal Entomology | |
| GENETICS 993 | Seminar in Genetics | |
| ZOOLOGY/ ATM OCN/ BOTANY/ ENVIR ST/GEOG/ GEOSCI 980 | Earth System Science Seminar | |
| ZOOLOGY 956 | Seminar-Ecology | |
| **Electives** | | |
| Coursework to meet the elective requirement will be determined through consultation with the student's advisor and members of their committee and will be based on the student's specific educational needs. | | 6-12 |
| See list of common electives below. (https://next-guide.wisc.edu//graduate/entomology/ecology-evolutionary-biology-phd/#EcologyEvolutionaryBiologyPhDCommonElectives) | | |

| | | |
|---|---|---|
| **Research** | | |
| The remainder of the coursework to meet the minimum credit requirement will be met via research courses selected in consultation with the student's advisor and members of their committee. | | 28-34 |
| ENTOM 990 | Graduate Research and Thesis | |
| F&W ECOL 990 | Research and Thesis | |
| GENETICS 990 | Research | |
| PL PATH 990 | Research | |
| SOIL SCI 990 | Research | |
| ENVIR ST 990 | Research | |
| GEOG 990 | Research and Thesis | |
| BOTANY 995 | Research-Plant Ecology | |
| ZOOLOGY 990 | Research | |
| **Total Credits** | | **51** |

### Common Electives

| Code | Title | Credits |
|---|---|---|
| ENTOM/BOTANY/ ZOOLOGY 473 | Plant-Insect Interactions | 3 |
| ZOOLOGY/ F&W ECOL 521 | Birds of Southern Wisconsin | 3 |
| ZOOLOGY 611 | Comparative and Evolutionary Physiology | 3 |
| BOTANY/ PL PATH 563 | Phylogenetic Analysis of Molecular Data | 3 |
| GENETICS/ BIOLOGY 522 | Communicating Evolutionary Biology | 2-3 |
| GENETICS 633 | Population Genetics | 3 |
| ENTOM 450 | Basic and Applied Insect Ecology | 3 |
| ZOOLOGY/ BOTANY 879 | Advanced Landscape Ecology | 3 |
| ENVIR ST/ ZOOLOGY 510 | Ecology of Fishes | 3 |
| ENVIR ST/ PHILOS 441 | Environmental Ethics | 3-4 |
| F&W ECOL/ SURG SCI 548 | Diseases of Wildlife | 3 |
| F&W ECOL 550 | Forest Ecology | 3 |
| LAND ARC 668 | Restoration Ecology | 3 |

## POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.

2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### CAMPUS RESOURCES

Students in the Ecology and Evolutionary Biology program are strongly encouraged to participate in leadership and outreach activities through the Center for Ecology and the Environment (https://ecology.wisc.edu/) and Wisconsin Evolution (https://evolution.wisc.edu/).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Evaluate major theories and research approaches in ecology and evolutionary biology
2. Integrate knowledge of ecological and evolutionary processes to interpret patterns across multiple temporal and spatial scales
3. Apply quantitative skills, while using insight and creativity to conduct rigorous original research in one or both fields
4. Demonstrate professional skills, ethical responsibility, and effective communication while teaching or conducting outreach in the fields of ecology and evolution

# ENTOMOLOGY, MS

The department is a diverse unit of researchers whose work spans the areas of suborganismal, organismal, and applied entomology. Research programs of the faculty are broadly interdisciplinary employing cutting-edge technology in all areas. Individual faculty web pages provide in-depth descriptions of the diversity of research in entomology.

**Suborganismal:** Research in the department focuses on insect physiology and population genetics. Areas of specialization include the molecular action of insect hormones and the insect/microbiome interface. Studies of gene flow utilize various molecular methods. Genomic data are used to understand adaptation, gene flow on landscapes, the genetic basis of phenotypes, and the phylogenetic relationships of insect species.

**Organismal:** Entomology faculty members are leaders in the areas of basic ecology of insects in a variety of natural and managed systems, such as forests, lakes, and agroecosystems. Studies in taxonomy, chemical ecology, spatial analysis, vector biology, behavioral ecology, and landscape ecology have strong representation in the department. Research examines how they affect crops and forests, influence ecosystem processes such as nutrient and carbon cycling and the "services" they provide in natural and managed ecosystems such as pollination and pest suppression.

**Applied/Extension:** Faculty in the department extend a long tradition of research on insects as they impact humans. Excellence in agricultural research continues in vegetable crops, field and forage crops, and the turf and ornamental "green industry" where work has continued to advance the application of integrated pest management in agricultural systems. Basic research conducted by faculty in cropping systems also has

implications for pest management, conservation, bioenergy, and resource management. This research extends to global health issues focusing on arthropod-borne diseases and insects as a novel food source.

Research in the department explores the interconnections across scales of biological organization, from molecular and cellular interactions to ecosystem-level studies, in both managed and natural systems, and from basic to applied research. Faculty members collaborate with colleagues in other departments in the College of Agricultural and Life Sciences, and beyond the college and university.

Graduate education in the Department of Entomology provides many opportunities for collaborative research. Faculty members participate in joint instructional programs with other departments on campus and with scientists at other universities, in federal and state agencies, and in industry. Because several entomology faculty members are also adjunct professors in zoology, forest and wildlife ecology, molecular and environmental toxicology, and other departments, they may serve as primary advisers to graduate students majoring in those fields. Opportunities exist to conduct research in a variety of distant tropical and temperate regions, to gain experience in classroom instruction and individual mentoring, and to participate in outreach activities such as addressing K–12 classes, naturalist groups, and commodity producers.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | October 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION

The Graduate School sets minimum requirements for admissions (https://grad.wisc.edu/admissions/requirements/). Academic program admission requirements are often more rigorous than those set by the Graduate School. Please check the program's website (https://entomology.wisc.edu/graduate-study/application-process/) for details.

### Application Materials and Checklist

Each applicant must complete the following:

- **Graduate School Application Form and Application Fee**
  - All applicants must complete the Graduate School's online application (https://grad.wisc.edu/apply/)
  - Submission of the application must be accompanied by the one-time application fee. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) about application fee grants. Fee grants are only available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/). The Department of Entomology has limited fee grants to offer. Please contact the Graduate Program Manager to learn more.
- **Academic Transcript:** Within the online application, upload undergraduate transcript(s) and, if applicable, the previous graduate transcript. Unofficial copies of transcripts are required for review, but official copies are required for applicants recommended for admission. Please do not send transcripts or any other application materials to the Graduate School or the Department of Entomology unless requested. Review the requirements set by the Graduate School (https://grad.wisc.edu/apply/requirements/) for additional information about degrees/transcripts.
- **Statement of Purpose:** In the statement of purpose, applicants should explain why they want to pursue further education in Entomology at UW-Madison (see the Graduate School for more advice on how to structure a personal statement (https://grad.wisc.edu/apply/prepare/)).
- **Resume:** Upload your resume in your application.
- **Three Letters of Recommendation:** These letters are required from people who can accurately judge the applicant's academic and/or work performance. Letters of recommendation are submitted electronically to graduate programs through the online application. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding letters of recommendation. Letters of recommendation are due by the deadline listed above.
- **English Proficiency Score:** If applicable – refer to table above.

### Background Education

- Degree: Most applicants have a Bachelor of Science in a biological science discipline. Applicants with an undergraduate degree in other physical or natural sciences will be considered for admission. International applicants must have a degree comparable to a regionally accredited US bachelor's degree; biological, physical or natural sciences preferred.
- GPA: The minimum GPA to be reviewed by the admission committee is 3.0/4.0.

### Faculty Advisors

Applicants are strongly encouraged to reach out to program faculty before applying. Admittance depends on appropriate fit within a research lab and the faculty member's ability to fund a graduate student throughout their degree program.

## REENTRY ADMISSIONS

The program follows the Graduate School: Readmission (https://policy.wisc.edu/library/UW-1230/) policy. Applicants should contact the Graduate Program Manager with questions.

## CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Current UW-Madison graduate students who wish to add or change program should contact the Graduate Program Manager with questions.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Additional information regarding funding for Entomology graduate students is available on the departmental website (https://entomology.wisc.edu/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students are required to hold a coursework certification meeting, submit certification paperwork, and hold a final defense exam. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Course** | | |
| ENTOM/ ZOOLOGY 302 | Introduction to Entomology | 4 |
| **Core Categories** | | |
| Students must complete a total of 2 courses for a minimum of 6 credits. The courses must be from different categories. | | 6-8 |
| *Organismal* | | |
| ENTOM 331 | Taxonomy of Mature Insects | |
| ENTOM 344 | From Flowers to Food: Pollinator Ecology and Conservation | |
| ENTOM 432 | Taxonomy and Bionomics of Immature Insects | |
| ENTOM 450 | Basic and Applied Insect Ecology | |
| ENTOM/ BOTANY/ ZOOLOGY 473 | Plant-Insect Interactions | |
| ENTOM 490 | Biodiversity and Global Change | |
| ENTOM 701 | Advanced Taxonomy | |
| *Sub-organismal* | | |
| ENTOM 321 | Physiology of Insects | |
| ENTOM/ BOTANY/ PL PATH 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects | |
| ENTOM/ GENETICS/ ZOOLOGY 624 | Molecular Ecology | |
| *Applied* | | |

| | | |
|---|---|---|
| ENTOM 344 | From Flowers to Food: Pollinator Ecology and Conservation | |
| ENTOM/M M & I/ PATH-BIO/ ZOOLOGY 350 | Parasitology | |
| ENTOM 351 | Principles of Economic Entomology | |
| ENTOM/ ZOOLOGY 371 | Medical Entomology: Biology of Vector and Vector-borne Diseases | |
| ENTOM 450 | Basic and Applied Insect Ecology | |
| ENTOM 490 | Biodiversity and Global Change | |
| **Seminars** | | |
| Students should select seminars in consultation with their advisor, which may include seminars from outside departments. | | 2 |
| ENTOM 801 | Colloquium | |
| ENTOM/ BOTANY/ F&W ECOL/ ZOOLOGY 821 | Foundations of Ecology | |
| ENTOM 901 | Seminar in Organismal Entomology | |
| or ENTOM 875 | Special Topics | |
| **Additional Credits** | | |
| Students must take additional credits, in consultation with their advisor, to reach a total of 30 credits. This may include ENTOM 990. | | 16-18 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students may transfer up to 14 credits of graduate coursework earned at another institution. The use of prior coursework requires Advisory Committee and Academic Affairs Committee approval. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. The use of prior coursework requires Advisory Committee and Academic Affairs Committee approval. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With Advisory Committee and Academic Affairs Committee approval, the student may transfer up to 15 University Special student credits in fulfillment of the graduate degree credit requirements on occasion as an exception (on a case-by-case basis). UW–Madison coursework taken as a University Special student would not be applied toward the Minimum Graduate Coursework (50%) Requirement unless taken in coursework numbered 700 or above or as part of a capstone certificate. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Students in the Department of Entomology are strongly encourage to participate in student organization activities (https://entomology.wisc.edu/graduate-study/student-organizations/).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop a broad knowledge base of entomology, inclusive of suborganismal, organismal, and applied entomology.
2. Knowledge of laboratory and/or field methodology.
3. Recognize relationships between structure and function at appropriate levels- molecular, cellular, organismal or ecological.
4. Explain and apply scientific methods including designing and conducting experiments and testing hypotheses.

# ENTOMOLOGY, PHD

The department is a diverse unit of researchers whose work spans the areas of suborganismal, organismal, and applied entomology. Research

programs of the faculty are broadly interdisciplinary employing cutting edge technology in all areas. Individual faculty web pages provide in-depth descriptions of the diversity of research in entomology.

**Suborganismal:** Research in the department focuses on insect physiology and population genetics. Areas of specialization include the molecular action of insect hormones and the insect/microbiome interface. Studies of gene flow utilize various molecular methods. Genomic data are used to understand adaptation, gene flow on landscapes, the genetic basis of phenotypes, and the phylogenetic relationships of insect species.

**Organismal:** Entomology faculty members are leaders in the areas of basic ecology of insects in a variety of natural and managed systems, such as forests, lakes, and agroecosystems. Studies in taxonomy, chemical ecology, spatial analysis, vector biology, behavioral ecology, and landscape ecology have strong representation in the department. Research examines how they affect crops and forests, influence ecosystem processes such as nutrient and carbon cycling and the "services" they provide in natural and managed ecosystems such as pollination and pest suppression.

**Applied/Extension:** Faculty in the department extend a long tradition of research on insects as they impact humans. Excellence in agricultural research continues in vegetable crops, field and forage crops, and the turf and ornamental "green industry" where work has continued to advance the application of integrated pest management in agricultural systems. Basic research conducted by faculty in cropping systems also has implications for pest management, conservation, bioenergy, and resource management. This research extends to global health issues focusing on arthropod-borne diseases and insects as a novel food source.

Research in the department explores the interconnections across scales of biological organization, from molecular and cellular interactions to ecosystem-level studies, in both managed and natural systems, and from basic to applied research. Faculty members collaborate with colleagues in other departments in the College of Agricultural and Life Sciences, and beyond the college and university.

Graduate education in the Department of Entomology provides many opportunities for collaborative research. Faculty members participate in joint instructional programs with other departments on campus and with scientists at other universities, in federal and state agencies, and in industry. Because several entomology faculty members are also adjunct professors in zoology, forest and wildlife ecology, molecular and environmental toxicology, and other departments, they may serve as primary advisers to graduate students majoring in those fields. Opportunities exist to conduct research in a variety of distant tropical and temperate regions, to gain experience in classroom instruction and individual mentoring, and to participate in outreach activities such as addressing K–12 classes, naturalist groups, and commodity producers.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | October 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION

The Graduate School sets minimum requirements for admissions (https://grad.wisc.edu/admissions/requirements/). Academic program admission requirements are often more rigorous than those set by the Graduate School. Please check the program's website (https://entomology.wisc.edu/graduate-study/application-process/) for details.

### Application Materials and Checklist

Each applicant must complete the following:

- **Graduate School Application Form and Application Fee**
  - All applicants must complete the Graduate School's online application (https://grad.wisc.edu/apply/)
  - Submission of the application must be accompanied by the one-time application fee. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) about application fee grants. Fee grants are only available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/). The Department of Entomology has limited fee grants to offer. Please contact the Graduate Program Manager to learn more.
- **Academic Transcript:** Within the online application, upload undergraduate transcript(s) and, if applicable, the previous graduate transcript. Unofficial copies of transcripts are required for review, but official copies are required for applicants recommended for admission. Please do not send transcripts or any other application materials to the Graduate School or the Department of Entomology unless requested. Review the requirements set by the Graduate School (https://grad.wisc.edu/apply/requirements/) for additional information about degrees/transcripts.
- **Statement of Purpose:** In the statement of purpose, applicants should explain why they want to pursue further education in Entomology at UW-Madison (see the Graduate School for more advice on how to structure a personal statement (https://grad.wisc.edu/apply/prepare/)).
- **Resume:** Upload your resume in your application.
- **Three Letters of Recommendation:** These letters are required from people who can accurately judge the applicant's academic and/or work performance. Letters of recommendation are submitted electronically to graduate programs through the online application. See the Graduate School for FAQs (https://

grad.wisc.edu/apply/) regarding letters of recommendation. Letters of recommendation are due by the deadline listed above.

- **English Proficiency Score:** If applicable – refer to table above.

### Background Education

- Degree: Most applicants have a Bachelor of Science or Master of Science in a biological science discipline. Applicants with an undergraduate degree in other physical or natural sciences will be considered for admission. International applicants must have a degree comparable to a regionally accredited US bachelor's degree; biological, physical or natural sciences preferred.
- GPA: The minimum GPA to be reviewed by the admission committee is 3.0/4.0.

### Faculty Advisors

Applicants are strongly encouraged to reach out to program faculty before applying. Admittance depends on appropriate fit within a research lab and the faculty member's ability to fund a graduate student throughout their degree program.

### Reentry Admissions

The program follows the Graduate School: Readmission (https://policy.wisc.edu/library/UW-1230/) policy. Applicants should contact the Graduate Program Manager with questions.

### Currently Enrolled Graduate Student Admissions

Current UW-Madison graduate students who wish to add or change program should contact the Graduate Program Manager with questions.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Additional information regarding funding for Entomology graduate students is available on the departmental website (https://entomology.wisc.edu/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | None. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Course** | | |
| ENTOM/ ZOOLOGY 302 | Introduction to Entomology | 4 |
| **Core Categories** | | |
| Students must take at least 3 credits from each of the 3 categories below, plus one additional course for a total of 4 courses. | | 12-15 |
| *Organismal* | | |
| ENTOM 331 | Taxonomy of Mature Insects | |
| ENTOM 344 | From Flowers to Food: Pollinator Ecology and Conservation | |
| ENTOM 432 | Taxonomy and Bionomics of Immature Insects | |
| ENTOM 450 | Basic and Applied Insect Ecology | |
| ENTOM 490 | Biodiversity and Global Change | |
| ENTOM/ BOTANY/ ZOOLOGY 473 | Plant-Insect Interactions | |
| ENTOM 701 | Advanced Taxonomy | |
| *Sub-organismal* | | |
| ENTOM 321 | Physiology of Insects | |
| ENTOM/ BOTANY/ PL PATH 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects | |
| ENTOM/ GENETICS/ ZOOLOGY 624 | Molecular Ecology | |
| *Applied* | | |
| ENTOM 344 | From Flowers to Food: Pollinator Ecology and Conservation | |
| ENTOM/M M & I/ PATH-BIO/ ZOOLOGY 350 | Parasitology | |
| ENTOM 351 | Principles of Economic Entomology | |
| ENTOM/ ZOOLOGY 371 | Medical Entomology: Biology of Vector and Vector-borne Diseases | |
| ENTOM 450 | Basic and Applied Insect Ecology | |
| ENTOM 490 | Biodiversity and Global Change | |
| **Seminars** | | |
| Students should select seminars in consultation with their advisor, which may include seminars from outside departments.. | | 2 |
| ENTOM 801 | Colloquium | |
| ENTOM/ BOTANY/ F&W ECOL/ ZOOLOGY 821 | Foundations of Ecology | |
| ENTOM 875 | Special Topics | |
| ENTOM 901 | Seminar in Organismal Entomology (students must complete ENTOM 901 twice) | |
| **Breadth** | | |
| In consultation with advisor, students will select the appropriate plan of coursework to meet this requirement. | | 9 |
| **Additional Credits** | | |
| Students must take additional credits, in consultation with their advisor, to reach a total of 51 credits. This may include ENTOM 990. | | 21-24 |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. The use of prior coursework requires Advisory Committee and Academic Affairs Committee approval.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. The use of prior coursework requires Advisory Committee and Academic Affairs Committee approval.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. The use of prior coursework requires Advisory Committee and Academic Affairs Committee approval.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. The use of prior coursework requires Advisory Committee and Academic Affairs Committee approval.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Students in the Department of Entomology are strongly encourage to participate in student organization activities (https://entomology.wisc.edu/graduate-study/student-organizations/).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop a broad knowledge base of entomology, inclusive of suborganismal, organismal, and applied entomology.
2. Develop state-of-the-art research skills and command of the scientific literature.
3. Integrate research discoveries with prior knowledge to demonstrate expertise in entomological science.
4. Advance our current knowledge of entomology and related fields.
5. Demonstrate critical thinking skills in defining problems, assembling facts, and applying logic to scientific arguments.
6. Demonstrate excellent written and oral communication skills.

# FINANCE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Business: Finance, Investment, and Banking, MBA (p. 800)
- Business: Finance, Investment, and Banking, MS (p. 809)

# BUSINESS: FINANCE, INVESTMENT, AND BANKING, MBA

**The Business: Finance, Investment, and Banking, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. Together Forward!

# NAMED OPTION IN APPLIED SECURITY ANALYSIS

The Wisconsin MBA in Business: Finance, Investment and Banking named option Applied Security Analysis Program (ASAP) at the School of Business was founded in 1970 by Professor Stephen L. Hawk. Over 700 students have graduated from the program. Each graduate enters the investment community with the unique educational experience of learning the investment business through hands-on management of real portfolios. Beginning with $100,000 in 1970, students now manage over $25 million in equities and fixed-income assets. The program is proud to be a pioneer among student-managed investment programs and a CFA® Program Partner. See the program website (https://business.wisc.edu/graduate/mba/full-time/specializations/applied-security-analysis/) for more information.

# NAMED OPTION IN CORPORATE FINANCE AND INVESTMENT BANKING

The Wisconsin MBA in Business: Finance, Investment and Banking named option in Corporate Finance and Investment Banking offers students a unique opportunity to gain practical experience working on meaningful corporate finance consulting engagements. Students work in teams on assigned finance projects for consulting firms, investment banks, public corporations, and private companies. The financial consulting engagements typically involve an analysis of a problem for the engagement sponsors in areas such as working capital management, evaluation of funding sources, valuation, cost of capital, capital expenditure decisions, acquisition analysis, and joint venture and strategic alliances. Additionally, students experience the "real world" of corporate finance through experiential learning opportunities in the Condon Speaker Series, mentoring and career treks. See the program website (https://business.wisc.edu/graduate/mba/full-time/specializations/finance-investment-banking/) for more information.

## ADMISSIONS

# ADMISSIONS

**The Business: Finance, Investment, and Banking, MBA no longer admits new students after Fall 2026 and the program will be**

**discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Students apply to the Master of Business Administration in Business: Finance, Investment, and Banking through one of the named options:

- Business: Finance, Investment, and Banking: Applied Security Analysis, MBA (p. 802)
- (p. 802)Business: Finance, Investment, and Banking: Corporate Finance and Investment Banking, MBA (p. 805)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 53 credits |
| Minimum Residence Credit Requirement | 47 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 801) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MBA in Business: Finance, Investment, and Banking must select one of the following named options:

View as listView as grid

- **BUSINESS: FINANCE, INVESTMENT, AND BANKING: APPLIED SECURITY ANALYSIS, MBA (P. 802)**
- **BUSINESS: FINANCE, INVESTMENT, AND BANKING: CORPORATE FINANCE AND INVESTMENT BANKING, MBA (P. 805)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Business: Finance, Investment, and Banking: Applied Security Analysis, MBA (p. 802)
- (p. 802)Business: Finance, Investment, and Banking: Corporate Finance and Investment Banking, MBA (p. 805)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop the ability to assess the value of publicly traded equity and fixed income securities. (Applied Securities Analysis Program)
2. Articulate the common causes of mispriced securities, develop techniques to find these securities, and acquire insight as to how to evaluate the success of their process and decisions. (Applied Securities Analysis Program)
3. Develop the ability to build portfolios that are designed to produce consistent positive returns and/or outperform benchmarks without taking on significant absolute or incremental risk. (Applied Securities Analysis Program)

4. Design financial strategies for non-financial firms, including raising capital, the choice and mix of securities, refinancing, as well as various forms of returning capital to different investors. (Corporate Finance and Investment Banking)
5. Assess the value of publicly traded and privately held equity and fixed income securities. (Corporate Finance and Investment Banking)
6. Analyze business decisions utilizing multinational finance techniques. (Corporate Finance and Investment Banking)
7. Develop the ability to communicate and collaborate effectively within an organization. (Applied Securities Analysis Program)
8. Understand the importance of ethical behavior within the investment industry and have an understanding of how to work through ethical dilemmas as they arise. (Applied Securities Analysis Program)
9. Able to perform the role and functions of investment bankers, such as underwriting of securities, advising on mergers and acquisitions, divestures, corporate restructuring. (Corporate Finance and Investment Banking)
10. Able to execute private equity and venture financing of high potential companies. (Corporate Finance and Investment Banking)
11. Apply their knowledge and skills by providing financial consulting services to national companies. (Corporate Finance and Investment Banking)

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026-2027.

# BUSINESS: FINANCE, INVESTMENT, AND BANKING: APPLIED SECURITY ANALYSIS, MBA

**The Applied Security Analysis named option in the Business: Finance, Investment, and Banking, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

This is a named option in the Business: Finance, Investment, and Banking MBA (p. 800).

## ADMISSIONS

# ADMISSIONS

**The Applied Security Analysis named option in the Business: Finance, Investment, and Banking, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/mba/full-time/admissions (https://business.wisc.edu/graduate/mba/full-time/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program |
| English Proficiency Test | All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), or the Intensive English as a Second Language (IELTS). A minimum iBT TOEFL score of 100 or equivalent, computer-based PTE score of 73 or equivalent, or IELTS score of 7.5 or equivalent, obtained within two years of the intended start term, is required. International applicants who have completed a degree at an institution whose primary language of instruction was English may request a waiver of this requirement on the application. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 1* |

* Submission of a second letter of recommendation is optional.

There are two pathways to an Business: Finance, Investment, and Banking: Applied Security Analysis Program degree.

1. If you have multiple years of work experience, you must apply to the School of Business MBA program and simultaneously to Business: Finance, Investment, and Banking: Applied Security Analysis Program; otherwise
2. You must apply to the Business: Finance, Investment, and Banking: Applied Security Analysis (p. 811) program directly and you will earn a Master of of Science in Finance, Investment, and Banking (MS) degree.

This page describes the admission process for the MBA degree.

Admission consideration for the MBA program requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. The School of Business prefers a minimum of two years of professional work experience along with a strong undergraduate performance. In addition to academic credentials, a GMAT or GRE score, and work experience, personal achievements, motivation, communication skills (written and oral), and recommendation letters are all considered in the admission process at the master's and doctoral levels.

**Note:** The Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) must have been taken within five years prior to receiving an offer of admission.

## HOW TO APPLY

Students interested in Business degrees do not apply through the Graduate School application system and should instead refer to the

School of Business Admissions page. (https://business.wisc.edu/graduate/mba/full-time/admissions/)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 53 credits |
| Minimum Residence Credit Requirement | 47 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Required Core Courses** | | |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Required Specialization Courses** | | |
| FINANCE 635 | Business Valuation | 3 |
| FINANCE 645 | Introduction to Applied Security Analysis | 3 |
| FINANCE 646 | Introduction to Applied Portfolio Management | 3 |
| FINANCE 675 | Applied Security Analysis and Investment Management I | 5 |
| FINANCE 676 | Applied Security Analysis and Investment Management II | 4 |
| FINANCE 740 | Analysis of Fixed Income Securities | 3 |
| **Elective Courses** | | |
| See details provided below. | | 15 |
| **Total Credits** | | **53** |

### Approved Electives

- The electives must contain at least one International course. FINANCE/INTL BUS 745 satisfies this requirement.

- Two of the electives can be satisfied by any School of Business course without explicit approval (and one of these can be an international course that satisfies the international requirement).
- The remaining three electives must be selected from the following set:

| Code | Title | Credits |
|---|---|---|
| FINANCE 330 | Derivative Securities | 3 |
| FINANCE 410 | Bank Management | 3 |
| FINANCE 610 | Bank Simulation and Strategy | 3 |
| FINANCE 650 | Mergers and Acquisitions | 2-3 |
| FINANCE 725 | Corporation Finance Theory and Practice | 2-3 |
| FINANCE/ INTL BUS 745 | Multinational Business Finance [1] | 2-3 |
| FINANCE 757 | Entrepreneurial Finance [2] | 2-3 |
| ACCT I S 603 | Financial Statement Analysis | 3 |
| Any other ACCT I S course numbered 600 or higher. | | |
| Any other FINANCE course numbered 600 or higher. | | |

[1] FINANCE/INTL BUS 445 can be taken instead but the graduate version is recommended.

[2] FINANCE 457 can be taken instead but the graduate version is recommended.

Any changes to the elective requirements must be approved in advance by the Applied Security Analysis Program Academic Director.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program and department approval, students may transfer up to 6 credits of graduate coursework completed two years prior to admission at an AACSB accredited institution, in which a grade of B or better was earned.

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

No credits from a UW-Madison or other institution undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

No credits earned as a University Special Student at UW-Madison are allowed to transfer toward the degree.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, responsible for providing advice regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or***

***other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students are expected to be enrolled full-time for all semesters. Exceptions may be granted in the final semester.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# BUSINESS: FINANCE, INVESTMENT, AND BANKING: CORPORATE FINANCE AND INVESTMENT BANKING, MBA

**The Corporate Finance named option in the Business: Finance, Investment, and Banking, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

This is a named option in the Business: Finance, Investment, and Banking MBA (p. 800).

## ADMISSIONS

# ADMISSIONS

**The Corporate Finance named option in the Business: Finance, Investment, and Banking, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/mba/full-time/admissions (https://business.wisc.edu/graduate/mba/full-time/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |

| | |
|---|---|
| English Proficiency Test | All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), or the Intensive English as a Second Language (IELTS). A minimum iBT TOEFL score of 100 or equivalent, computer-based PTE score of 73 or equivalent, or IELTS score of 7.5 or equivalent, obtained within two years of the intended start term, is required. International applicants who have completed a degree at an institution whose primary language of instruction was English may request a waiver of this requirement on the application. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 1* |

* Submission of a second letter of recommendation is optional.

Admission consideration for the MBA program requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. The School of Business prefers a minimum of two years of professional work experience along with a strong undergraduate performance. In addition to academic credentials, a GMAT or GRE score, and work experience, personal achievements, motivation, communication skills (written and oral), and recommendation letters are all considered in the admission process at the master's and doctoral levels.

**Note:** The Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) must have been taken within five years prior to receiving an offer of admission.

## HOW TO APPLY

Students interested in Business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/mba/full-time/admissions/)

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 53 credits |
| Minimum Residence Credit Requirement | 47 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Required Core Courses** | | |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Required Specialization Courses** | | |
| FINANCE 635 | Business Valuation | 3 |
| FINANCE 650 | Mergers and Acquisitions | 3 |
| FINANCE 725 | Corporation Finance Theory and Practice | 3 |
| FINANCE/ INTL BUS 745 | Multinational Business Finance | 3 |
| FINANCE 760 | Current Topics and Applied Learning in Finance (take twice) | 2 |
| FINANCE 850 | Applied Corporate Finance I | 4 |
| **Elective Courses** | | |
| Students must complete 18 credits of Elective Courses (refer to "Elective Courses: Approved Electives") | | 18 |
| **Total Credits** | | **53** |

### Elective Courses: Approved Electives

In addition to the required MBA core classes and the required Corporate Finance & Investment Banking specialization core classes, this degree allows students to select one or more areas of focus as they pursue their degree. These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript. The pathways are as follows:

- Corporate Finance Pathway
- Investment Banking Pathway
- Entrepreneurial Finance Pathway

Of the 18 elective credits required, one three-credit elective must be a Finance, Investment and Banking (FINANCE (https://guide.wisc.edu/courses/finance/)) course numbered above 300. Students are required to take 12 credits from the approved elective lists (Career Pathways or Other Recommended Electives) below.

The remaining electives can be a Finance, Investment and Banking (FINANCE (https://guide.wisc.edu/courses/finance/)) course numbered above 300 or any course numbered 600 and above from the Business School offerings. Other courses may be used as an elective with the approval of the Nicholas Center Director.

## CAREER PATHWAYS

### Corporate Finance

| Code | Title | Credits |
|---|---|---|
| ACCT I S 603 | Financial Statement Analysis | 3 |
| ACCT I S 701 | Financial Reporting I | 3 |
| ACCT I S 702 | Financial Reporting II | 3 |
| FINANCE 730 | Derivative Securities - Theory and Practice | 3 |
| or FINANCE 330 | Derivative Securities | |
| FINANCE 740 | Analysis of Fixed Income Securities | 3 |
| FINANCE 765 | Contemporary Topics | 1-4 |
| GEN BUS 714 | Corporate Governance and Board Membership | 2-3 |
| M H R 628 | Negotiations | 2-3 |
| or M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | |
| M H R 715 | Strategic Management of Innovation | 2-3 |
| MARKETNG 730 | Strategic Pricing | 2-3 |
| OTM 752 | Project Management | 1-3 |
| R M I 655 | Risk Financing Techniques | 3 |
| REAL EST 710 | Real Estate Finance | 3 |

### Investment Banking

| Code | Title | Credits |
|---|---|---|
| ACCT I S 603 | Financial Statement Analysis | 3 |
| ACCT I S 701 | Financial Reporting I | 3 |
| ACCT I S 702 | Financial Reporting II | 3 |
| FINANCE 420 | Investment Banking and Capital Markets | 3 |
| FINANCE 640 | Introduction to Credit Analysis & Trading | 3 |
| FINANCE 730 | Derivative Securities - Theory and Practice | 3 |
| or FINANCE 330 | Derivative Securities | |
| FINANCE 740 | Analysis of Fixed Income Securities | 3 |
| FINANCE 765 | Contemporary Topics | 1-4 |
| GEN BUS 714 | Corporate Governance and Board Membership | 2-3 |
| M H R 628 | Negotiations | 2-3 |
| or M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | |
| OTM 752 | Project Management | 1-3 |
| R M I 655 | Risk Financing Techniques | 3 |

### Entrepreneurial Finance

| Code | Title | Credits |
|---|---|---|
| ACCT I S 701 | Financial Reporting I | 3 |
| ACCT I S 702 | Financial Reporting II | 3 |
| E P D 706 | Change Management | 1 |
| FINANCE 757 | Entrepreneurial Finance | 2-3 |
| FINANCE 765 | Contemporary Topics | 1-4 |
| M H R 628 | Negotiations | 2-3 |
| or M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | |

| | | |
|---|---|---|
| M H R 715 | Strategic Management of Innovation | 2-3 |
| M H R 722 | Entrepreneurial Management | 2-3 |
| M H R 734 | Venture Creation | 2-3 |
| M H R 738 | Wisconsin Applied Ventures in Entrepreneurship (WAVE) | 3 |
| M H R 741 | Technology Entrepreneurship | 3 |
| MARKETNG 730 | Strategic Pricing | 2-3 |
| OTM 752 | Project Management | 1-3 |

### OTHER RECOMMENDED ELECTIVES

| Code | Title | Credits |
|---|---|---|
| ACCT I S 640 | Foundation in Accounting Analytics | 3 |
| GEN BUS 308 | Cloud Analytics and Artificial Intelligence Tools for Business | 2 |
| GEN BUS 720 | Data Visualization for Business Analytics | 1-2 |
| GEN BUS 740 | Experiments and Causal Methods for Business Insights | 2-3 |
| GEN BUS 760 | Data Technology for Business Analytics | 2-3 |
| GEN BUS 780 | Cloud Technology for Business Analytics | 1 |
| R M I 655 | Risk Financing Techniques | 3 |
| R M I 660 | Risk Analytics and Behavioral Science | 3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

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# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program and department approval, students may transfer up to 6 credits of graduate coursework completed two years prior to admission at an AACSB accredited institution, in which a grade of B or better was earned.

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

No credits from a UW-Madison or other institution undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

No credits earned as a University Special Student at UW-Madison are allowed to transfer toward the degree.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, responsible for providing advice regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

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- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
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***other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students are expected to be enrolled full-time for all semesters. Exceptions may be granted in the final semester.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# BUSINESS: FINANCE, INVESTMENT, AND BANKING, MS

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive WSB alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. Together Forward!

## ADMISSIONS

# ADMISSIONS

Students apply to the Business: Finance, Investment and Banking, MSB through the named option:

- Applied Security Analysis (p. 811)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select the Named Option (p. 810) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MSB in Business: Finance, Investment and Banking must select one of the following named options:

View as listView as grid

- **BUSINESS: FINANCE, INVESTMENT, AND BANKING: APPLIED SECURITY ANALYSIS, MS (P. 811)**

## POLICIES

# POLICIES

Students should refer to the named option for policy information:

- Applied Security Analysis (p. 811)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop the ability to assess the value of publicly traded equity and fixed income securities.
2. Articulate the common causes of mispriced securities, develop techniques to find these securities, and acquire insight as to how to evaluate the success of their process and decisions.

3. Develop the ability to build portfolios that are designed to produce consistent positive returns and/or outperform benchmarks without taking on significant absolute or incremental risk.
4. Develop the ability to communicate and collaborate effectively within an organization.
5. Understand the importance of ethical behavior within the industry and have an understanding of how to work through ethical dilemmas as they arise.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# BUSINESS: FINANCE, INVESTMENT, AND BANKING: APPLIED SECURITY ANALYSIS, MS

This is a named option in the Business: Finance, Investment, and Banking, MS (p. 809). The Applied Security Analysis Program (ASAP) at the School of Business was founded in 1970 by Professor Stephen L. Hawk. Over 700 students have graduated from the program. Each graduate enters the investment community with the unique educational experience of learning the investment business through hands-on management of real portfolios. Beginning with $100,000 in 1970, students now manage over $17 million in equities and fixed-income assets. The program is proud to be a pioneer among student-managed investment programs and a CFA Program® Partner.

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See Program webpage: https://admissions.wsb.wisc.edu/MSinFinance (https://admissions.wsb.wisc.edu/MSinFinance/) |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may substitute for GRE in cases in which it is required; consult program. |
| Letters of Recommendation Required | 0 |

Applications to the program are accepted at any time, with rolling windows of consideration. However, applications received during any academic year and prior to March 15 are given priority for entry into the program in the following fall semester. If you apply after March 15, you may be placed on a wait list.

The Business: Finance, Investment and Banking: Applied Security Analysis Program (ASAP) named option can be earned as an MS or MBA degree. This page describes the admission process for the MS degree. If you seek the MBA degree, please see the admissions information for the FT MBA (https://guide.wisc.edu/graduate/finance/business-finance-investment-banking-mba/business-finance-investment-banking-applied-security-analysis-mba/#admissionstext).

## APPLICATION REQUIREMENTS

If you are not applying as a current student at UW-Madison (p. 812), you must submit as a part of your application:

1. scores for either the GMAT or the GRE exam, or
2. evidence that you have passed the Level I Chartered Financial Analyst (CFA) exam.

### Prerequisites

All prerequisite courses are waived for applicants who have passed the CFA Exam. Otherwise, applicants must have completed courses equivalent to the required prerequisites and must submit for evaluation their transcripts of grades and documentation (course syllabi) describing the equivalent courses. The ASAP Academic Director will establish equivalencies. Credits earned by completing the prerequisites do not satisfy MS degree requirements. Six credits of undergraduate coursework (FINANCE 645 and FINANCE 646 ) may be applied towards the MS degree.

| Code | Title | Credits |
|---|---|---|
| **Completed Prior to Application** | | |
| FINANCE/ ECON 300 | Introduction to Finance | 3 |
| ACCT I S 100 | Introductory Financial Accounting | 3 |
| ECON 101 | Principles of Microeconomics | 4 |
| **Prior or Concurrent Enrollment Required for Application** | | |
| ACCT I S 301 | Financial Reporting I | 3 |
| GEN BUS 306 | Business Analytics I | 3 |
| **Must be Completed Prior to Starting MS Year** | | |
| FINANCE 305 | Financial Markets, Institutions and Economic Activity | 3 |
| or FINANCE 325 | Corporation Finance | |
| or FINANCE 330 | Derivative Securities | |
| FINANCE/ ECON 320 | Investment Theory | 3 |
| FINANCE 340 | Fixed Income Securities | 3 |
| or FINANCE 740 | Analysis of Fixed Income Securities | |
| FINANCE 635 | Business Valuation | 3 |

### Evaluation

As an applicant to the Business: Finance, Investment, and Banking: Applied Security Analysis Program, you will be evaluated on your academic credentials, work experience, personal achievements, motivation, both written and oral communication skills, your international exposure, letters of recommendation, and if you are not an undergraduate student at UW-Madison, your test scores. The application process will include an interview with program leadership.

Importantly, the Business: Finance, Investment, and Banking: Applied Security Analysis Program seeks individuals with a strong desire and commitment to learn the applied science of security analysis and portfolio management. You can demonstrate your commitment in your application in numerous ways. Some of these are to provide evidence of:

1. passage of the first-level Chartered Financial Analyst (CFA) exam,
2. a facility with applied financial modeling,
3. prior coursework in investments, security analysis, and financial accounting,
4. active participation in an investment club (such as the Capital Management Club at the UW-Madison),
5. experience as either an intern or full-time employee in an asset-management company, and/or
6. a desire and willingness to compete in activities such as competitive sports and games.

### University of Wisconsin-Madison Undergraduate Students

If you apply to the Business: Finance, Investment, and Banking: Applied Security Analysis Program as an undergraduate (UG) student at the University of Wisconsin-Madison, and are accepted to the program, you will complete your senior year, earning your undergraduate degree, and then complete a fifth year of study, earning the MS degree. You are not required to submit scores for graduate exams such as the GMAT or the GRE.

## HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://admissions.wsb.wisc.edu/MSinFinance/)

# FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Applied Security** | | |
| FINANCE 645 | Introduction to Applied Security Analysis [1] | 3 |
| FINANCE 646 | Introduction to Applied Portfolio Management [1] | 3 |
| FINANCE 675 | Applied Security Analysis and Investment Management I | 5 |
| FINANCE 676 | Applied Security Analysis and Investment Management II | 4 |
| Choose 3 of the following courses | | 9 |
| FINANCE 330 | Derivative Securities | |
| FINANCE 410 | Bank Management | |
| Any FINANCE course numbered 600 or higher | | |
| Any ACCT I S course numbered 600 or higher | | |
| **Electives** | | |
| Any School of Business course or approved elective. Electives taken outside of the School of Business are allowed but must be approved in advance by the Applied Security Analysis Program Academic Director. | | 6 |
| **Total Credits** | | **30** |

[1] This course would need to be completed before the start of the program if you wanted to complete the degree in one year. Otherwise, this 30 credit program will require two years to complete due to the required sequencing of the courses.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No credits of graduate coursework from other institutions is allowed to satisfy requirements.

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

Up to 6 credits from courses numbered 300 or above will be allowed to apply toward the minimum graduate degree credit requirement. Courses numbered 700 or above will be allowed to apply toward the minimum graduate coursework requirement. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements. Credits earned at other institutions are not accepted.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of coursework taken as a UW–Madison University Special student. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, responsible for providing advice regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)

- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students must be enrolled full-time. Department-sponsored funding/assistantships are available on a competitive basis.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# FOOD AND NUTRITIONAL SCIENCES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Clinical Nutrition, MS (p. 815)
- Food Science, MS (p. 819)
- Food Science, PhD (p. 823)
- Nutrition and Metabolism, MS (p. 827)
- Nutrition and Metabolism, PhD (p. 831)

# CLINICAL NUTRITION, MS

## THE HEALTHCARE SYSTEM IS CHANGING RAPIDLY

Health professions have increased educational standards beyond the bachelor's degree; in fact, the Commission on Dietetic Registration has increased the requirements to be eligible to take the Registration Exam for Dietitians to the completion of a master's degree beginning in 2024. To remain competitive in the field and obtain the advanced competencies and skills needed in the job market, completion of a master's degree is becoming essential.

## CURRICULUM OVERVIEW

The MS in Clinical Nutrition is focused on core nutrition, clinical nutrition, professional skills, and electives. This is advanced learning at its best and is ideal for people with a strong background in clinical nutrition, confidence working at the graduate level, and a commitment to become leaders in clinical nutrition and dietetics. The curriculum is designed to prepare students to translate research; recognize and formulate responses to evolving developments in clinical nutrition practice, policy, and research; and lead and manage professional teams to design nutrition-related services.

# ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | July 15* |
| Spring Deadline | November 1* |
| Summer Deadline | March 1* |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* The Master of Science in Clinical Nutrition has a rolling admissions policy where applications will be considered after their respective deadlines. Domestic applicants should submit their applications no later than 4 weeks prior to the beginning of the intended term. Applications from international applicants must be submitted 6 weeks prior to the beginning of the intended term. This additional 2 weeks is required for international transcript and matriculation processing.

### GENERAL ADMISSION REQUIREMENTS

All applicants must:

- Have a bachelor's degree from an accredited college or university or its equivalent and a minimum grade point average of 3.00 on a 4.00 scale
- Completed Didactic Program in Dietetics **or** have completed the following prerequisite courses:
  - General Chemistry
    - CHEM 103 General Chemistry I and CHEM 104 General Chemistry II
  - Biological Sciences
    - ZOOLOGY/BIOLOGY 101 Animal Biology **and** ZOOLOGY/BIOLOGY 102 Animal Biology Laboratory **and** MICROBIO 101 General Microbiology **and** MICROBIO 102 General Microbiology Laboratory or
    - BIOLOGY/BOTANY/ZOOLOGY 151 Introductory Biology **and** MICROBIO 101 General Microbiology **and** MICROBIO 102 General Microbiology Laboratory
  - Organic Chemistry
    - CHEM 341 Elementary Organic Chemistry or
    - CHEM 343 Organic Chemistry I
  - Biochemistry
    - BIOCHEM 301 Survey of Biochemistry or
    - BIOCHEM 501 Introduction to Biochemistry or
    - BIOCHEM 507 General Biochemistry I **and** BIOCHEM 508 General Biochemistry II
  - Physiology
    - ANAT&PHY 335 Physiology
  - Statistics
    - STAT 371 Introductory Applied Statistics for the Life Sciences or
    - STAT 301 Introduction to Statistical Methods or
    - PSYCH 210 Basic Statistics for Psychology or
    - SOC/C&E SOC 360 Statistics for Sociologists I
  - Human Nutrition
    - NUTR SCI 332 Human Nutritional Needs
  - Clinical Nutrition
    - NUTR SCI 631 Clinical Nutrition I and NUTR SCI 632 Clinical Nutrition II

Please note, the program cannot complete a transcript review unless we receive a completed application. Applicants may check course equivalency to UW-Madison via Transferology (https://www.transferology.com/).

### APPLICATION PROCESS

Steps to apply are listed below:

1. Complete a **UW–Madison Graduate School Application**.
   a. The application includes:
      i. **Statement of Purpose.** Include a brief statement about your professional goals, and reasons for applying.
      ii. **Letters of Recommendation.** Three letters of recommendation are required. All letters of recommendation are submitted electronically through the admission application.
      iii. **Unofficial transcript**, submitted electronically into the application.
      iv. **Supplemental Application.** This component of the application asks applicants to identify the courses taken to fulfill the prerequisite coursework.
2. Be sure to closely follow the Steps to Apply for Graduate School (https://grad.wisc.edu/admissions/process/) and watch your application status page through MyUW (http://my.wisc.edu/) for missing checklist items or additional information.

For any questions or if you need additional information please go over the **Graduate Admissions FAQ (https://grad.wisc.edu/admissions/faq/)**, or send an email to the Graduate Coordinator (see the Contact Information box on this page).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Our program does offer scholarship opportunities.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Nutrition Courses** | | |
| Students must complete the following courses. | | |
| NUTR SCI 660 | Human Energy Metabolism | 2 |
| NUTR SCI 661 | Micronutrients: Human Physiology and Disease | 3 |
| NUTR SCI 720 | Advanced Nutrition Assessment | 1 |
| NUTR SCI 653 | Clinical Nutrition Research | 3 |
| **Clinical Nutrition Courses** | | |
| Students must choose a minimum of 9 credits, maximum of 18 credits: | | 9-18 |
| NUTR SCI 650 | Advanced Clinical Nutrition: Critical Care and Nutrition Support | |

| | | |
|---|---|---|
| NUTR SCI 651 | Advanced Clinical Nutrition - Pediatrics | |
| NUTR SCI 652 | Advanced Nutrition Counseling and Education | |
| NUTR SCI 655 | Nutrition in Aging | |
| NUTR SCI 675 | Nutraceuticals for Healthcare Professionals | |
| NUTR SCI 711 | Personalized Nutrition: Genetics, Genomics, and Metagenomics | |
| NUTR SCI 721 | Nutrition Informatics | |
| NUTR SCI 662 | Advanced Community Nutrition | |
| NUTR SCI 726 | Nutritional Management of Gastrointestinal Disorders | |
| NUTR SCI 663 | Advanced Sports Nutrition | |
| NUTR SCI 875 | Special Topics (Topics: Nutrition and Aging, Nutraceuticals for Health Professionals, Nutritional Management of Gastrointestinal Disorders, or Sport Nutrition) | |
| **Professional Skills** | | |
| Students must complete a minimum of 3 credits from the following courses: | | 3 |
| E P D 605 | Fundamentals of Technical Project Management | |
| E P D 701 | Writing for Professionals | |
| E P D 702 | Professional Presentations | |
| E P D 704 | Organizational Communication and Problem Solving | |
| E P D 708 | Creating Breakthrough Innovations | |
| E P D 712 | Ethics for Professionals | |
| E P D/ACCT I S/ GEN BUS 781 | Financial and Business Acumen | |
| E P D/GEN BUS/ MARKETNG 782 | Marketing for Non-Marketing Professionals | |
| E P D/GEN BUS/ M H R 783 | Leading Teams | |
| E P D/GEN BUS/ M H R 785 | Effective Negotiation Strategies | |
| NURSING 772 | Leadership and Organizational Decision-Making in Health Care | |
| NUTR SCI 657 | Management in Dietetics | |
| **Elective Choices** | | |
| No elective credits are required, but if students are interested, a maximum of 9 credits may be taken. Students may choose additional Clinical Nutrition and/or Professional Skills course and/or choose from the elective options listed below. | | 0-9 |
| **Total Credits** | | **30** |

### Optional Electives

| Code | Title | Credits |
|---|---|---|
| NURSING/ PHM PRAC/ SOC WORK 746 | Interdisciplinary Care of Children with Special Health Care Needs | 3 |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | 3 |
| LSC 560 | Scientific Writing | 3 |
| LSC 432 | Social Media for the Sciences | 3 |
| POP HLTH 795 | Principles of Population Health Sciences | 1-3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| NUTR SCI 670 | Nutrition and Dietetics Practicum I | 3 |
| NUTR SCI 671 | Nutrition and Dietetics Practicum II | 3 |
| PUBLHLTH 710 | Introduction to Global Health: History, Current Issues, and Health Statistics | 2 |
| PUBLHLTH 711 | Global Public Health and Healthcare Systems: Organizations, Governance, Financing, and Workforce | 2 |
| PUBLHLTH 712 | Global Health: Infectious Diseases, One Health, and Prevention Strategies | 2 |
| PUBLHLTH 713 | Global Health: Non-communicable Diseases, Poverty, Environmental Health, and Food Security | 2 |
| NUTR SCI 991 | Research Nutrition | 1-12 |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate prior coursework from other institutions.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

*Mayo Clinic School of Health Sciences
With program approval, students may transfer up to six credits of undergraduate coursework, earned post-baccalaureate, from the Mayo Clinic Dietetic Internship program toward fulfillment of minimum graduate residence credit requirement. These credits cannot be counted toward the minimum graduate residence credit requirement. To request evaluation of prior coursework, a student will need to submit an official transcript

from the Mayo Clinic School of Health Sciences to the Graduate Program Manager.

No prior credit will be accepted if it was earned through supervised practice hours in a dietetic internship except those completed through the University of Wisconsin Hospital and Clinics (UWHC) and the Mayo Clinic Dietetic Internship.

### Credits Earned as a Professional Student at UW–Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

The final decision of accepting any prior coursework is up to the discretion of the MS in Clinical Nutrition Executive Committee.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.

c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate and integrate specialized knowledge in the field of advanced clinical nutrition - including energy metabolism, micronutrient requirements, and nutrigenomics needed to meet the challenges of future careers and opportunities.
2. Articulate and demonstrate advanced skills in nutritional assessment and nutritional care of patients with complicated disorders/diseases in a clinical or community setting.
3. Demonstrate advanced skills in nutrition counseling and education needed to precipitate behavior and cognitive change.
4. Formulate systems to gather, analyze and interpret data from a practice setting to develop appropriate protocols and care plans using the nutritional care process.
5. Formulate problem statements and writing research proposals using appropriate study design.
6. Demonstrate an ability to understand, interpret, evaluate, and design clinical nutrition research.
7. Demonstrate high level problem-solving, critical thinking, and use of informatics required in advanced clinical nutrition practice.
8. Demonstrate advanced professional skills in communication, information and project management, leadership, and ethics.

# FOOD SCIENCE, MS

The graduate program in the Department of Food and Nutritional Sciences ranks among the best of its kind in the United States. Strong faculty research groups exist in food chemistry, food engineering, food microbiology, and health. The master's track in these areas combines an array of in-depth courses with the use of advanced research methods for studying food properties: chemical, physical, physiological, and bioactive characteristics; material properties; microbial control and safety; sensory quality; procedures for the processing, storage, and preservation of foods.

Research areas in which the department has special expertise include chemical attributes of proteins, enzymes, lipids, flavors, bioactive components, and pigments; processes for crystallizing, separating, freezing, and drying; food safety (detection, control, and mechanistic action of pathogenic microorganisms, and undesirable chemicals in food); process optimization and validation of critical processing limits. Commodity foci include dairy products, confectionery products, fruits and vegetables, muscle foods, and fermented products.

Department spaces include Babcock Hall, a building with excellent facilities for instruction and research. Availability of appropriate instruments, equipment, and pilot-plant facilities enables research on the above topics to be conducted in a manner that has impact worldwide.

About 40–50 students from many countries are currently pursuing both the MS and PhD degrees in the areas mentioned above. This includes some graduate students working in programs associated with the Food Research Institute and closely allied departments.

Individuals obtaining advanced degrees in food science will find employment opportunities in academic instruction and research, government research or regulatory programs, and industrial research, development, or quality assurance. Historically, the department's placement record for graduating students has been very good.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 15 |
| Spring Deadline | September 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admitted applicants must meet the Graduate School minimum requirements (https://grad.wisc.edu/apply/requirements/), including completion of a bachelor's degree which typically consists of a satisfactory undergraduate education in fields such as food science, dairy science, chemistry, most biological sciences (e.g., biochemistry, microbiology, nutrition), and engineering (especially chemical and agricultural).

Students will be recommended for admission to the Food Science graduate program if (1) a faculty graduate admission committee has determined the student's application meets all requirements, **and** (2) if a faculty member has funding available. Final admission is determined by the Graduate School.

The faculty graduate admission committee's recommendation for admission is made usually based on the review of the following:

- applicant's online application
- academic record (scanned PDF academic transcripts)
- English proficiency for international degree-seeking applicants. See Graduate School requirements (https://grad.wisc.edu/apply/requirements/) for more information
- recommendation letters (three)
- personal statement (reasons for graduate study) up to two pages double-spaced
- CV or resume
- applicant's particular research interest(s) as indicated in supplemental application

Applicants should contact faculty (https://foodsci.wisc.edu/personnel/faculty/) members directly (via email) to discuss research opportunities in their labs. Applicants must submit a formal application to UW-Madison before being considered for admission. The department cannot take any action regarding admission until the application is complete. We do not pre-screen applications, nor do we provide an informal assessment of qualifications based on volunteered documents from individuals prior to application.

Applicants interested in applying for the food science program should look closely at the website (http://www.foodsci.wisc.edu/grad_apply.php) for specific information about the admissions process.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

We recommend that your application be complete by the application deadlines in order to be considered for funding. Financial assistance is sometimes available to qualified individuals in the form of research assistantships, teaching assistantships, or fellowships. Fellowships are granted to students meeting specific criteria and with outstanding academic records. Research assistantships are awarded by individual professors through funds available to their research programs. Funding is awarded on a competitive basis and renewed annually pending the student's satisfactory progress. (Teaching assistant positions in food science are available only to students who have already been enrolled for at least two semesters.)

Please be advised that you do not need to make a separate application for financial support as your admission application will also serve as an application for assistantships and fellowships.

Prospective students are encouraged to search and apply for **external funding sources** (scholarships and fellowships) on their own. (If faculty do not have funding or lab space available, they often do not accept new students into their labs.) Additionally, prospective students are encouraged to apply for graduate assistantship (teaching, research, or project) positions in other UW–Madison departments to potentially defray the costs of their studies. See Graduate School Funding pages (https://grad.wisc.edu/studentfunding/steps/) for more information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students are required to have a graduate program advisory committee (GPAC) meeting once each year to monitor progress toward their degree.<br><br>The presentation for the FOOD SCI 900 Seminar Advanced must be given a semester before or in the semester of the defense.<br><br>Master's students are required to defend their thesis after they have cleared their record of all Incomplete and Progress grades (other than research and thesis) and submit the final thesis online. |
| Language Requirements | Food science does not have a foreign language requirement. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Graduate Seminar** | | |
| MS students must enroll in seminar for 1 credit each semester they are enrolled in the program. | | 4 |
| FOOD SCI 900 | Seminar Advanced | |
| **Food Science Coursework** | | |
| Students must complete two of the following courses: | | 6 |
| FOOD SCI 611 | Chemistry and Technology of Dairy Products | |
| FOOD SCI/ AN SCI 711 | Food Biochemistry | |
| FOOD SCI 725 | Advanced Food Microbiology | |
| **Research Ethics and Responsibility** | | |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | 2 |
| or PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | |
| **Statistics** | | |
| Students must complete one of the following options: | | 4 |
| F&W ECOL/ STAT 571 | Statistical Methods for Bioscience I | |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | |
| Or an alternative graduate-level course in statistics numbered 300 and above with the Grad 50% designation may be completed to fulfill this requirement with approval of the student's advisory committee. | | |
| **Electives** | | |
| Students take additional credits to reach the 30-credit minimum in consultation with their graduate program committee. These credits may include Research. | | 14 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Prior graduate-level coursework from other institutions may not transfer toward minimum credit requirements for the major, but may satisfy specific food science course requirements.

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

Prior coursework as an undergraduate student may not transfer toward minimum credit requirements for the major, but may satisfy specific food science course requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Prior coursework taken as a University Special student may not transfer toward minimum credit requirements for the major, but may satisfy specific food science course requirements. In that case, students do not need to take the food science course requirement, but do need to choose, in consultation with their advisor, another course with at least the same number of credits.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

The student's graduate program advisory committee (GPAC) also is involved in advising of the student in various stages of their studies to monitor and ensure they are making satisfactory progress toward a degree. The GPAC for a MS student consists of a minimum of 3 members of which one member must have a tenure home in the Department of Food and Nutritional Sciences. Within six months of starting the program, the GPAC is expected to have approved the course-taking.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
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- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental

committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Understands, articulates, critiques and elaborates core paradigms in Food Science.
2. Recognizes that life-long learning is critical for continued personal and professional development.
3. Complies with principles of ethical and professional conduct.
4. Sources and assembles evidence to address questions or identify gaps in knowledge in the field of food science.
5. Evaluates and synthesizes information to address technical challenges.
6. Selects research methods and practices appropriate to discovery activities.
7. Creates knowledge that contributes to the field of food science.
8. Clearly and effectively communicates technical information in oral and written formats.
9. Works effectively within a team.

# FOOD SCIENCE, PHD

The graduate program in the Department of Food and Nutritional Sciences ranks among the best of its kind in the United States. Strong faculty research groups exist in food chemistry, food engineering, food microbiology, and health. The PhD track in these areas combines an array of in-depth courses with the use of advanced research methods for studying food properties: chemical, physical, physiological, and bioactive characteristics; material properties; microbial control and safety; sensory quality; procedures for the processing, storage, and preservation of foods.

Research areas in which the department has special expertise include chemical attributes of proteins, enzymes, lipids, flavors, bioactive components, and pigments; processes for crystallizing, separating, freezing, and drying; food safety (detection, control, and mechanistic action of pathogenic microorganisms, and undesirable chemicals in food); process optimization and validation of critical processing limits. Commodity foci include dairy products, confectionery products, fruits and vegetables, muscle foods, and fermented products.

Department spaces include Babcock Hall, a building with excellent facilities for instruction and research. Availability of appropriate instruments, equipment, and pilot-plant facilities enables research on the above topics to be conducted in a manner that has impact worldwide.

About 40–50 students from many countries are currently pursuing both the MS and PhD degrees in the areas mentioned above. This includes some graduate students working in programs associated with the Food Research Institute and closely allied departments.

Individuals obtaining advanced degrees in food science will find employment opportunities in academic instruction and research, government research or regulatory programs, and industrial research, development, or quality assurance. Historically, the department's placement record for graduating students has been very good.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 15 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admitted applicants must meet the Graduate School minimum requirements (https://grad.wisc.edu/admissions/requirements/), including completion of a bachelor's degree which typically consists of a satisfactory undergraduate education in fields such as food science, dairy science, chemistry, most biological sciences (e.g., biochemistry, microbiology, nutrition), and engineering (especially chemical and agricultural).

Students will be recommended for admission to the Food Science graduate program if (1) a faculty graduate admission committee has determined the student's application meets all requirements, **and** (2) if a faculty member has funding available. Final admission is determined by the Graduate School.

The faculty graduate admission committee's recommendation for admission is made usually based on the review of the following:

- applicant's online application (https://grad.wisc.edu/admissions/process/)
- academic record (scanned PDF academic transcripts)
- English proficiency for international degree-seeking applicants. See the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/) for more information.
- recommendation letters (three)
- personal statement (reasons for graduate study) up to two pages double-spaced
- CV or resume
- applicant's particular research interest(s) as indicated in supplemental application

Applicants should contact faculty (https://foodsci.wisc.edu/personnel/faculty/) members directly (via email) to discuss research opportunities in their labs. Applicants must submit a formal application to UW-Madison before being considered for admission. The department cannot take any action regarding admission until the application is complete. We do not pre-screen applications, nor do we provide an informal assessment of qualification based on volunteered documents from individuals prior to application.

Applicants interested in applying for the food science program should look closely at the website (http://www.foodsci.wisc.edu/grad_apply.php) for specific information about the admissions process.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

We recommend that your application be complete by the application deadlines in order to be considered for funding. Financial assistance is sometimes available to qualified individuals in the form of research assistantships, teaching assistantships, or fellowships. Fellowships are granted to students meeting specific criteria and with outstanding academic records. Research assistantships are awarded by individual professors through funds available to their research programs. Funding is awarded on a competitive basis and renewed annually pending the student's satisfactory progress. (Teaching assistant positions in food science are available primarily to students who have already been enrolled for at least two semesters.)

Please be advised that you do not need to make a separate application for financial support as your admission application will also serve as an application for assistantships and fellowships.

Prospective students are encouraged to search and apply for **external funding sources** (scholarships and fellowships) on their own. (If faculty do not have funding or lab space available, they often do not accept new students into their labs.) Additionally, prospective students are encouraged to apply for graduate assistantship (teaching, research, or project) positions in other UW–Madison departments to potentially defray the costs of their studies. See Graduate School Funding pages (https://grad.wisc.edu/studentfunding/steps/) for more information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students are required to have a graduate program advisory committee (GPAC). Within 6 months, the students meet with their GPAC to establish the coursework. Afterwards, students meeting every year to monitor progress toward their degree.<br><br>Doctoral students are required to take a preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis).<br><br>Defense and deposit of the doctoral dissertation with the Graduate School is required.<br><br>Additional requirements determined by the department:<br><br>The preliminary exam cannot be taken until 39 credits are completed as well as all required coursework are completed. This does not include FOOD SCI 990 Research and 1 credit of graded FOOD SCI 900 Seminar Advanced (student gives a seminar presentation and class is taken for a grade). |
| Language Requirements | n/a |
| Graduate School Breadth Requirements | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Coursework must be completed before, or by end of, the semester in which the prelim is taken. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Teaching Practicum** | | |
| FOOD SCI 799 | Practicum in Food Science Teaching | 2 |
| **Graduate Seminar** | | |
| PhD students must enroll in seminar (1 credit) each semester they are enrolled in the program. | | 8 |
| FOOD SCI 900 | Seminar Advanced | |
| **Food Science Coursework** | | |
| Students must complete two of the following courses: | | 6 |
| FOOD SCI 725 | Advanced Food Microbiology | |
| FOOD SCI/ AN SCI 711 | Food Biochemistry | |
| FOOD SCI 611 | Chemistry and Technology of Dairy Products | |
| **Statistics** | | |
| Students must complete one of the following options: | | 4 |
| F&W ECOL/ STAT 571 | Statistical Methods for Bioscience I | |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | |
| Or other graduate-level statistics courses numbered 300 and above with the Grad 50% designation may be taken to fulfill this requirement with approval of the student's advisory committee. | | |
| **Research Ethics and Responsibility** | | |
| Students must complete one of the following courses: | | 2 |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | |
| **Scientific Writing** | | |
| Students must complete one of the following courses: | | 3 |
| LSC 430 | Communicating Science with Narrative | |
| LSC 560 | Scientific Writing | |
| **Breadth** | | **9** |
| **Electives** | | |
| Students complete courses with the Grad 50% designation, numbered 600 and above in food science and related disciplines to meet the 51-credit minimum requirement, selected in consultation with the student's graduate committee. | | 17 |
| **Total Credits** | | **51** |

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs

may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Prior coursework taken as an undergraduate student at other institutions or UW-Madison does not transfer in for credit, but may satisfy specific food science course requirements. In that case, students do not need to take the food science course requirement, but do need to choose, in consultation with their advisor, another course with at least the same number of credits.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Prior coursework taken as a University Special student does not transfer in for credit, but may satisfy specific food science course requirements. In that case, students do not need to take the food science course requirement, but do need to choose, in consultation with their advisor, another course with at least the same number of credits.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

The student's graduate program advisory committee (GPAC) also is involved in advising of the student in various stages of their studies to monitor and ensure they are making satisfactory progress toward a degree. For PhD candidates, the GPAC should consist of at least four members as detailed in the food science graduate student handbook. One member must have a tenure home in the Department of Food and Nutritional Sciences. The Graduate School requires that at least three committee members are designated as readers. Readers are committee members who commit themselves to closely reading, reviewing and approving the entire dissertation before it is deposited with the Graduate School.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

It is expected that students will complete all degree requirements in five years.

Dissertators cannot schedule their dissertation defense sooner than six months after the actual date of passing the preliminary examination.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.

2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates potentials and limits of core paradigms in food science; formulates ideas and extrapolations beyond current boundaries of knowledge.
2. Develops breadth through competencies in minor field(s) of study.
3. Fosters ethical and professional conduct.
4. Critically evaluates evidence to articulate research questions and develop appropriate research hypotheses.
5. Formulates an effective experimental design and develops appropriate methodology to address problems in a systematic manner.
6. Creates knowledge that makes a substantive contribution to the field and articulates how society may benefit.
7. Communicates complex ideas in a succinct and understandable manner to diverse audiences.
8. Develops mentoring and teaching skills.

# NUTRITION AND METABOLISM, MS

## THE STUDENT EXPERIENCE

Modern nutrition is a multidisciplinary, integrative science, and the Nutrition and Metabolism graduate program has been developed to meet this diversity in approach and objective. It is the program's goal to provide graduate students interested in nutrition with an opportunity to obtain specialized training in a specific research area and also to obtain a general background in the science and practice of nutrition. The program is sufficiently flexible to allow students with a wide variety of undergraduate degrees to meet the background prerequisites. The program draws on the strengths of faculty in a number of the university's colleges and academic departments to enhance the instructional and research experience.

## LEARN THROUGH YOUR RESEARCH

The training objectives of the Nutrition and Metabolism graduate program are to provide students with an understanding of basic nutritional principles as they apply to humans, animals, and molecular models, to provide them with current knowledge in each area of emphasis, to make them aware of the integrative and multidisciplinary nature of nutrition research, and to direct them toward a successful career through the thesis and publications.

Throughout their graduate careers, Nutrition and Metabolism students partner with a faculty mentor for in-depth research and career guidance.

# BUILD COMMUNITY AND NETWORKS

The Nutrition and Metabolism graduate program offers opportunities to work with over 50 faculty members from 19 different departments at UW–Madison. The graduate faculty have well-developed, competitively-funded research programs and have been nationally recognized for their activities. They are active in national and international nutrition activities, and serve on editorial boards, as society officers, and as participants in numerous workshops and on advisory committees.

Network within your field(s) by attending international and national conferences and scientific meetings with professional development funds provided to accepted students.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1* |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* Applicants are strongly encouraged to contact faculty members in the program before submitting an application. Generally, after approval by the admissions committee, applicants are admitted directly into a faculty member's lab. Students are only directly admitted to the MS program if they have a mentor pre-arranged. Contact the program with questions.

## PREPARATORY COURSEWORK

Candidates for graduate study in nutrition and metabolism should have a strong background in mathematics, chemistry, biological sciences, medical sciences, or social sciences.

Specific prerequisites for the graduate program include the following:

- 2 semesters of general chemistry
- 2 semesters of biological sciences
- 1 semester of organic chemistry
- Biochemistry with an organic chemistry prerequisite
- 1 semester of statistics or calculus
- 1 semester of physiology

Applicants who have not completed all the requirements may be admitted, but deficiencies should be made up during the first year of graduate study.

All applicants must have a minimum grade point average of at least 3.0 (on a 4.0 scale), as well as three references, and a personal statement. Acceptance requires approval by the Department of Food and Nutritional Sciences and the Graduate School.

Applicants interested in the PhD degree should apply directly to the program. A master's degree is not required for entry.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Nutrition and Metabolism MS students receive an annual stipend, as well as tuition remission, paid by the lab they are directly admitted to. If incoming students are qualified for additional fellowships/funding, the graduate program coordinator will assist the accepted student with the application process.

The stipend appointment may take the form of research assistantships, teaching assistantships, or fellowships. Funding for MS students is guaranteed from the lab a student is directly admitted to, granted the student is making satisfactory academic and research progress.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students must complete either a research-based thesis or literature-based report that passes scholarly review. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| With approval of their advisory committee, students may complete an alternative science communication course instead of NUTR SCI 745. | | |
| NUTR SCI 600 | Introductory Seminar in Nutrition | 1 |
| NUTR SCI 618 | Research Approaches in the Era of Precision Nutrition | 3 |
| NUTR SCI/ BIOCHEM 619 | Advanced Nutrition: Intermediary Metabolism of Macronutrients | 3 |
| NUTR SCI 931 | Seminar-Nutrition | 1 |
| NUTR SCI 745 | Grant Writing for Nutritional Sciences Research | 2 |
| NUTR SCI 799 | Practicum in Nutritional Sciences Teaching | 1-3 |
| **Research** | | |
| Typically, students complete a total of 12 credits of NUTR SCI 991 to meet the 30-credit minimum. Students generally enroll in a combination of coursework and research work to reach 12 credits. | | |
| NUTR SCI 991 | Research Nutrition | 1-12 |
| **Electives** | | |
| Students select 6 credits of elective courses numbered 300 and above with the Grad 50% designation, which may include additional statistics, biochemistry, and advanced topics courses as determined by the thesis committee. | | 6 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With approval of the certification committee, students are allowed to transfer up to 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

The program requires a cumulative 3.0 GPA for all courses taken in the UW Graduate School. Grades in research (NUTR SCI 991) are not included in the calculation of the GPA. A student who does not maintain a 3.0 GPA can continue on probationary status for two semesters at the recommendation of the major professor. If, at that time, the student does not achieve a cumulative 3.0 GPA, they will be dropped from the program.

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

12 credits: Fall and Spring semesters
2 credits: Per eight-week summer session

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information

from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, and elaborates the theories, research methods, and approaches to inquiry in nutrition and metabolism. Specific knowledge areas of focus include intermediary metabolism, functions and metabolism of vitamins and minerals, nutrition-related diseases such as obesity and diabetes, and fundamental principles of epidemiology and nutrition policy.
2. Identifies sources and assembles evidence pertaining to questions or challenges in nutrition and metabolism.
3. Selects and/or utilizes the most appropriate methodologies and practices.
4. Evaluates or synthesizes information pertaining to questions or challenges in nutrition and metabolism.
5. Communicates clearly in ways appropriate to the field of nutrition and metabolism. This includes the composition of primary research and review articles. Demonstrates competent communication in the form of oral and poster presentations.
6. Recognizes and applies principles of ethical and professional conduct.

# NUTRITION AND METABOLISM, PHD

## THE STUDENT EXPERIENCE

Modern nutrition is a multidisciplinary, integrative science, and the Nutrition and Metabolism graduate program has been developed to meet this diversity in approach and objective. It is the program's goal to provide graduate students interested in nutrition with an opportunity to obtain specialized training in a specific research area and also to obtain a general background in the science and practice of nutrition. The program is sufficiently flexible to allow students with a wide variety of undergraduate degrees to meet the background prerequisites. The program draws on the strengths of faculty in a number of the university's colleges and academic departments to enhance the instructional and research experience.

## LEARN THROUGH YOUR RESEARCH

The training objectives of the Nutrition and Metabolism graduate program are to provide students with an understanding of basic nutritional principles as they apply to humans, animals, and molecular models, to provide them with current knowledge in each area of emphasis, to make them aware of the integrative and multidisciplinary nature of nutrition research, and to direct them toward a successful career through the thesis and publications.

Throughout their graduate career, Nutrition and Metabolism students partner with a faculty mentor for in-depth research and career guidance. New PhD students rotate in three different labs during their first semester to find the best research and mentorship fit.

## BUILD COMMUNITY AND NETWORKS

The Nutrition and Metabolism graduate program offers opportunities to work with over 50 faculty members from 19 different departments at UW–Madison. The graduate faculty have well-developed, competitively-funded research programs and have been nationally recognized for their activities. They are active in national and international nutrition activities, and serve on editorial boards, as society officers, and as participants in numerous workshops and on advisory committees.

Network within your field(s) by attending international and national conferences and scientific meetings with professional development funds provided to accepted students.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## PREPARATORY COURSEWORK

Candidates for graduate study in nutrition and metabolism should have a strong background in mathematics, chemistry, biological sciences, medical sciences, or social sciences.

Specific prerequisites for the graduate program include the following:

- 2 semesters of general chemistry
- 2 semesters of biological sciences
- 1 semester of organic chemistry
- biochemistry with an organic chemistry prerequisite
- 1 semester of calculus or statistics
- 1 semester of physiology

Applicants who have not completed all the requirements may be admitted, but deficiencies should be made up during the first year of graduate study.

All applicants must have a minimum grade point average of at least 3.0 (on a 4.0 scale) as well as three references and a personal statement. Acceptance requires approval by the Department of Food and Nutritional Sciences and the Graduate School.

An MS is not required for entry into the Nutrition and Metabolism PhD degree. Applicants interested in the Nutrition and Metabolism PhD degree should apply directly through the Nutrition and Metabolism PhD application, and not submit an application for the Nutrition and Metabolism MS.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Nutrition and Metabolism students receive a five-year funding guarantee in addition to tuition remission (guarantee is contingent upon satisfactory academic and research progress).

The application for the Nutrition and Metabolism program is also the application for funding. If incoming students are qualified for additional fellowships/funding, the Graduate Program Manager will assist the accepted student with the application process.

The stipend appointment may take the form of traineeships, assistantships, or fellowships and are guaranteed for all Nutrition and Metabolism PhD candidates in good standing.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |

| | |
|---|---|
| Assessments and Examinations | Students must take and pass a preliminary exam and a final defense. Students must take the first exam prior to the end of the sixth semester; summer session does not count as a semester. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | Students are not required to complete a doctoral minor or graduate/professional certificate but are strongly encouraged to pursue one. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| NUTR SCI 600 | Introductory Seminar in Nutrition | 1 |
| NUTR SCI 618 | Research Approaches in the Era of Precision Nutrition | 3 |
| NUTR SCI/ BIOCHEM 619 | Advanced Nutrition: Intermediary Metabolism of Macronutrients | 3 |
| NUTR SCI 799 | Practicum in Nutritional Sciences Teaching | 1-3 |
| NUTR SCI 745 | Grant Writing for Nutritional Sciences Research | 2 |
| **Seminars** | | |
| *Graduate Seminar* | | |
| Students must enroll in NUTR SCI 931 each semester, unless there is a course conflict, and complete a total of 10 credits. | | 10 |
| NUTR SCI 931 | Seminar-Nutrition | |
| *Emphasis Seminar* | | |
| Students must complete one of the following seminars three times and present for a letter grade each time for a total of 3 credits. Seminar chosen in consultation with advisor that matches student's nutrition and metabolism area of emphasis. | | 3 |
| NUTR SCI 881 | Seminar-Topics in Human and Clinical Nutrition | |
| NUTR SCI/ BIOCHEM 901 | Seminar-Nutrition and Metabolism (Advanced) | |
| AN SCI/ DY SCI 931 | Seminar in Animal Nutrition | |
| **Research** | | |
| *Research Seminar* | | |
| NUTR SCI 731 | Nutrition and Metabolism Research in Progress Seminar | 1 |
| *Research Nutrition* | | |
| Typically, students complete a total of 21 credits of NUTR SCI 991 to meet the 51-credit minimum. After enrolling in other coursework, non-dissertator students enroll in enough credits of NUTR SCI 991 to reach a total of 12 credits per fall and spring semesters. | | 21 |
| NUTR SCI 991 | Research Nutrition | |
| **Electives** | | |
| Students select 6 credits of elective courses numbered 300 and above with the Grad 50% designation, which may include additional statistics, biochemistry, and advanced topics courses as determined by the thesis committee. | | 6 |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With approval of the certification committee, students are allowed to transfer up to 19 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

The program requires a cumulative 3.0 GPA for all courses taken in the UW Graduate School. Grades in research (NUTR SCI 991) are not included in the calculation of the GPA. A student who does not maintain a 3.0 GPA can continue on probationary status for two semesters at the recommendation of the major professor. If, at that time, the student does not achieve a cumulative 3.0 GPA, they will be dropped from the program.

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor and a committee. PhD students must have a committee of at least four members. Students have time in their first year of study to build their committees. An advisor is a faculty member from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. Students can be suspended from the Graduate School if they do not have an advisor. The Director of Graduate Studies will

be assigned as a student's advisor for the duration of their laboratory rotations.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor and committee on a regular basis.

## CREDITS PER TERM ALLOWED

12 credits: fall and spring semesters
2 credits: per eight-week summer session

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a

written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, and practice in nutrition and metabolism. Specific knowledge areas of focus include intermediary metabolism, functions and metabolism of vitamins and minerals, nutrition-related diseases such as obesity and diabetes, and fundamental principles of epidemiology and nutrition policy.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge in nutrition and metabolism.
3. Creates original research and scholarship that makes a substantive contribution to nutrition and metabolism.
4. Demonstrates breadth of knowledge of nutrition and metabolism.
5. Advances contributions of the field of nutrition and metabolism to society.
6. Communicates complex ideas in a clear and understandable manner through both written and oral presentations.
7. Fosters and practices ethical and professional conduct.

# FOREST AND WILDLIFE ECOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Forestry, Doctoral Minor (p. 835)
- Forestry, MS (p. 835)
- Forestry, PhD (p. 839)
- Wildlife Ecology, Doctoral Minor (p. 844)
- Wildlife Ecology, MS (p. 844)
- Wildlife Ecology, PhD (p. 848)

# FORESTRY, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor.

## REQUIREMENTS

# REQUIREMENTS

The doctoral minor in Forestry is designed for students who wish to receive an Option A External Minor in Forestry to augment their PhD curriculum. This minor option is not available to students pursuing a PhD in Forestry.

Students who elect Forestry as a minor in their training for the doctorate will take at least 9 credits of courses. The courses will be determined by the student's interest after consultation with the Forestry Graduate Programs Chair.

# FORESTRY, MS

The Department of Forest and Wildlife Ecology offers graduate education and training in a number of areas leading to the master of science and/or the doctor of philosophy in forestry or wildlife ecology. The program takes pride in its outstanding research reputation and the success of graduates working throughout the world. The wildlife ecology program was founded by Aldo Leopold in 1939 and has maintained his vision and legacy of excellence in current research and graduate training activities. Leopold's career spanned two professions, forestry and wildlife conservation, so the program strives to maintain excellence in both fields.

Master's and doctoral work in forestry is offered in the following areas: forest ecology, silviculture, forest ecosystem analysis and management, landscape ecology and planning, forest stand dynamics, forest restoration ecology, tree physiology, remote sensing of forests and natural resources, natural resource policy, social forestry, forest management, ecosystem services, and economics of forests and natural resources.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum**

**requirements (https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Academic program admission requirements are often more rigorous than those set by the Graduate School. Please check the program's website (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/application-process/) for details.

Applicants are strongly encouraged to reach out to program faculty before applying. All applications are holistically reviewed by an admissions committee of faculty in the Forest and Wildlife Ecology department. Admittance includes an appropriate fit within a research lab and the faculty member's ability to fund a graduate student throughout their degree program.

## APPLICATION CHECKLIST

1. **Graduate School Application Form and Application Fee**
   a. All applicants must complete the Graduate School's online application (https://grad.wisc.edu/apply/).
2. **Supplementary Application**
   a. Applicants must submit the Forestry supplementary application, which will appear as part of the Graduate School's electronic application once the applicant selects Forestry.
3. **Resume or CV**
   a. Applicants must submit resume or CV electronically through the online application.
4. **Transcripts**
   a. All applicants must upload an unofficial transcript (non-encrypted) in a PDF format to their online application.
      i. If an applicant is recommended for admission, they will be asked to submit an official transcript to the Graduate School; official transcripts are not to be mailed to the department.
      ii. Any school listed must have a transcript uploaded, otherwise the application will not be complete.
   b. International academic records must be in the original language accompanied by an official English translation. Documents must be issued by the school with the official seal/stamp and an official signature.
   c. The Department of Forest and Wildlife Ecology requires all applicants to have a BA/BS degree from an accredited institution.
   d. A minimum undergraduate grade-point average of 3.0 (on a 4.0 scale) on the equivalent of the last 60 semester hours from the most recent bachelor's degree institution is required for regular admission. If an applicant has received a post-baccalaureate degree and the GPA for that degree is above a 3.0, then they may be admitted with full standing even if their undergraduate GPA does not meet the standards above.
5. **Statement of Purpose**
   a. This should describe the applicant's graduate program objectives and career focus. Applicants are strongly encouraged to describe past research experiences in their statement.
   b. The statement of purpose should be around two pages in length
6. **Three Letters of Recommendation**
   a. These letters are preferably from people acquainted with the applicant's academic, research and/or professional qualifications.
   b. Letters must be submitted online through the Graduate School's electronic format.
7. **Proof of English proficiency.**
   a. International degree seeking applicants must prove English proficiency. Refer to the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/) page for more information.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Additional information regarding funding for Forest and Wildlife Ecology graduate students is available on the departmental website (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/current-employment-opportunities/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students in the Forestry MS must complete certification paperwork to outline their coursework; and prepare, publicly present, and defend a thesis. |
| Language Requirements | None. |

## REQUIRED COURSES

In addition to the required courses below, Forestry MS students select appropriate graduate-level coursework in consultation with their advisor and a graduate advisory committee.

| Code | Title | Credits |
|---|---|---|
| **Bio-Statistics** | | |
| Complete one of the following: | | 2-4 |
| F&W ECOL/ ENTOM 711 | Multivariate Analysis of Ecological and Community Data | |
| F&W ECOL 850 | Demographic Methods in Wildlife Conservation | |
| STAT/ COMP SCI 471 | Introduction to Computational Statistics | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | |
| STAT 575 | Statistical Methods for Spatial Data | |
| STAT 609 | Mathematical Statistics I | |
| STAT 610 | Introduction to Statistical Inference | |
| STAT/B M I 741 | Survival Analysis Theory and Methods | |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | |
| ECON 709 | Economic Statistics and Econometrics I | |
| ECON 710 | Economic Statistics and Econometrics II | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| **Additional Coursework** | | |
| Students select appropriate graduate-level coursework in consultation with their advisor and a graduate advisory committee. This may include F&W ECOL 990. Students commonly take these additional courses. | | 28 |
| F&W ECOL 300 | Forest Measurements | |
| F&W ECOL 305 | Forest Operations | |
| ENVIR ST/G L E/ GEOG/GEOSCI/ LAND ARC 371 | Introduction to Environmental Remote Sensing | |
| F&W ECOL 395 | Data and GIS Tools for Ecology | |
| F&W ECOL/ BOTANY 402 | Dendrology: Woody Plant Identification and Ecology | |
| F&W ECOL 410 | Silviculture: Applied Forest Ecology | |
| F&W ECOL 411 | Practices of Silviculture | |
| F&W ECOL/ A A E 430 | Decision Methods for Natural Resource Managers | |
| F&W ECOL 450 | Disturbance Ecology Lab (II): Forest Pathogens | |
| F&W ECOL/ SOIL SCI 451 | Environmental Biogeochemistry | |
| BOTANY 455 | The Vegetation of Wisconsin | |
| F&W ECOL 458 | Environmental Data Science | |
| BOTANY/ ZOOLOGY 460 | General Ecology | |
| F&W ECOL/ ENVIR ST 515 | Natural Resources Policy | |
| BOTANY/ ENVIR ST/ F&W ECOL/ ZOOLOGY 516 | Conservation Biology | |
| F&W ECOL/A A E/ ECON 531 | Natural Resource Economics | |
| F&W ECOL 550 | Forest Ecology | |
| F&W ECOL 551 | Forest Ecology Lab | |

| | |
|---|---|
| F&W ECOL/ LAND ARC/ ZOOLOGY 565 | Principles of Landscape Ecology |
| F&W ECOL/ STAT 571 | Statistical Methods for Bioscience I |
| F&W ECOL/ STAT 572 | Statistical Methods for Bioscience II |
| F&W ECOL 590 | Integrated Resource Management |
| F&W ECOL/ ZOOLOGY 660 | Climate Change Ecology |
| F&W ECOL/ BOTANY/ ENTOM/ ZOOLOGY 821 | Foundations of Ecology |
| F&W ECOL 875 | Special Topics |
| ZOOLOGY/ AGROECOL/ ATM OCN/ BOTANY/ ENTOM/ ENVIR ST/ GEOG 953 | Introduction to Ecology Research at UW-Madison |
| ZOOLOGY/ ATM OCN/ BOTANY/ ENVIR ST/GEOG/ GEOSCI 980 | Earth System Science Seminar |
| F&W ECOL 990 | Research and Thesis |
| ZOOLOGY/ BOTANY 879 | Advanced Landscape Ecology |
| **Total Credits** | **30** |

Additional information and forms related to program-specific courses is available in the program handbook.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With MS committee approval and academic affairs committee approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
    a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
    b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
    a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
    b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
    c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
    d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, and elaborates the theories, research methods, and approaches to inquiry in the field of forest science.
2. Identifies sources and assembles evidence pertaining to questions or challenges in the field of forest science.
3. Demonstrates understanding of the field of forest science in a historical, social, and global context.
4. Evaluates and synthesizes information pertaining to questions or challenges in the field of forest science.
5. Selects and utilizes the most appropriate methodologies and practices.
6. Communicates clearly in ways appropriate to the field of forest science.

# FORESTRY, PHD

The Department of Forest and Wildlife Ecology offers graduate education and training in a number of areas leading to the master of science and/or the doctor of philosophy in forestry or wildlife ecology. The program takes pride in its outstanding research reputation and the success of graduates

working throughout the world. The wildlife ecology program was founded by Aldo Leopold in 1939 and has maintained his vision and legacy of excellence in current research and graduate training activities. Leopold's career spanned two professions, forestry and wildlife conservation, so the program strives to maintain excellence in both fields.

Master's and doctoral work in forestry is offered in the following areas: forest ecology, silviculture, forest ecosystem analysis and management, landscape ecology and planning, forest stand dynamics, forest restoration ecology, tree physiology, remote sensing of forests and natural resources, natural resource policy, social forestry, forest management, ecosystem services, and economics of forests and natural resources.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Academic program admission requirements are often more rigorous than those set by the Graduate School. Please check the program's website (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/application-process/) for details.

Applicants are strongly encouraged to reach out to program faculty before applying. All applications are holistically reviewed by an admissions committee of faculty in the Forest and Wildlife Ecology department. Admittance includes appropriate fit within a research lab and the faculty member's ability to fund a graduate student throughout their degree program.

## APPLICATION CHECKLIST

1. **Graduate School Application Form and Application Fee**
   a. All applicants must complete the Graduate School's online application (https://grad.wisc.edu/apply/).
2. **Supplementary Application**
   a. Applicants must submit the Forestry supplementary application, which will appear as part of the Graduate School's electronic application once the applicant selects Forestry.
3. **Resume or CV**
   a. Applicants must submit resume or CV electronically through the online application.
4. **Transcripts**
   a. All applicants must upload an unofficial transcript (non-encrypted) in a PDF format to their online application.
      i. If an applicant is recommended for admission, they will be asked to submit an official transcript to the Graduate School; official transcripts are not to be mailed to the department.
      ii. Any school listed must have a transcript uploaded, otherwise the application will not be complete.
   b. International academic records must be in the original language accompanied by an official English translation. Documents must be issued by the school with the official seal/stamp and an official signature.
   c. The Department of Forest and Wildlife Ecology requires all applicants to have a BA/BS degree from an accredited institution.
   d. A minimum undergraduate grade-point average of 3.0 (on a 4.0 scale) on the equivalent of the last 60 semester hours from the most recent bachelor's degree institution is required for regular admission. If an applicant has received a post-baccalaureate degree and the GPA for that degree is above a 3.0, then they may be admitted with full standing even if their undergraduate GPA does not meet the standards above.
5. **Statement of Purpose**
   a. This should describe the applicant's graduate program objectives and career focus. Applicants are strongly encouraged to describe past research experiences in their statement.
   b. The statement of purpose should be around two pages in length
6. **Three Letters of Recommendation**
   a. These letters are preferably from people acquainted with the applicant's academic, research and/or professional qualifications.
   b. Letters must be submitted online through the Graduate School's electronic format.
7. **Proof of English proficiency.**
   a. International degree seeking applicants must prove English proficiency. Refer to the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/) page for more information.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Additional information regarding funding for Forest and Wildlife Ecology graduate students is available on the departmental website (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/current-employment-opportunities/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students in the Forestry PhD must complete certification paperwork to outline their coursework, pass an oral preliminary examination, and prepare, publicly present, and defend a dissertation. |
| Language Requirements | None. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

In addition to the requirements below, students select appropriate graduate-level coursework in consultation with their advisor and a graduate advisory committee.

| Code | Title | Credits |
|---|---|---|
| **Bio-Statistics** | | |
| Complete one of the following: | | 2-4 |
| F&W ECOL/ ENTOM 711 | Multivariate Analysis of Ecological and Community Data | |
| F&W ECOL 850 | Demographic Methods in Wildlife Conservation | |
| STAT/ COMP SCI 471 | Introduction to Computational Statistics | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | |
| STAT 575 | Statistical Methods for Spatial Data | |
| STAT 609 | Mathematical Statistics I | |
| STAT 610 | Introduction to Statistical Inference | |
| STAT/B M I 741 | Survival Analysis Theory and Methods | |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | |
| ECON 709 | Economic Statistics and Econometrics I | |
| ECON 710 | Economic Statistics and Econometrics II | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| **Graduate School Breadth** | | |
| In consultation with advisor, students will select the appropriate plan of coursework to meet this requirement. | | 9 |
| **Additional Coursework** | | |

| | | |
|---|---|---|
| Students complete additional coursework in consultation with their advisor and graduate advisory committee. This may include F&W ECOL 990. Common coursework includes the following: | | 40 |
| ENVIR ST/G L E/ GEOG/GEOSCI/ LAND ARC 371 | Introduction to Environmental Remote Sensing | |
| F&W ECOL 395 | Data and GIS Tools for Ecology | |
| F&W ECOL/ BOTANY 402 | Dendrology: Woody Plant Identification and Ecology | |
| F&W ECOL 410 | Silviculture: Applied Forest Ecology | |
| F&W ECOL 411 | Practices of Silviculture | |
| F&W ECOL/ A A E 430 | Decision Methods for Natural Resource Managers | |
| F&W ECOL/ SOIL SCI 451 | Environmental Biogeochemistry | |
| BOTANY 455 | The Vegetation of Wisconsin | |
| F&W ECOL 458 | Environmental Data Science | |
| F&W ECOL/ ENVIR ST 515 | Natural Resources Policy | |
| F&W ECOL/ BOTANY/ ENVIR ST/ ZOOLOGY 516 | Conservation Biology | |
| F&W ECOL/A A E/ ECON 531 | Natural Resource Economics | |
| F&W ECOL 550 | Forest Ecology | |
| F&W ECOL 551 | Forest Ecology Lab | |
| F&W ECOL/ ZOOLOGY 660 | Climate Change Ecology | |
| F&W ECOL/ BOTANY/ ENTOM/ ZOOLOGY 821 | Foundations of Ecology | |
| F&W ECOL 875 | Special Topics | |
| ZOOLOGY/ BOTANY 879 | Advanced Landscape Ecology | |
| ZOOLOGY/ AGROECOL/ ATM OCN/ BOTANY/ ENTOM/ ENVIR ST/ GEOG 953 | Introduction to Ecology Research at UW-Madison | |
| ZOOLOGY/ ATM OCN/ BOTANY/ ENVIR ST/GEOG/ GEOSCI 980 | Earth System Science Seminar | |
| F&W ECOL 990 | Research and Thesis | |
| **Total Credits** | | **51** |

Additional information and forms related to program-specific courses is available in the program handbook.

# POLICIES

# GRADUATE SCHOOL POLICIES

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

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

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of forest science.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of forest science.
3. Demonstrates breadth within their learning experiences.
4. Advances contributions of the field of forest science to society.
5. Creates research and scholarship that makes a substantive contribution.
6. Communicates complex ideas in a clear and understandable manner.

# WILDLIFE ECOLOGY, DOCTORAL MINOR

Wildlife ecology involves the use of scientific methods to understand how the environment influences wildlife and their populations, as well as the application of ecological research to the management and conservation of wildlife. Wildlife science makes use of a broad range of disciplines including ecology, organismal biology, ecosystem science, genetics, physiology, evolution, and quantitative methods. Wildlife Ecology doctoral minors are expected to have a general understanding of wildlife natural history, the ecology of their populations, basic research methods for studying wildlife, and current problems in wildlife management and conservation.

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor.

Minor requirements will be discussed and agreed upon in your initial committee meeting.

The doctoral minor in Wildlife Ecology is designed for students who wish to receive an Option A External Minor in Wildlife Ecology to augment their PhD curriculum. This minor option is not available to students pursuing a PhD in Wildlife Ecology.

## REQUIREMENTS

## REQUIREMENTS

Students who elect Wildlife Ecology as a minor in their training for the doctorate will take at least 9 credits of courses. The courses will be determined by the student's interest after consultation with the Wildlife Ecology Graduate Programs Chair.

# WILDLIFE ECOLOGY, MS

The Department of Forest and Wildlife Ecology offers graduate education and training in a number of areas leading to the master of science and/or the doctor of philosophy degree in Wildlife Ecology. The department takes pride in its program's outstanding research reputation and the success of graduates working throughout the world. The Wildlife Ecology program was founded by Aldo Leopold in 1939, and the program has maintained his vision and legacy of excellence in our current research and graduate training activities.

Master's and doctoral work in wildlife ecology typically focus on areas of wildlife ecology that reflect the expertise of the faculty, including, but not limited to, behavioral ecology, physiological ecology, population dynamics, wildlife disease, community ecology, landscape ecology, wildlife management, wildlife-habitat linkages, molecular ecology, human dimensions, species distribution modeling, climate change, endangered species recovery, conservation biology, toxicology, and wildlife damage management.

The department is home to the U.S. Geological Survey, Wisconsin Cooperative Wildlife Research Unit. In this program, research in support of state and federal wildlife conservation programs is given priority.

In recent years, annual research support for the department's programs has averaged between $3 million to $4 million drawn from an array of federal, state, and conservation organizations and private donors. Competition for admission is very strong, and not every admissible student can or will be offered financial support. Graduate assistantships and/or fellowships may be available for a limited number of well-qualified students. Applicants are strongly encouraged to reach out to program faculty before applying. Admittance depends on appropriate fit within a research lab and the faculty member's ability to fund a graduate student throughout their degree program. Once admitted, students work closely with major professors and an advisory committee to develop a research program.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Academic program admission requirements are often more rigorous than those set by the Graduate School. Applicants are encouraged to apply earlier than the dates listed above. Check the program's website (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/application-process/) for details about the admission process.

Applicants are strongly encouraged to reach out to program faculty before applying. All applications are holistically reviewed by an admissions committee of faculty in the Forest and Wildlife Ecology department. Admittance includes an appropriate fit within a research lab and the faculty member's ability to fund a graduate student throughout their degree program.

## APPLICATION CHECKLIST

1. **Graduate School Application Form and Application Fee**
   a. All applicants must complete the Graduate School's online application (https://grad.wisc.edu/apply/).
2. **Supplementary Application**
   a. Applicants must submit the Wildlife Ecology supplementary application, which will appear as part of the Graduate School's electronic application once the applicant selects Wildlife Ecology.
3. **Resume or CV**
   a. Applicants must submit resume or CV electronically through the online application.
4. **Transcripts**
   a. All applicants must upload an unofficial transcript (non-encrypted) in a PDF format to their online application.
      i. If an applicant is recommended for admission, they will be asked to submit an official transcript to the Graduate School; official transcripts are not to be mailed to the department.
      ii. Any school listed must have a transcript uploaded, otherwise the application will not be complete.
   b. International academic records must be in the original language accompanied by an official English translation. Documents must be issued by the school with the official seal/stamp and an official signature.
   c. The Department of Forest and Wildlife Ecology requires all applicants to have a BA/BS degree from an accredited institution.
   d. A minimum undergraduate grade-point average of 3.0 (on a 4.0 scale) on the equivalent of the last 60 semester hours from the most recent bachelor's degree institution is required for regular admission. If an applicant has received a post-baccalaureate degree and the GPA for that degree is above a 3.0, then they may be admitted with full standing even if their undergraduate GPA does not meet the standards above.
5. **Statement of Purpose**
   a. This should describe the applicant's graduate program objectives and career focus. Applicants are strongly encouraged to describe past research experiences in their statement.
   b. The statement of purpose should be around two pages in length
6. **Three Letters of Recommendation**
   a. These letters are preferably from people acquainted with the applicant's academic, research and/or professional qualifications.
   b. Letters must be submitted online through the Graduate School's electronic format.
7. **Proof of English proficiency.**
   a. International degree seeking applicants must prove English proficiency. Refer to the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/) page for more information.

## PREREQUISITES

Individuals are expected to enter the program having taken a majority of the following coursework, but deficient courses may be taken while in the program in consultation with the student's Graduate Committee.

- One course in ecology, with population ecology/dynamics strongly recommended
- One course in conservation biology, wildlife management, natural resources policy, or human dimensions of natural resources
- One course in animal organismal biology (e.g., physiology, terrestrial vertebrates, ornithology)
- One course in genetics or evolution

Coursework used to fulfill the prerequisite courses listed above does not transfer in for fulfillment of degree requirements.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Additional information regarding funding for Forest and Wildlife Ecology graduate students is available on the departmental website (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/current-employment-opportunities/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students must complete an entrance seminar, coursework certification meeting and paperwork, an exit seminar, and a defense of a thesis. |
| Language Requirements | None. |

## REQUIRED COURSES

Students must complete a total of 30 credits to meet graduation requirements.

| Code | Title | Credits |
|---|---|---|
| **Wildlife Fundamentals** | | |
| Complete one of the following: | | 2-3 |
| F&W ECOL 655 | Animal Population Dynamics | |
| F&W ECOL/ ZOOLOGY 660 | Climate Change Ecology | |
| F&W ECOL/ BOTANY/ ENTOM/ ZOOLOGY 821 | Foundations of Ecology | |
| F&W ECOL 850 | Demographic Methods in Wildlife Conservation | |
| **Bio-Statistics** | | |
| Complete one of the following: | | 2-4 |
| F&W ECOL/ ENTOM 711 | Multivariate Analysis of Ecological and Community Data | |
| F&W ECOL 850 | Demographic Methods in Wildlife Conservation | |
| STAT/ COMP SCI 471 | Introduction to Computational Statistics | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | |
| STAT 575 | Statistical Methods for Spatial Data | |
| STAT 609 | Mathematical Statistics I | |
| STAT 610 | Introduction to Statistical Inference | |
| STAT/B M I 741 | Survival Analysis Theory and Methods | |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | |
| ECON 709 | Economic Statistics and Econometrics I | |
| ECON 710 | Economic Statistics and Econometrics II | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| **Additional Coursework** | | |
| Remaining coursework will be determined in consultation with the student's graduate committee. This may include F&W ECOL 990. | | 26 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With MS committee approval and Academic Affairs Committee approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With MS committee approval and Academic Affairs Committee approval, students are allowed to transfer no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of

receiving the complaint, in discussions with the student and the person at whom the complaint is directed.

a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

Additional information for students in the Department of Forest and Wildlife Ecology can be found on the Graduate Programs page (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/application-process/) for the department.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, and elaborates the theories, research methods, and approaches to inquiry and practice in the field of wildlife ecology and natural resource management.
2. Identifies sources and assembles evidence pertaining to questions or challenges in the field of wildlife ecology and natural resource management.
3. Demonstrates understanding of the field of wildlife ecology and natural resource management in a historical, social, and global context.
4. Evaluates and synthesizes information pertaining to questions or challenges in the field of wildlife ecology and natural resource management.
5. Communicates clearly in ways appropriate to the field of wildlife ecology and natural resource management.
6. Selects and utilizes the most appropriate methodologies and practices.

# WILDLIFE ECOLOGY, PHD

The Department of Forest and Wildlife Ecology offers graduate education and training in a number of areas leading to the master of science and/or the doctor of philosophy degree in Wildlife Ecology. The department takes pride in its program's outstanding research reputation and the success of graduates working throughout the world. The Wildlife Ecology program was founded by Aldo Leopold in 1939, and the program has maintained his vision and legacy of excellence in our current research and graduate training activities.

Master's and doctoral work in wildlife ecology typically focus on areas of wildlife ecology that reflect the expertise of the faculty, including, but not limited to, behavioral ecology, physiological ecology, population dynamics, wildlife disease, community ecology, landscape ecology, wildlife management, wildlife-habitat linkages, molecular ecology, human dimensions, species distribution modeling, climate change, endangered species recovery, conservation biology, toxicology, and wildlife damage management.

The department is home to the U.S. Geological Survey, Wisconsin Cooperative Wildlife Research Unit. In this program, research in support of state and federal wildlife conservation programs is given priority.

In recent years, annual research support for the department's programs has averaged between $3 million to $4 million drawn from an array of federal, state, and conservation organizations and private donors. Competition for admission is very strong, and not every admissible student can or will be offered financial support. Graduate assistantships and/or fellowships may be available for a limited number of well-qualified students. Applicants are strongly encouraged to reach out to program faculty before applying. Admittance depends on appropriate fit within a research lab and the faculty member’s ability to fund a graduate student throughout their degree program. Once admitted, students work closely with major professors and an advisory committee to develop a research program.

ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Graduate School sets minimum requirements for admissions (https://grad.wisc.edu/admissions/requirements/). Academic program admission requirements are often more rigorous than those set by the Graduate School. Applicants are encouraged to apply earlier than the dates listed above. Check the program's website (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/application-process/) for details about the admissions process.

Applicants are strongly encouraged to reach out to program faculty before applying. All applications are holistically reviewed by an admissions committee of faculty in the Forest and Wildlife Ecology department. Admittance includes an appropriate fit within a research lab and the faculty member's ability to fund a graduate student throughout their degree program.

## APPLICATION CHECKLIST

1. **Graduate School Application Form and Application Fee**
   a. All applicants must complete the Graduate School's online application (https://grad.wisc.edu/apply/).
2. **Supplementary Application**
   a. Applicants must submit the Wildlife Ecology supplementary application, which will appear as part of the Graduate School's electronic application once the applicant selects Wildlife Ecology.
3. **Resume or CV**
   a. Applicants must submit resume or CV electronically through the online application.
4. **Transcripts**
   a. All applicants must upload an unofficial transcript (non-encrypted) in a PDF format to their online application.
      i. If an applicant is recommended for admission, they will be asked to submit an official transcript to the Graduate School; official transcripts are not to be mailed to the department.
      ii. Any school listed must have a transcript uploaded, otherwise the application will not be complete.
   b. International academic records must be in the original language accompanied by an official English translation. Documents must be issued by the school with the official seal/stamp and an official signature.
   c. The Department of Forest and Wildlife Ecology requires all applicants to have a BA/BS degree from an accredited institution.
   d. A minimum undergraduate grade-point average of 3.0 (on a 4.0 scale) on the equivalent of the last 60 semester hours from the most recent bachelor's degree institution is required for regular admission. If an applicant has received a post-baccalaureate degree and the GPA for that degree is above a 3.0, then they may be admitted with full standing even if their undergraduate GPA does not meet the standards above.
5. **Statement of Purpose**
   a. This should describe the applicant's graduate program objectives and career focus. Applicants are strongly encouraged to describe past research experiences in their statement.
   b. The statement of purpose should be around two pages in length
6. **Three Letters of Recommendation**
   a. These letters are preferably from people acquainted with the applicant's academic, research and/or professional qualifications.
   b. Letters must be submitted online through the Graduate School's electronic format.
7. **Proof of English proficiency.**
   a. International degree seeking applicants must prove English proficiency. Refer to the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/) page for more information.

## PREREQUISITES

Individuals are expected to enter the program having taken a majority of the following coursework, but deficient courses may be taken while in the program in consultation with the student's Graduate Committee.

- One course in ecology, with population ecology/dynamics strongly recommended
- One course in conservation biology, wildlife management, natural resources policy, or human dimensions of natural resources
- One course in animal organismal biology (e.g., physiology, terrestrial vertebrates, ornithology)
- One course in genetics or evolution

Coursework used to fulfill the prerequisite courses listed above does not transfer in to meet degree requirements.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Additional information regarding funding for Forest and Wildlife Ecology graduate students is available on the departmental website (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/current-employment-opportunities/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Wildlife Ecology PhD students must complete a public entrance seminar, coursework certification meeting and paperwork, a qualifying exam, a preliminary exam, an exit seminar, and a defense of the dissertation. |
| Language Requirements | None. |
| Graduate School Breadth Requirements | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Students must complete a total of 51 credits to meet graduation requirements.

| Code | Title | Credits |
|---|---|---|
| **Wildlife Fundamentals** | | |
| Complete one of the following: | | 2-3 |
| F&W ECOL 655 | Animal Population Dynamics | |
| F&W ECOL/ ZOOLOGY 660 | Climate Change Ecology | |
| F&W ECOL/ BOTANY/ ENTOM/ ZOOLOGY 821 | Foundations of Ecology | |
| F&W ECOL 850 | Demographic Methods in Wildlife Conservation | |
| **Bio-Statistics** | | |
| Complete one of the following: | | 2-4 |
| F&W ECOL/ ENTOM 711 | Multivariate Analysis of Ecological and Community Data | |
| F&W ECOL 850 | Demographic Methods in Wildlife Conservation | |
| STAT/ COMP SCI 471 | Introduction to Computational Statistics | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | |
| STAT 575 | Statistical Methods for Spatial Data | |
| STAT 609 | Mathematical Statistics I | |
| STAT 610 | Introduction to Statistical Inference | |

| | |
|---|---|
| STAT/B M I 741 | Survival Analysis Theory and Methods |
| STAT/B M I 877 | Statistical Methods for Molecular Biology |
| ECON 709 | Economic Statistics and Econometrics I |
| ECON 710 | Economic Statistics and Econometrics II |
| ED PSYCH 760 | Statistical Methods Applied to Education I |
| ED PSYCH 761 | Statistical Methods Applied to Education II |

**Graduate Seminars**

| | |
|---|---|
| Students must enroll in at least two graduate seminars. These should be selected in consultation with the major professor and the graduate committee. | 2 |

**Graduate School Breadth**

| | |
|---|---|
| In consultation with advisor, students will select the appropriate plan of coursework to meet this requirement. | 9 |

**Individual Course Plan**

| | |
|---|---|
| Remaining coursework will be determined in consultation with the student's graduate committee. This may include F&W ECOL 990. | 36 |
| **Total Credits** | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

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

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication

breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

Additional information for students in the Department of Forest and Wildlife Ecology can be found on the Graduate Programs page (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/application-process/) for the department.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of wildlife ecology and natural resource management.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of wildlife ecology and natural resource management.
3. Demonstrates breadth within their learning experiences.
4. Advances contributions of the field of wildlife ecology and natural resource management to society.
5. Communicates complex ideas in a clear and understandable manner.
6. Creates research and scholarship that makes a substantive contribution.

# FRENCH AND ITALIAN

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- French, Doctoral Minor (p. 853)
- French, MA (p. 853)
- French, PhD (p. 860)
- Italian, Doctoral Minor (p. 867)

- Italian, MA (p. 867)
- Italian, PhD (p. 871)

# FRENCH, DOCTORAL MINOR

Our graduate program offers training for teaching and research in all areas of French and Francophone literature and literary history, in critical theory, film, gender and queer studies, romance philology, and foreign language pedagogy.

Learning outcomes:

- Analyze and interpret several theories, research methods, and approaches to inquiry in this discipline
- Demonstrate adequate proficiency in French to lead a well-informed discussion of literature and culture
- Communicate clearly and appropriately in both written and spoken French

## ADMISSIONS

## ADMISSIONS

To be accepted for graduate work in French toward the doctoral minor, a student should have completed the equivalent of no less than four semesters of college French, and be capable of completing courses numbered 300 or above.

Interested students should consult with the graduate coordinator and have the minor plan approved by the director of graduate studies.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

A student must complete a minimum of 9 credits in advanced (numbered 300 or above) French literature, culture, language, and film, taught in French, including at least 3 credits numbered 500 or above. Neither FRENCH 391 French for Reading Knowledge nor any other course taught in English may satisfy requirements for the doctoral minor in French.

### TRANSFER OF CREDITS

Students may be given credit for graduate or advanced undergraduate (numbered 300 or above) courses in French literature taken at other universities, to be determined by the French Instructional Committee. No more than 3 such credits may be transferred.

# FRENCH, MA

The MA and PhD programs in French offer a first-rate faculty in all the areas of French and Francophone literature and culture. The program emphasizes broad coverage as well as specialization, and is organized so as to take advantage of the quality and range of the faculty. A Wisconsin PhD has the ability to teach not only a very focused topic of research, but also much of the French literary tradition.

Our graduate program offers training for teaching and research in all areas of French and Francophone literature and literary history, in critical theory, film, gender and queer studies, romance philology, and foreign language pedagogy. Our large and varied faculty teach graduate courses in all areas and at regular intervals. Consequently, students for the MA degree can fulfill course requirements in any given two-year period, and candidates for the PhD can complete course requirements for the PhD within two years of obtaining their MA. Our program is designed to allow well-qualified students to complete the MA in three semesters, and all other requirements for the PhD except the dissertation in four more semesters.

The French graduate program offers a wide array of courses and seminars each semester, providing a fairly even distribution across the various literary periods in most academic years. Courses typically meet two or three times a week and are quite broad in focus, generally exploring well-defined periods or genres, while seminars are held once a week for two hours and take up narrower topics in greater depth. Both the offerings and the requirements of the MA and PhD programs are designed to give students not only the tools necessary for specialization, but also an excellent knowledge of these extremely rich literary traditions.

Strong emphasis is placed on the practice of the language. French is the usual language of instruction in graduate courses and seminars. The department offers possibilities for international stay through exchange programs and further promotes the use of French through lectures, films, theater, and events at the French House.

The French PhD program has a fine job placement record. Its students' solid foundation in the French and Francophone literary tradition is increasingly rare among North American literature programs, as is the extensive training students receive in language pedagogy.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 20 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants for the MA in French must submit all application materials by the fall application deadline.

The Graduate School sets minimum requirements for admissions (https://grad.wisc.edu/apply/requirements/).

## GRADUATE SCHOOL APPLICATION

Refer to the following links:

- Consult the Graduate School website for complete information about graduate education opportunities at UW–Madison. This site is especially helpful in understanding admissions requirements and developing a timeline for applying.

### Materials to Upload to the Online Application

- You will need to list three people who will write letters of recommendation (https://grad.wisc.edu/admissions/faq/) for you. They should be in faculty or permanent academic staff positions. Since the Graduate School will contact your recommenders directly via e-mail once you have completed your online application, you should be sure to contact each recommender at least a month prior to when the letter of recommendation is needed to let them know that they will be contacted directly by the Graduate School. If your referees are unable to upload your letter of recommendation to the online application, contact the graduate coordinator.
- Statement of purpose, preferably written in English
- CV
- Unofficial transcripts
- Submit the online Graduate School Application for Admission (https://grad.wisc.edu/apply/) and pay the application fee.
- GRE (http://www.gre.org/) (optional) institution code 1846 for UW–Madison
- English proficiency requirement for international degree-seeking applicants. See the Graduate School requirements (https://grad.wisc.edu/apply/requirements/) for more information.

### Supplemental Materials

- TA/Fellowship Application: To be considered for teaching assistantship or fellowship support, you must submit to the department a document listing all relevant experience since you began studying French. There is no specific application form—it is a document, much like a CV, that you put together yourself. Include travel, study, or residence abroad. For teaching experience, be specific about subject, level, actual classroom hours/week, and age of students. Indicate undergraduate and graduate honors, and how you would support yourself if UW was not able to offer support.
- Writing Sample (essay or paper in French—usually between 7 and 12 pages in length)
- List of French Literature and/or Civilization courses taken, and grades received.

## QUESTIONS

Contact the Graduate Coordinator.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## OTHER RESOURCES

The Department of French & Italian is committed to providing full funding (https://grad.wisc.edu/funding/) to all graduate students. Students who accept our offer of admission therefore receive fellowships or assistantships that cover tuition and provide eligibility to enroll in excellent comprehensive health insurance (https://www.ohr.wisc.edu/benefits/health/#health-plans) and other benefits (https://www.ohr.wisc.edu/benefits/new-emp/grad.aspx#overview). Funding is guaranteed for a minimum of five years of study for students entering with a BA, and a minimum of four years for those entering with an MA. Moreover, it has been our departmental practice to continue to offer funding beyond guarantee as possible for students in good academic standing.

Teaching assistantships, the most common form of support in our department, offer the pedagogical experience and training necessary to be competitive on the academic job market. The teaching assignment is usually one course per semester, but double sections (two sections of the same course) can also be requested for an increased stipend, when available. While the guarantee of support means students in good standing will receive funding, the exact assignments are based on need, merit, and experience. Generally, a graduate student will, over the course of study, hold a variety of positions from French 101-204, which are available every semester. Students may also have the opportunity to teach more advanced courses, such as FRENCH 228 and FRENCH 271, depending on departmental need. For more information about our teaching assistantships, please visit our website (https://frit.wisc.edu/funding/).

There are also fellowships (https://grad.wisc.edu/funding/fellowships/) available from several sources on campus each year, including the Chancellor's Fellowship and Graduate Research Scholars fellowships. The department also offers a number of monetary awards every year, for academic performance and for teaching. Graduate students can also take advantage of our excellent exchange programs (https://frit.wisc.edu/content/exchange-programs/) during the course of their study.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 18 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |

| | |
|---|---|
| Assessments and Examinations | 1) Oral Proficiency in French: All students will be evaluated for oral proficiency during the first year. Non-native speakers will be assessed for oral proficiency in French through a collaborative process that includes class participation, oral presentations, meetings with advisors, teaching observations, and other relevant interactions throughout the semester. Additionally, faculty teaching first-semester courses will evaluate students' proficiency in class. If concerns arise based on these assessments, the Graduate Studies Committee will review the findings and make appropriate recommendations. First-year students who do not meet the minimum oral proficiency requirements may be required to take up to 6 credits of advanced French language or phonetics courses (for instance: FRENCH 311, FRENCH/ INTL BUS  313). All decisions are made on a case-by-case basis by the Graduate Studies Committee.<br><br>2) Comprehensive Exams: Students will have the choice between a written and oral examination, or an MA thesis and an oral defense.<br><br>Option 1: MA Examination:<br><br>Written Examination:<br>• The MA exam is usually taken by the end of the fourth semester of study, although taking it earlier is possible. It should be taken before the fifth semester of study. Academic probation will be considered if all requirements including the M.A. Exam are not completed by the beginning of the sixth semester. Given twice a year, it tests students' mastery of a broad range of texts fundamental to French and Francophone studies, along with their ability to analyze texts, answer questions, and present arguments. The reading list is posted on the program website : https://frit.wisc.edu/. To take the exam, students sign up with the Graduate Coordinator by April 30th for the August exam; for the January exam they must sign up with the Graduate Coordinator by the November break.<br>• Format: The written part of the MA exam lasts a total of 7 hours. In Part I (4 hours), students are given a choice of three questions within each of the three defined areas (Middle Ages - 16th - 17th; 18th - 19th; 20th - 21st - Francophone and Global French Studies). They must answer one question in each area. Students turn in their answers and take a one-hour break. In Part II (2 hours), students must choose one of three broad essay topics. Part I must be answered in French. Part II may be answered in English or in French.<br>• Use of Materials, Academic Misconduct: Students are not allowed any notes, documents, electronic files, or books (with the exception of a dictionary). MA exams can be handwritten, but if students prefer to use a computer, they should be aware that they are not allowed to consult any files or websites. As with all other methods of evaluating students' performance in the program, such as course assignments, the |

Department conforms to university regulations governing academic misconduct. Students should refer to the following university website to familiarize themselves with the definition of and the serious consequences of academic misconduct: https://conduct.students.wisc.edu/academic-integrity (https://conduct.students.wisc.edu/academic-integrity/)/.

Oral Examination:

- A student who fails the written part of the MA exam will not take the oral part. The oral usually takes place within a week after the written examination and is conducted entirely in French. It lasts about one hour. Forty-eight hours before the oral, the candidate will be told which three books from the M.A. list will be used for selections and for the oral exam. Three hours before the oral, the candidate will be given three short extracts from the MA Reading List, and they will inform the Graduate Coordinator which extract they will analyze. The candidate will prepare an analysis of this extract in a room reserved for this purpose. There they will not have access to a computer and access to any other electronic devices is not allowed. They will annotate the text or write notes by hand that may be brought to the exam, and may use a dictionary in the preparation of these notes. During the exam the candidate will give an analysis in French of the extract chosen, lasting approximately twenty minutes. This will be followed by 10-15 minutes of discussion of the student's analysis of the chosen extract, and then by a period of questions (lasting approximately 25 minutes). Some of these questions may pertain to the candidate's written exam, but others may involve other texts on the MA reading list, from other areas.
- Weak Passes, Failures: If a student fails the written part of the exam, they will not take the oral part. They will be able to retake the entire exam at the next exam session. A student who fails the oral part of the exam may be allowed to retake the oral exam one time, at the next exam session, if s/he wishes to be reconsidered for admission into the PhD program. In order to postpone the retake until a later session, the student must make a written request to the Graduate Studies Committee and have it approved.

Option 2: MA thesis and thesis defense

A master's thesis in French (40-60 pages, including notes and bibliography):

- A master's thesis is a piece of original scholarship written under the direction of a thesis advisor. Students who are interested in writing a master's thesis should begin thinking about possible topics early in their academic program. They should contact their prospective thesis advisor by the end of their first year so that they can work on their reading and thesis plan during their third semester and write/finalize their thesis during their fourth/last semester. A master's thesis project may be submitted for final approval only during fall and spring semesters—not in the summer.
- Students should submit a prospectus five months before the anticipated defense. The prospectus should establish the main lines of argument and organization for the thesis, and it should spell out the methodology. It should also include a timetable and a working bibliography of major and secondary sources. The prospectus needs to be approved by the thesis advisor.
- Once the prospectus is approved, students will choose a second and a third reader from the Department in consultation with their thesis advisor. The final thesis should be sent to the thesis advisor and the two readers at least three weeks before the scheduled defense.

Thesis defense:

- Students selecting the MA thesis option will take a 60-minute oral exam that will consist of a 15-minute presentation of their findings, followed by a question and answer period. The questions raised by the members of the thesis committee will focus on the thesis but may also address broader points such as the conceptual framework, methodology, theoretical approach, and socio-historical context that contribute to the definition and elaboration of the thesis topic.
- At the conclusion of the defense, the thesis may be approved in its current form or approved contingent on further revisions. If extensive revisions are required, the student will need to resubmit the thesis for final approval, and the MA thesis committee may request that the student do an additional thesis defense. If after revisions and a second defense the work is deemed insufficient for entry into the PhD program, the student will be awarded a terminal MA.

Language Requirements: No language requirements.

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| FRENCH 569 | Critical Approaches to Literature and Culture: French and Francophone Perspectives | 3 |
| FRENCH 750 | Research Laboratory I: Introduction to Graduate Research | 3 |
| FRENCH 820 | College Teaching of French | 3 |
| **Breadth Distribution Area Requirement** | | |
| Students must complete at least one course in the department in each of the following defined areas. Topics courses are used to satisfy the breadth distribution area requirement. These may satisfy any of the three distribution areas. Instructors will determine the distribution area. Topics courses may cover multiple areas. Courses spanning more than one area may only satisfy one of the distribution areas. [1] | | 21 |
| Area 1: Middle Ages - 16th - 17th centuries | | |

| | |
|---|---|
| Area 2: 18th - 19th centuries | |
| Area 3: 20th - 21st centuries - Francophone and Global French Studies | |
| **Total Credits** | **30** |

[1] FRENCH 567, FRENCH 568, FRENCH 672, FRENCH 947, and FRENCH 948 satisfy this requirement.

### Exchange Program Course Work

Please note that courses taken while graduate students are participating in one of our exchange programs abroad do not usually count toward the completion of departmental degree requirements, although exceptions may be considered if students can provide adequate documentation of their written work, and if the Graduate Studies Committee finds the work completed abroad to be comparable to a graduate course or seminar offered in our department.

### Academic and Teaching Portfolios

- Academic Portfolio: Starting in a student's second year of courses (third semester), the student will begin keeping a portfolio of work accomplished academically (actual contents will be explained in FRENCH 750 Research Laboratory I: Introduction to Graduate Research. Towards the end of each academic year the student will write a one-page self-evaluation that explains the portfolio accomplishments for the given year and sets goals for the year to come. The portfolio and self-evaluation will be evaluated by the student's advisor, who will provide the student with a written evaluation of progress. For students who are TAs, they begin a separate teaching portfolio in their first semester of study and maintain it as long as they have a TAship.
- Teaching Portfolio: A teaching portfolio will be first set up in FRENCH 820 College Teaching of French. Its purpose is to document French graduate students' growth as instructors of language, literature, and culture as they move through each stage of the program. Materials gathered from FRENCH 820 may include statements about students' teaching philosophy, other self-reflective materials, and may also draw upon other pertinent work from FRENCH 820 College Teaching of French. During the remaining semesters of the MA and post-MA for as long as students continue to teach as TAs, one short reflective statement per semester (during those terms during which the graduate student is teaching) will be added to the portfolio.

## POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

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

No credits from an undergraduate degree are allowed to transfer toward the program's graduate degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Upon entering the department, students are each assigned a faculty advisor with whom they will work (in most cases) until they have completed all the requirements for the MA. Students who wish to change advisors should speak to the Director of Graduate Studies for French. Within two months of completing the requirements for the MA, students are requested to choose the Chair of their Prelims Committee, who may be but need not be the same as the originally assigned advisor; students' evolving research interests, among other factors, may warrant a change. The Chair of their Prelims Committee assists students with the process of preparing for the preliminary examination. Until the students complete the last preliminary examinations, they should work with their originally assigned advisor in regards to all matters other than the content and scope of the prelims (for instance: choice of classes, etc.). Upon completion of the preliminary exams, the chair of the student's dissertation proposal committee, to be set up by the student in consultation with faculty, usually becomes the advisor, but a change of director is also possible at that time.

Students consult their advisor at least three times a year: once in September to become acquainted and address any issues related to the start of the academic year; a second time later in the fall, before course registration for the spring, in order to discuss course selection; and a third time in the spring, before course selection for the fall. Students are encouraged to contact their advisor concerning any academic problems or issues that may arise, and to engage with their advisor on an ongoing basis about their own short- and long-term concerns, plans, and interests. Advisors will mentor their advisees as well as attending to administrative functions like course selection and requirements. Advisors will actively participate in the end-of-the-year assessment of all graduate students. Additional information and clarification about requirements can be obtained from the Director of Graduate Studies for French or the Graduate Coordinator.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Timely completion of MA requirements: The MA exam is usually taken by the end of the 4th semester of study, although earlier is possible. All requirements including the MA exam should be satisfied before the beginning of the 5th semester of graduate studies. Academic probation will be considered if all requirements including the MA exam are not completed by the beginning of the 6th semester.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

Fellowships are available for high-ranking incoming students and dissertators. The department has a number of teaching assistantships which are granted on the basis of a candidate's previous academic record, knowledge of French, and seriousness of purpose in pursuing the PhD.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Department of French and Italian hosts several professional development workshops for our students each semester. Workshops focus on academic and non-academic professional development. Previous workshop materials are available to all students in the department.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Show broad knowledge of French and Francophone literature and culture.
2. Master a broad range of texts fundamental to French and Francophone studies.
3. Demonstrate critical understanding of the major works in literature and the history of ideas that have been written in French from the Middle Ages up to the present.
4. Show the ability to analyze literary texts of various genres, and to formulate well-informed, interpretive arguments about them.
5. Identify, select, and retrieve primary and secondary sources pertaining to questions in French and Francophone literature.
6. Analyze and interpret the theories, research methods, and approaches to inquiry in this discipline.
7. Demonstrate adequate proficiency in French to lead a well-informed discussion of literature and culture.
8. Communicate clearly and appropriately in both written and spoken French
9. Demonstrate skills as teachers of the French language and French/Francophone culture at the college level: the ability to create level- and course-appropriate instructional objectives, activities, and assessments for teaching language, literature, and culture; the ability to use instructional technologies appropriately to enhance the teaching of language, literature, and culture; the capacity to incorporate insights from second language acquisition theory and current best practices in foreign language teaching into instruction.
10. Recognize and apply principles of ethical and professional conduct.

# FRENCH, PHD

The MA and PhD programs in French offer a first-rate faculty in all the areas of French and Francophone literature and culture. The program emphasizes broad coverage as well as specialization, and is organized so as to take advantage of the quality and range of the faculty. A Wisconsin PhD has the ability to teach not only a very focused topic of research, but also much of the French literary tradition.

The French graduate program offers a wide array of courses and seminars each semester, providing a fairly even distribution across the various literary periods in most academic years. Courses typically meet two or three times a week and are quite broad in focus, generally exploring well-defined periods or genres, while seminars are held once a week for two hours and take up narrower topics in greater depth. Both the offerings and the requirements of the MA and PhD programs are designed to give students not only the tools necessary for specialization, but also an excellent knowledge of these extremely rich literary traditions.

Strong emphasis is placed on the practice of the language. French is the usual language of instruction in graduate courses and seminars. The department offers possibilities for international stay through exchange programs and further promotes the use of French through lectures, films, theater, and events at the French House.

The French PhD program has a fine job placement record. Its students' solid foundation in the French and Francophone literary tradition is increasingly rare among North American literature programs, as is the extensive training students receive in language pedagogy.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 20 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants for the PhD in French must submit all application materials by the fall application deadline.

The Graduate School sets minimum requirements for admission (https://grad.wisc.edu/admissions/requirements/).

## GRADUATE SCHOOL APPLICATION

Refer to the following links:

- Consult the Graduate School (http://www.wisc.edu/grad/) website for complete information about graduate education opportunities at UW–Madison. This site is especially helpful in understanding Admissions Requirements (http://grad.wisc.edu/admissions/requirements/) and developing a Timeline (http://grad.wisc.edu/admissions/process/) for application.

### Materials to Upload to the Online Application

- You will need to list three people who will write letters of recommendation (https://grad.wisc.edu/admissions/faq/) for you. They should be in faculty or permanent academic staff positions. Since the Graduate School will contact your recommenders directly via email once you have completed your online application, you should be sure to contact each recommender at least a month prior to when the letter of recommendation is needed to let them know that they will be contacted directly by the Graduate School. If your referees are unable to upload your letter of recommendation to the online application, the letters should be sent to the graduate coordinator.
- Statement of purpose, preferably written in English
- CV
- Unofficial transcripts
- Submit the online Graduate School Application for Admission (https://grad.wisc.edu/apply/) and pay the application fee.
- GRE (http://www.gre.org/) (optional) institution code 1846 for UW–Madison
- English proficiency for international degree-seeking applicants. See the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/) for more information.

### Supplemental Materials

- TA/Fellowship Application: To be considered for teaching assistantship or fellowship support, you must submit to the department a document listing all relevant experience since you began studying French. **There is no specific application form—it is a document, much like a CV, that you put together yourself**. Include travel, study, or residence abroad. For teaching experience, be specific about subject, level, actual classroom hours/week, and age of students. Also indicate undergraduate and graduate honors, and how you would support yourself if UW was not able to offer support.
- Writing Sample (essay or paper in French—usually between 7 and 12 pages in length)
- List of French Literature and/or Civilization courses taken and grades received.

## QUESTIONS

Contact the Graduate Coordinator.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of French & Italian is committed to providing full funding (https://grad.wisc.edu/funding/) to all graduate students. Students who accept our offer of admission therefore receive fellowships or assistantships that cover tuition and provide eligibility to enroll in excellent comprehensive health insurance (https://www.ohr.wisc.edu/benefits/health/#health-plans) and other benefits (https://www.ohr.wisc.edu/benefits/new-emp/grad.aspx#overview). Funding is guaranteed for a minimum of 5 years of study for students entering with a BA, and a minimum of 4 years for those entering with an MA. Moreover, it has been our departmental practice to continue to offer funding beyond guarantee as possible for students in good academic standing.

Teaching assistantships, the most common form of support in our department, offer the pedagogical experience and training necessary to be competitive on the academic job market. The teaching assignment is usually one course per semester, but double sections (two sections of the same course) can also be requested for an increased stipend, when available. While the guarantee of support means students in good standing will receive funding, the exact assignments are based on need, merit, and experience. Generally, a graduate student will, over the course of study, hold a variety of positions from French 101-204, which are available every semester. Students may also have the opportunity to teach more advanced courses, such as FRENCH 228 and FRENCH 271, depending on departmental need. For more information about our teaching assistantships, please visit our website (https://frit.wisc.edu/funding/).

There are also fellowships (https://grad.wisc.edu/funding/fellowships/) available from several sources on campus each year, including the Chancellor's Fellowship and Graduate Research Scholars fellowships are also available. The department also offers a number of monetary awards every year, for academic performance and for teaching. Graduate students can also take advantage of our excellent exchange programs (https://frit.wisc.edu/content/exchange-programs/) during the course of their study.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |

| | |
|---|---|
| Assessments and Examinations | 1) Oral Proficiency in French: All students will be evaluated for oral proficiency during the first year. Non-native speakers will be assessed for oral proficiency in French through a collaborative process that includes class participation, oral presentations, meetings with advisors, teaching observations, and other relevant interactions throughout the semester. Additionally, faculty teaching first-semester courses will evaluate students' proficiency in class. If concerns arise based on these assessments, the Graduate Studies Committee will review the findings and make appropriate recommendations First-year students who do not meet the minimum oral proficiency requirements may be required to take up to 6 credits of advanced French language or phonetics courses (for instance: FRENCH 311, FRENCH/ INTL BUS  313). All decisions are made on a case-by-case basis by the Graduate Studies Committee.<br><br>2) Qualifying Examination: For students entering with an MA from outside of UW-Madison. Instead of the MA examination, students are required to take a qualifying examination identical to the oral part of the MA examination. The qualifying exam will be held at the start of the second semester and administered by the Qualifying exam committee. Candidates who fail will be asked to take the regular MA exam that is administered by the Department at the next exam session or during their fourth semester of study.<br><br>3) Preliminary Exams<br>- Field Exam: The goals of the Field Exam are twofold: 1) to guide students toward a deeper knowledge and understanding of a minimum of one area (two maximum; if two, the two areas must be clearly connected to the rationale of the chosen topic of research) of French and Francophone studies than is afforded by the MA exam; and 2) to enable them to define and narrow their interests in preparation for the greater specialization required for the dissertation.<br>The exam is a forty-eight-hour open-book take-home exam. You will receive three sets of two questions.<br>Each of the sets will be based around a common theme suggested by the rubrics of your reading list. For each set, you will choose one of the two questions to answer - therefore answering three questions total. The questions will generally ask you to demonstrate knowledge of and synthesize the different literary and philosophical/ theoretical works of your list. All the questions should be given in French, and at least one of the three responses should be written in French; the other two may be in French or English. No formal bibliography or footnote apparatus is expected on the exam, although sources must be acknowledged and may be concisely cited and documented (author, title, page number). Students are expected to provide original responses to the questions drawing from their own ideas. It is forbidden to plagiarize others or one's own past work (self-plagiarism). There are no specific length requirements, but students typically write between 5 and 8 double-spaced pages per essay; it is not unusual for the length of essays to vary somewhat. The questions are sent to students by email; they may arrange to receive the questions at any time that is acceptable to the committee and should be sure to inform the graduate coordinator of this choice at the time the exam is scheduled. Students email their responses both to their exam committee chair and to the graduate coordinator by forty-eight hours after receiving the questions.<br>- Dissertation Proposal and Oral Exam: The goal of the exam is to evaluate students' ability to articulate the constituent elements of their dissertation topic coherently and convincingly; to test their awareness of various questions, problems, and limitations implied by their framing of their topic; and to assess their skill in defending original ideas in a well-informed and effective way. The exam may be in French or English, depending on the student's preference, but it is recommended that at least one question be asked and answered in French. Finally, the proposal should emphasize what the student brings to their chosen field that is new and exciting. Having already dealt with plenty of secondary/critical literature, the student should be able to identify what "gaps" there are in the respective field(s) and what their contribution might be. After passing their Field Exam, students choose a thesis advisor and form their dissertation committee; draft their dissertation proposal; and draw up a working bibliography. Students normally take the dissertation oral exam only after completing all other requirements, including the PhD minor and language requirements. Students are reminded that dissertator status is not granted until the beginning of the semester following the one in which all requirements have been fulfilled. As with the Field Exam, it is up to the advisor, in consultation with the student and the other two committee members, to decide on the exact deadline for the submission of the dissertation proposal and bibliography, but that date should not be later than one month before the exam itself. The precise scheduling of the oral exam is arranged by the student and committee in consultation with the graduate coordinator.<br><br>4) Dissertation and Dissertation Defense: Our French program expects the minimum length of the dissertation to be approximately 200 pages, not including bibliography and annexes. Dissertations may be written in English or French.<br>In the oral examination, students will first present an overview of how they came to their dissertation topic, how it evolved during the research and writing process, what challenges the topic posed and how those challenges were met, and how the dissertation fits into their broader interests. They will then be questioned by the committee about topics relating to the dissertation, including its conceptualization, contextualization, and content. |
| Language Requirements | PhD language requirements vary according to field chosen. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| FRENCH 569 | Critical Approaches to Literature and Culture: French and Francophone Perspectives (must be taken in the first semester offered) | 3 |
| FRENCH 750 | Research Laboratory I: Introduction to Graduate Research | 3 |
| FRENCH 820 | College Teaching of French (before teaching in Department or concurrently in first semster of teaching) | 3 |
| FRENCH/ ITALIAN 821 | Issues in Methods of Teaching French and Italian (taken any time before dissertator status) | 1 |
| *Medieval Specialists* | | |
| Students writing a dissertation on the medieval period must take additional courses in philology and paleography, indicated by advisor. | | |
| **Breadth Distribution Area Requirement** | | |
| Students must complete at least 9 courses for breadth in the department, including at least two in each of the three areas of breadth. Topics courses are used to satisfy the breadth distribution requirement. These may satisfy any of the three distribution areas. Instructors will determine the distribution area. Topics courses may cover multiple areas. Courses spanning more than one area may only satisfy one of the distribution areas. [1] | | 27 |
| Area 1: Middle Ages - 16th - 17th centuries | | |
| Area 2: 18th - 19th centuries | | |
| Area 3: 20th - 21st centuries - Francophone and Global French Studies | | |
| **Breadth Requirement** | | |
| Students take 9 credits in either an external or distributed doctoral minor or a graduate/professional certificate. | | 9 |
| **Research** | | |
| FRENCH 901 | Seminar-Materials and Methods of Research | 3 |
| FRENCH 990 | Individual Research (Students enroll in credits of FRENCH 990 to reach the minimum credit requirement.) | 2 |
| **Total Credits** | | **51** |

[1] FRENCH 567, FRENCH 568, FRENCH 672, FRENCH 947 and FRENCH 948 satisfy this requirement.

### Dissertator Status

Students in dissertator status may register for 3 credits of FRENCH 901 in place of FRENCH 990 more than once.

### Research Seminar

FRENCH 901 Seminar-Materials and Methods of Research facilitates dissertation writing. The modalities of this course is decided by the instructor. Generally, the seminar will start with students' sharing and commenting on previously completed work on the dissertation. In the second half of the semester, students present one new chapter written in the course of the semester, also to be commented on by all of the members of the seminar. The seminar members will offer critiques and suggestions to each other, and the seminar leader will introduce research techniques tailored to the participants' dissertation projects. In preparing guidance for the individual dissertator, the seminar leader will be in close touch with the dissertation advisor.

## ACADEMIC PORTFOLIO

Starting in a student's second year of courses (third semester), the student will begin keeping a portfolio of work accomplished academically. (actual contents will be explained in FRENCH 750 Research Laboratory I: Introduction to Graduate Research). Towards the end of each academic year the student will write a one-page self-evaluation that explains the portfolio accomplishments for the given year and sets goals for the year to come. The portfolio and self-evaluation will be evaluated by the student's advisor, who will provide the student with a written evaluation of progress. For students who are TAs, they begin a separate teaching portfolio in their first semester of study and maintain it as long as they have a TAship.

## TEACHING PORTFOLIO

A teaching portfolio will be first set up in FRENCH 820 College Teaching of French. Its purpose is to document French graduate students' growth as instructors of language, literature, and culture as they move through each stage of the program. Materials gathered from FRENCH 820 may include statements about students' teaching philosophy, other self-reflective materials, and may also draw upon other pertinent work from FRENCH 820. During the remaining semesters for as long as students continue to teach as TAs, one short reflective statement per semester (during those terms during which the graduate student is teaching) will be added to the portfolio.

Students are required to collaborate once with a faculty member of their choice with regard to a non-TA taught undergraduate course the faculty member is teaching that semester. A list of undergraduate courses available for this collaboration will be communicated to students each semester by the Graduate Coordinator or the Director of graduate studies. The collaboration may be carried out as part of the work of FRENCH/ ITALIAN 821 Issues in Methods of Teaching French and Italian with the agreement of the instructor, or it may be undertaken independently.

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

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

Students may petition the Graduate Studies Committee for course equivalencies. A maximum of three graduate courses completed during an MA degree at other institutions may be requested. Proper documentation, including syllabi, transcripts, and written work, is necessary. Equivalencies are granted only if the committee believes the work completed to be comparable to graduate courses or seminars offered in the Department.

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

No credits from an undergraduate degree are allowed to transfer toward the program's graduate degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

Upon entering the department, students are each assigned a faculty advisor with whom they will work (in most cases) until they have completed all the requirements for the MA. Students who wish to change advisors should speak to the Director of Graduate Studies for French. Within two months of completing the requirements for the MA, students are requested to choose the Chair of their Prelims Committee, who may be but need not be the same as the originally assigned advisor; students' evolving research interests, among other factors, may warrant a change. The Chair of their Prelims Committee assists students with the process of preparing for the preliminary examination. Until the students complete the last preliminary examinations, they should work with their originally assigned advisor in regards to all matters other than the content and scope of the prelims (for instance: choice of classes, etc.). Upon completion of the preliminary exams, the chair of the student's dissertation proposal committee, to be set up by the student in consultation with faculty, usually becomes the advisor, but a change of director is also possible at that time.

Students consult their advisor at least three times a year: once in September to become acquainted and address any issues related to the start of the academic year; a second time later in the fall, before course registration for the spring, in order to discuss course selection; and a third time in the spring, before course selection for the fall. Students are encouraged to contact their advisor concerning any academic problems or issues that may arise, and to engage with their advisor on an ongoing basis about their own short- and long-term concerns, plans, and interests. Advisors will mentor their advisees as well as attending to administrative functions like course selection and requirements. Advisors will actively participate in the end-of-the-year assessment of all graduate students. Additional information and clarification about requirements can be obtained from the Director of Graduate Studies for French or the Graduate Coordinator.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Preliminary Examinations: The Field Exam is to be taken preferably two semesters, and definitely no later than five semesters, after completion of the MA. Academic probation will be considered if the Field Exam is not taken by the beginning of the sixth semester, after completion of the MA.

The Dissertation Proposal oral exam is to be taken within nine months of the successful completion of the Field Exam.

Foreign Language Requirement: Candidates must complete their foreign language reading requirement before being granted dissertator status.

PhD Breadth: Candidates must complete the PhD breadth requirement before being granted dissertator status.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

### OTHER

Fellowships are available for high-ranking incoming students and dissertators. The department has a number of teaching assistantships which are granted on the basis of a candidate's previous academic record, knowledge of French, and seriousness of purpose in pursuing the PhD.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Department of French and Italian hosts several professional development workshops for our students each semester. Workshops focus on academic and non-academic professional development. Previous workshop materials are available to all students in the department.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate thorough knowledge and critical understanding of two areas of French and Francophone literature, and of the historical and social contexts that have influenced the works examined in their dissertation.
2. Show the ability to synthesize and define a field of inquiry in a persuasive, coherent, and original way.
3. Make effective use of research sources, tools, and strategies in the field of French and Francophone literature.
4. Demonstrate, in the writing of their Ph.D. dissertation, an originality of thinking and insight that reaches beyond the current boundaries of knowledge within the field of study.
5. Articulate awareness of various questions, problems, and limitations implied by their framing of their topic.
6. Contribute substantially to their area of specialization, and be able to engage in a dialogue with other experts in that area.
7. Communicate and defend complex ideas in a clear and understandable manner, in both French and English.
8. Be capable of applying their investigative skills to a variety of fields within French-speaking literature and cultures.
9. Show reading knowledge of a second foreign language pertinent to their research specialty (and, for specialists of Medieval and 16th-century French literature, a third foreign language).
10. Be prepared to be effective teachers of French/Francophone literature, culture, and language at the college and university levels.
11. Foster ethical and professional conduct.

# ITALIAN, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

Students must take a minimum of 12 credits in Italian literature, linguistics, or cinema numbered 400 or above (ITALIAN 340 Structures of Italian is allowed).

### PRIOR COURSEWORK

Students may be given credit for graduate or advanced undergraduate courses in Italian taken at other universities prior to enrollment at UW–Madison. No more than 6 such credits may be transferred.

# ITALIAN, MA

The Italian program offers the master of arts and PhD degrees. In most academic years, a wide array of courses and seminars is offered each semester to provide an even distribution across various literary periods. Courses typically meet two or three times a week and are broad in focus, generally exploring well-defined periods or genres. Seminars are held once a week for two hours and take up narrower topics in greater depth. Typical course offerings over a two- to three-year period cover all centuries of Italian literature and a wide variety of topics, including Italian culture, cinema, civilization, and linguistics. Strong emphasis is placed on the practice of the language; Italian is the usual language of instruction in graduate courses and seminars.

Graduate students gain a solid foundation not only in scholarship and criticism, but also in teaching. All admitted students receive guarantees of support. The standard offer to an incoming teaching assistant provides a guarantee of four or five years of support, depending on whether the student has already done graduate work elsewhere.

The department offers regular workshops designed to give students an overview of the job market and how to best prepare for it, making its placement record outstanding. As one of the largest Italian programs in North America, the department offers an unparalleled opportunity to study Italian literature, linguistics, and culture.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 20 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

**Note that if you have received only a bachelor's degree and intend to go on to our PhD program after completing your MA, please apply directly to the PhD program (p. 871).**

Applicants must submit all application materials by the fall application deadline.

### GRADUATE SCHOOL APPLICATION

Refer to the following links:

- Consult the Graduate School (https://grad.wisc.edu/) website for complete information about graduate education opportunities at UW–Madison. This site is especially helpful in understanding admissions requirements (http://grad.wisc.edu/admissions/requirements/) and developing a timeline (https://grad.wisc.edu/apply/) for application.

#### Materials

Upload the following to the online application:

- Three letters of recommendation (https://grad.wisc.edu/apply/#FAQ). Recommenders should be in faculty or permanent academic staff positions. Since the Graduate School will contact your recommenders directly via e-mail once you have completed your online application, you should be sure to contact each recommender at least a month prior to when the letter of recommendation is needed to let them know that they will be contacted directly by the Graduate School. If your referees are unable to upload your letter of recommendation to the online application, the letters should be sent to the Graduate Coordinator (email listed in contact information box).
- Statement of purpose, preferably written in English
- CV
- Unofficial transcripts
- Submit the online Graduate School application for admission (https://grad.wisc.edu/apply/) and pay the application fee.

- GRE (http://www.gre.org/) (not required) institution code 1846 for UW–Madison
- International degree-seeking applicants will need to provide English proficiency. See the Graduate School requirements (https://grad.wisc.edu/apply/requirements/) for specific information.

### Supplemental Materials

- TA/Fellowship Application: To be considered for teaching assistantship or fellowship support, you must submit to the department a document listing all relevant experience since you began studying Italian. **There is no specific application form—it is a document, much like a CV, that you put together yourself.** Include travel, study, or residence abroad. For teaching experience, be specific about subject, level, actual classroom hours/week, and age of students. Also indicate undergraduate and graduate honors, and how you would support yourself if UW was not able to offer support.
- Writing sample (essay or paper in Italian—usually between 7 and 12 pages in length)

## QUESTIONS

Contact graduate coordinator (email listed in contact information box).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of French & Italian is committed to providing full funding (https://grad.wisc.edu/funding/) to all graduate students. Students who accept our offer of admission therefore receive fellowships or assistantships that cover tuition and provide eligibility to enroll in excellent comprehensive health insurance (https://www.ohr.wisc.edu/benefits/health/#health-plans) and other benefits (https://www.ohr.wisc.edu/benefits/new-emp/grad.aspx#overview). Funding is guaranteed for a minimum of 5 years of study for students entering with a BA, and a minimum of 4 years for those entering with an MA. Moreover, it has been our departmental practice to continue to offer funding beyond guarantee as possible for students in good academic standing.

Teaching assistantships, the most common form of support in our department, offer the pedagogical experience and training necessary to be competitive on the academic job market. The teaching assignment is usually one course per semester, but double sections (two sections of the same course) can also be requested for an increased stipend, when available. While the guarantee of support means students in good standing will receive funding, the exact assignments are based on need, merit, and experience. Generally, a graduate student will, over the course of study, hold a variety of positions from Italian 101-204, which are available every semester. Students may also have the opportunity to teach more advanced courses, such as ITALIAN 312 and ITALIAN 322, depending on departmental need. For more information about our teaching assistantships, please visit our website (https://frit.wisc.edu/funding/).

There are also fellowships (https://grad.wisc.edu/funding/fellowships/) available from several sources on campus each year, including the Chancellor's Fellowship and Graduate Research Scholars fellowships. The department also offers a number of monetary awards every year, for academic performance and for teaching.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

## MODE OF INSTRUCTION DEFINITIONS

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 18 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |

| | |
|---|---|
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | Formal examination required. No thesis requirement. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Methods** | | |
| The following course is required: | | |
| ITALIAN/ FRENCH 821 | Issues in Methods of Teaching French and Italian | 1 |
| **Italian** | | |
| Students must complete a minimum of 24 credits in Italian (ITALIAN) courses. Of these 24 credits, 12 must be in courses numbered above 500, and 6 must be seminar work. | | 24 |
| *Medieval: Duecento and Trecento* | | |
| ITALIAN/ MEDIEVAL/ RELIG ST 440 | Poverty, Ecology and the Arts: St. Francis of Assisi | |
| ITALIAN/ MEDIEVAL 659 | Dante's Divina Commedia | |
| ITALIAN/ MEDIEVAL 671 | The 13th Century | |
| *Mid Modern: Settecento to Ottocento* | | |
| ITALIAN 621 | The 18th Century | |
| ITALIAN 622 | The 18th Century | |
| ITALIAN 741 | The 17th Century and Arcadia | |
| *Additional Breadth Areas* | | |
| Three additional breadth areas are Renaissance: Quattrocento and Cinquecento, Early Modern: Seicento, and Modern: Novecento to the Present. Topics courses listed under the Flexible/Open-Area courses can fulfill these breadth areas. | | |
| *Flexible/Open-Area Courses* | | |
| The following topics courses may satisfy any of the 5 areas of breadth. Instructors will determine the area of breadth. | | |
| ITALIAN 450 | Special Topics in Italian Literature | |
| ITALIAN 452 | Special Topics in Italian Studies: Culture, Film, Language | |
| ITALIAN/ COM ARTS 460 | Italian Film | |
| ITALIAN 623 | Italian Theatre | |
| ITALIAN 631 | Features in Italian Literature | |
| ITALIAN 632 | Features in Italian Literature | |
| ITALIAN 636 | The Italian Novel | |
| ITALIAN 730 | Topics in Italian Literature and Culture | |
| ITALIAN 731 | Features in Italian Literature | |
| ITALIAN 732 | Features in Italian Literature | |
| ITALIAN 951 | Seminar-Studies in Italian Literature | |
| ITALIAN 952 | Seminar-Studies in Italian Literature | |
| **Electives** | | |
| Students take additional credits to reach the 30-credit minimum in consultation with their graduate advisor. | | 5 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

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

No credits from an undergraduate degree are allowed to transfer toward the program's graduate degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are required to conduct a yearly progress report meeting with their advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

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

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

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

### Appeal Process for Graduate Students

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

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

## OTHER

In most cases, the department offers five-year guarantees of support (for students with no prior graduate work) and four-year guarantees of support (for students with prior graduate work) to incoming students. During this period of guaranteed support, students usually hold a fellowship or teaching assistantship. Decisions on support are made in February and offers are usually sent out in early March.

# PROFESSIONAL DEVELOPMENT

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## GRADUATE SCHOOL RESOURCES

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## PROGRAM RESOURCES

The Department of French and Italian hosts several professional development workshops for our students each semester. Workshops

focus on academic and non-academic professional development. Previous workshop materials are available to all students in the department.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate critical understanding of the major works of Italian literature and culture from the Middle Ages up to the present.
2. Lead a well-informed discussion of literature and culture utilizing an adequate proficiency of Italian.
3. Master methods of literary and cultural analysis in their specific areas of interest.
4. Examine literary texts of various genres and write competent critical and analytical essays
5. Lead a well-informed discussion of literature and culture utilizing an adequate proficiency of Italian.
6. Identify, select, and retrieve primary and secondary sources pertaining to questions in Italian literature and culture.
7. Recognizes and applies principles of ethical and professional conduct.
8. Create level- and course-appropriate instructional objectives, activities, and assessments for teaching language, literature, and culture.
9. Use instructional technologies appropriately to enhance the teaching of language, literature, and culture.
10. Incorporate insights from second language acquisition theory and current best practices in foreign language teaching into instruction.

# ITALIAN, PHD

The Italian program offers the master of arts and PhD degrees. In most academic years, a wide array of courses and seminars is offered each semester to provide an even distribution across various literary periods. Courses typically meet two or three times a week and are broad in focus, generally exploring well-defined periods or genres. Seminars are held once a week for two hours and take up narrower topics in greater depth. Typical course offerings over a two- to three-year period cover all centuries of Italian literature and a wide variety of topics, including Italian culture, cinema, civilization, and linguistics. Strong emphasis is placed on the practice of the language; Italian is the usual language of instruction in graduate courses and seminars.

Graduate students gain a solid foundation not only in scholarship and criticism, but also in teaching. All admitted students receive guarantees of support. The standard offer to an incoming teaching assistant provides a guarantee of four or five years of support, depending on whether the student has already done graduate work elsewhere.

The department offers regular workshops designed to give students an overview of the job market and how to best prepare for it, making its placement record outstanding. As one of the largest Italian programs in North America, the department offers an unparalleled opportunity to study Italian literature, linguistics, and culture.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 20 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## GRADUATE SCHOOL APPLICATION

Refer to the following links:

- Consult the Graduate School (http://www.wisc.edu/grad/) website for complete information about graduate education opportunities at UW–Madison. This site is especially helpful in understanding admissions requirements (http://grad.wisc.edu/admissions/requirements/) and developing a timeline (https://grad.wisc.edu/apply/)for application.

### Materials

Upload the following to the online application:

- Three letters of recommendation (https://grad.wisc.edu/apply/#FAQ). Recommenders should be in faculty or permanent academic staff positions. Since the Graduate School will contact your recommenders directly via e-mail once you have completed your online application, you should be sure to contact each recommender at least a month prior to when the letter of recommendation is needed to let them know that they will be contacted directly by the Graduate School. If your referees are unable to upload your letter of recommendation to the online application, the letters should be sent to the Graduate Coordinator (email listed in contact information box).
- Statement of purpose, preferably written in English
- CV
- Unofficial transcripts

- Submit the online Graduate School Application for Admission (https://grad.wisc.edu/apply/) and pay the application fee.
- GRE (http://www.gre.org/) (not required) institution code 1846 for UW–Madison
- International degree-seeking applicants will need to provide English proficiency. See the Graduate School requirements (https://grad.wisc.edu/apply/requirements/) for specific information.

### Supplemental Materials

- TA/Fellowship Application: To be considered for teaching assistantship or fellowship support, you must submit to the department a document listing all relevant experience since you began studying Italian. **There is no specific application form—it is a document, much like a CV, that you put together yourself.** Include travel, study, or residence abroad. For teaching experience, be specific about subject, level, actual classroom hours/week, and age of students. Also indicate undergraduate and graduate honors, and how you would support yourself if UW was not able to offer support.
- Writing sample (essay or paper in Italian—usually between 7 and 12 pages in length)

## QUESTIONS

Contact Graduate Coordinator (email listed in contact information box).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of French & Italian is committed to providing full funding (https://grad.wisc.edu/funding/) to all graduate students. Students who accept our offer of admission therefore receive fellowships or assistantships that cover tuition and provide eligibility to enroll in excellent comprehensive health insurance (https://www.ohr.wisc.edu/benefits/health/#health-plans) and other benefits (https://www.ohr.wisc.edu/benefits/new-emp/grad.aspx#overview). Funding is guaranteed for a minimum of five years of study for students entering with a BA, and a minimum of four years for those entering with an MA. Moreover, it has been our departmental practice to continue to offer funding beyond guarantee as possible for students in good academic standing.

Teaching assistantships, the most common form of support in our department, offer the pedagogical experience and training necessary to be competitive on the academic job market. The teaching assignment is usually one course per semester, but double sections (two sections of the same course) can also be requested for an increased stipend, when available. While the guarantee of support means students in good standing will receive funding, the exact assignments are based on need, merit, and experience. Generally, a graduate student will, over the course of study, hold a variety of positions from Italian 101-204, which are available every semester. Students may also have the opportunity to teach more advanced courses, such as ITALIAN 312 and ITALIAN 322, depending on departmental need. For more information about our teaching assistantships, please visit our website (https://frit.wisc.edu/funding/).

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## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.30 GPA required. |

| | |
|---|---|
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | Qualifying exam (if MA is from another institution); preliminary examinations; dissertation proposal; oral examination; dissertation; dissertation defense. Students without an MA degree in Italian from UW–Madison are required to pass the qualifying examination by the end of the second semester in the PhD program. It may be taken only once. |
| Language Requirements | Reading proficiency in two languages other than English and Italian. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Methods** | | |
| The following course is required: | | |
| ITALIAN/ FRENCH 821 | Issues in Methods of Teaching French and Italian | 1 |
| **Seminar** | | |
| Students must complete a seminar in an area of Italian studies each semester until they have passed the preliminary examinations. In any given semester, this request may be waived upon approval by the associate chair for Italian. | | |
| ITALIAN 951 | Seminar-Studies in Italian Literature | |
| ITALIAN 952 | Seminar-Studies in Italian Literature | |
| **Italian** | | |
| Students must complete a minimum of 24 credits in Italian courses. Of these 24 credits, 12 must be in courses numbered above 500, and 6 must be seminar work. | | 24 |
| *Medieval: Duecento and Trecento* | | |
| ITALIAN/ MEDIEVAL/ RELIG ST 440 | Poverty, Ecology and the Arts: St. Francis of Assisi | |
| ITALIAN/ MEDIEVAL 659 | Dante's Divina Commedia | |
| ITALIAN/ MEDIEVAL 671 | The 13th Century | |
| *Mid Modern: Settecento to Ottocento* | | |
| ITALIAN 621 | The 18th Century | |
| ITALIAN 622 | The 18th Century | |
| ITALIAN 741 | The 17th Century and Arcadia | |
| *Additional Breadth Areas* | | |
| Three additional breadth areas are Renaissance: Quattrocento and Cinquecento, Early Modern: Seicento, and Modern: Novecento to the Present. Topics courses listed under the Flexible/Open-Area courses can fulfill these breadth areas. | | |
| *Flexible/Open-Area Courses* | | |
| The following topics courses may satisfy any of the 5 areas of breadth. Instructors will determine the area of breadth. | | |
| ITALIAN 450 | Special Topics in Italian Literature | |
| ITALIAN 452 | Special Topics in Italian Studies: Culture, Film, Language | |
| ITALIAN/ COM ARTS 460 | Italian Film | |
| ITALIAN 623 | Italian Theatre | |
| ITALIAN 631 | Features in Italian Literature | |
| ITALIAN 632 | Features in Italian Literature | |
| ITALIAN 636 | The Italian Novel | |
| ITALIAN 730 | Topics in Italian Literature and Culture | |
| ITALIAN 731 | Features in Italian Literature | |
| ITALIAN 732 | Features in Italian Literature | |
| ITALIAN 951 | Seminar-Studies in Italian Literature | |
| ITALIAN 952 | Seminar-Studies in Italian Literature | |
| **Breadth** | | |
| Students take 12 credits in either an external or distributed doctoral minor or a graduate/professional certificate. | | 12 |
| **Research** | | |
| Students complete the following to satisfy the minimum credit requirement. | | 14 |
| ITALIAN 990 | Individual Research | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

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

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

No credits from an undergraduate degree are allowed to transfer toward the program's graduate degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison

University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

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

## ADVISOR / COMMITTEE

All students are required to conduct a yearly progress report meeting with their advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

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

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their

website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

In most cases, the department offers five-year guarantees of support (for students with no prior graduate work) and four-year guarantees of support (for students with prior graduate work) to incoming students. During this period of guaranteed support, students usually hold a fellowship or teaching assistantship. Decisions on support are made in February and offers are usually sent out in early March.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Department of French and Italian hosts several professional development workshops for our students each semester. Workshops focus on academic and non-academic professional development. Previous workshop materials are available to all students in the department.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate thorough knowledge and critical understanding of their area of specialization.
2. Synthesize and define a field of inquiry in a persuasive, coherent, and original way.
3. Make effective use of research sources, tools, and strategies in the field of Italian literature and culture.
4. Demonstrate, in the writing of their Ph.D. dissertation, an originality of thinking and insight that reaches beyond the current boundaries of knowledge within the field of study.
5. Articulate awareness of various questions, problems, and limitations implied by their framing of their topic.
6. Contribute substantially to their area of specialization, and engage in a dialogue with other experts in that area.
7. Fosters ethical and professional conduct.
8. Communicate and defend complex ideas in a clear and understandable manner, in both Italian and English.
9. Show reading knowledge of a second foreign language pertinent to their research specialty.
10. Be prepared to be effective teachers of Italian culture, and language at the college and university levels.

# GAYLORD NELSON INSTITUTE FOR ENVIRONMENTAL STUDIES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Culture, History and Environment, Doctoral Minor (p. 875)
- Culture, History and Environment, Graduate/Professional Certificate (p. 876)
- Energy Analysis and Policy, Graduate/Professional Certificate (p. 878)
- Environment and Resources, Doctoral Minor (p. 880)
- Environment and Resources, MS (p. 880)
- Environment and Resources, PhD (p. 887)
- Environmental Conservation, MS (p. 894)
- Sustainability, Graduate/Professional Certificate (p. 904)
- Water Resources Management, Doctoral Minor (p. 906)
- Water Resources Management, MS (p. 908)


# CULTURE, HISTORY AND ENVIRONMENT, DOCTORAL MINOR

The Center for Culture, History, and Environment (CHE) provides a home for faculty and graduate students from across campus to explore changing human-environment interactions across the broad sweep of history in an interdisciplinary setting. Graduate student involvement is at the core of CHE's mission, and graduate students from all disciplines are invited to take part in the full range of CHE's activities, events, scholarly collaborations, and professional development opportunities. CHE offers two main avenues for graduate student involvement: a non-curricular affiliation in the form of Graduate Student Associate status, and a curricular track in the form of the CHE Certificate or PhD Minor.

Eligibility: Any currently enrolled graduate student at UW–Madison at the PhD level and not pursuing any other minor field.

Benefits:

- Completed PhD minor will appear on transcript
- Demonstrates rigorous academic engagment with interdisciplinary environmental studies
- Ability to construct a tailored minor course of study that counts as an "Option A" minor program

## ADMISSIONS

# ADMISSIONS

To apply:

- Find a CHE faculty associate who is willing to serve as your CHE advisor.
- Complete the form available here (https://uwmadison.co1.qualtrics.com/jfe/form/SV_7WmbG4EG7c4mAPX/) and submit with an unofficial transcript.
- Apply through the UW-Madison Graduate Student Portal.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any major/named option, doctoral minor, or graduate/professional certificate. To apply to this doctoral minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. The CHE curricular coordinator will review your application for admittance, and reach out to you if they have any further questions.

Admission process: CHE Curriculum Committee reviews applications on a rolling schedule.

## REQUIREMENTS

# REQUIREMENTS

Requirements:

- ENVIR ST 922 Historical and Cultural Methods in Environmental Research (also known as the "CHE methods seminar")
- 6-credit plan of study.
  Each CHE graduate student works with her/his/their CHE faculty advisor to design a tailored plan of study. The plan of study must be relevant to the student's chosen area of focus. The area of focus should be related to human dimensions of an environmental issue. Examples of areas of focus include (but are certainly not limited to): posthumanism and the human-wildlife interface; critical engagements with conservation science; feminist political ecology and/or ecofeminisms; history of indigenous landscapes and cultures in Central America; environmental justice and Latinx, Black, and/or other minoritized communities in the US; food insecurity and sovereignty; the literature and/or art of polluted spaces.
- Average GPA for coursework must be 3.00 or higher.

# CULTURE, HISTORY AND ENVIRONMENT, GRADUATE/PROFESSIONAL CERTIFICATE

The CHE certificate, administered by the Nelson Institute's Center for Culture, History, and Environment, captures the spirit of interdisciplinarity at the heart of CHE and the collaborations that have been forged across the Nelson Institute, the College of Letters & Science, and the College of Agricultural and Life Sciences. Departments, programs, and schools represented by CHE faculty and graduate students include American Indian Studies, Anthropology, Art History, Botany, Community and Environmental Sociology, English, Forest and Wildlife Ecology, Gender and Women's Studies, Geography, History, History of Science, Journalism and Mass Communication, Law, Landscape Architecture, Limnology, and Zoology.

The environmental challenges we face today arise as much from human actions as from natural processes. Only at our peril do we forget that nature, in all its myriad forms, is inextricably bound up with every aspect of human culture, economy, and politics. In attending to past environmental and cultural change, and in synthesizing diverse research methods and approaches drawn from across the full spectrum of humanities, natural sciences, and social sciences, the certificate in culture, history, and environment contributes in important ways to the understanding of past, present, and future environmental issues through interdisciplinary education and research.

Through the CHE Environmental History Colloquia, the annual Place-Based Workshops, and the Graduate Symposium, among other activities, CHE has created a lively, engaged community of faculty, graduate students, and others from a wide array of academic disciplines to investigate environmental and cultural change in the full sweep of human history. The CHE certificate considers applications from students in any graduate degree program at UW–Madison. By entering CHE early in their graduate studies and planning carefully, students often can select courses that satisfy both their degree program and CHE requirements.

CHE is not available as a stand-alone graduate degree. Master's and doctoral students who complete the requirements receive a certificate in CHE to supplement their graduate degree, or doctoral students can instead complete the program as an external minor. Doctoral students cannot claim CHE as both a certificate and an external minor; they must choose one or the other.

## ADMISSIONS

# ADMISSIONS

### APPLICATIONS

To apply:

1. Find a Culture, History and Environment faculty associate who is willing to serve as your advisor.
2. Complete the form available here (https://uwmadison.co1.qualtrics.com/jfe/form/SV_7WmbG4EG7c4mAPX/) and submit with an unofficial transcript.
3. Apply through the UW-Madison Graduate Student Portal.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

The certificate coordinator will review your application for admittance and reach out to you if they have any further questions.

## ADMISSIONS PROCESS

Culture, History and Environment Curriculum Committee reviews applications on a rolling schedule.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

Students must complete 12 credits, including ENVIR ST 922 Historical and Cultural Methods in Environmental Research. Courses should represent a thematically coherent selection related to past environmental and cultural change and expose students to research approaches outside of their home discipline.

The plan of study must be relevant to the student's chosen area of focus and must be approved by the student's CHE faculty advisor. The area of focus should be related to human dimensions of an environmental issue, distinct from the focus of their major program. Examples of areas of focus include (but are certainly not limited to):

- posthumanism and the human-wildlife interface
- critical engagements with conservation science
- feminist political ecology and/or ecofeminisms
- history of indigenous landscapes and cultures in Central America
- environmental justice and Latinx, Black, and/or other minoritized communities in the US
- food insecurity and sovereignty
- the literature and/or art of polluted spaces

### Sample Courses

Below is a sample of courses that have been used as area of focus courses, but students are not limited to these courses when developing their plan of study.

| Code | Title | Credits |
|---|---|---|
| AGROECOL 701 | The Farm as Socio-Environmental Endeavor | 3 |
| AMER IND/ ENVIR ST 306 | Indigenous Peoples and the Environment | 3 |
| AMER IND/ ANTHRO/ BOTANY 474 | Ethnobotany | 3-4 |
| AMER IND/ GEOG 410 | Critical Indigenous Ecological Knowledges | 3 |
| C&E SOC/ENVIR ST/ SOC 540 | Sociology of International Development, Environment, and Sustainability | 3 |
| ENGL/ ENVIR ST 533 | Topic in Literature and the Environment (Topic: EcoPoetry) | 3 |
| ENGL 817 | Seminar-American Literature (Topic: Plantationocene) | 3 |
| ENGL 825 | Topics in Literature and the Environment (Topic: Queer Ecologies) | 3 |
| ENVIR ST 404 | Special Topics in Environmental Humanities (Topic: Race and Environmental Studies) | 1-3 |
| ENVIR ST/ GEOG 537 | Culture and Environment | 4 |
| ENVIR ST/ URB R PL 917 | Public Participation for Planning and Policy Making | 3 |
| FOLKLORE/ MUSIC 915 | Seminar in Ethnomusicology (Topic: Listening, Sound, Climate Change) | 3 |
| F&W ECOL 379 | Principles of Wildlife Management | 3 |
| F&W ECOL 875 | Special Topics (Politics & Policy of Environmental Change) | 1-4 |
| FRENCH 948 | Seminar: Literature Questions (Strange Ecologies) | 3 |
| GEN&WS 340 | Topics in LGBTQ Sexuality (Queering Ecofeminism & Environmental Racism) | 3 |
| GEN&WS 533 | Special Topics in Gender and Biology (Gender, Race, and Botany) | 3 |
| GEOG 501 | Space and Place: A Geography of Experience | 3 |
| GEOG 566 | History of Geographic Thought | 3 |
| GEOG 930 | Seminar in People-Environment Geography (Political Ecology of Environmental Change) | 2-3 |
| HISTORY/ENVIR ST/ GEOG 460 | American Environmental History | 4 |
| HISTORY/ ENVIR ST 465 | Global Environmental History | 3-4 |
| HISTORY 705 | Topics in Global History (Historical Political Ecology) | 3 |
| HIST SCI 909 | History of Biology and Medicine | 3 |
| INTER-HE 792 | Theories and Perspectives in Human Ecology | 1-2 |
| PLANTSCI 380 | Indigenous Foodways: Food and Seed Sovereignty | 2 |
| SOC/C&E SOC 948 | Seminar: Environmental Sociology | 3 |
| SOIL SCI/ AN SCI/DY SCI/ FOOD SCI 472 | Animal Agriculture and Global Sustainable Development | 1 |

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Gain knowledge of human dimensions of the environment, by learning about the diverse interests, experiences and meanings that different people have associated with the natural world.
2. Become familiar with different methodologies associated with the environmental humanities.
3. Deploy diverse methods - including and especially historical and cultural methods - to approach, interpret, and explain environmental change across space and/or time.

# ENERGY ANALYSIS AND POLICY, GRADUATE/ PROFESSIONAL CERTIFICATE

The Energy Analysis and Policy certificate (EAP) provides students with the opportunity to customize their graduate experience, adding energy training to any graduate degree program offered at the University of Wisconsin–Madison. Graduate students can complete the EAP certificate by selecting courses that meet both their degree and EAP requirements. As such, most students can add EAP onto a degree without any additional time or cost. PhD students may use the EAP certificate to fulfill their doctoral breadth requirement (https://policy.wisc.edu/library/UW-1200/), though in this case courses may not be double-counted for major requirements. Many prospects choose UW–Madison specifically to participate in the EAP program, while others join EAP upon learning about it after matriculation.

Since its formation in 1980, EAP has provided students with the skills and knowledge needed by professionals in government, energy companies, consulting firms, and other organizations. EAP draws students from across campus. Particularly large student groups from public policy, environmental studies, engineering, and urban planning pursue the certificate because of the program's interdisciplinary curriculum which considers a wide range of technical, economic, political, and social factors that shape energy policy formulation and decision-making.

## ADMISSIONS

# ADMISSIONS

Applicants may apply to the Energy Analysis and Policy certificate concurrently with their graduate school application or once matriculated at UW-Madison. Acceptance into the certificate is contingent on enrollment in a graduate degree program.

While there are no prerequisites, it is recommended applicants have completed at least one college-level course in each of the following five subject areas:

- physical science (physics or chemistry);
- natural science (biology, environmental, geology or atmospheric and oceanic);
- economics;
- social sciences or humanities (besides economics); and
- calculus or statistics.

## HOW TO APPLY

To declare the certificate, applicants must complete the online Energy Analysis and Policy (EAP) application form (https://go.wisc.edu/EAP-apply/), which includes the following elements:

1. Information on prior educational attainment
2. Information on degree program being pursued
3. A brief statement of interest in the program
4. For applicants to the Environment and Resources MS or PhD programs, the Energy Analysis and Policy certificate application provides a matching service with potential thesis advisors.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Select the information for the Energy Analysis and Policy certificate. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

## DEADLINES

Applications may be submitted at any time, but applicants are encouraged to apply before the end of their first year in graduate school to ensure timely completion of certificate requirements. Students may take courses that meet certificate requirements prior to completing their application.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| ENVIR ST/ PUB AFFR/ URB R PL 809 | Introduction to Energy Analysis and Policy | 3 |
| ENVIR ST/ PUB AFFR/ URB R PL 810 | Energy Analysis and Policy Capstone | 3 |
| ENVIR ST 909 | Professional Skills in Energy Analysis and Policy | 1 |
| **Energy Analysis** | | |
| Students must complete one of the following courses: | | 3 |
| A A E/ECON 371 | Energy, Resources and Economics | |
| A A E/ENVIR ST/ POP HLTH/ PUB AFFR 881 | Benefit-Cost Analysis | |
| AGROECOL/ ENVIR ST 724 | Agroecosystems and Global Change | |
| ENVIR ST/ A A E/ECON/ URB R PL 671 | Energy Economics | |
| BSE 460 | Biorefining: Energy and Products from Renewable Resources | |
| CBE 512 | Energy Technologies and Sustainability | |
| CBE 538 | Processes for the Production of Renewable Fuels and Chemicals from Biomass | |
| CIV ENGR/ G L E 421 | Environmental Sustainability Engineering | |
| CIV ENGR 423 | Air Pollution Effects, Measurement and Control | |

| | | |
|---|---|---|
| CIV ENGR 495 | Sustainable Building and Materials | |
| CIV ENGR 525 | Case Studies Exploring Infrastructure Sustainability and Climate Change | |
| CIV ENGR/ G L E 535 | Wind Energy Balance-of-Plant Design | |
| CIV ENGR 729 | Environmental Sustainability Tools | |
| E C E 356 | Electric Power Processing for Alternative Energy Systems | |
| E C E 427 | Electric Power Systems | |
| E C E 714 | Utility Application of Power Electronics | |
| E C E 723 | On-Line Control of Power Systems | |
| ENVIR ST/ BSE 367 | Renewable Energy Systems | |
| E P D 731 | Energy Efficiency in Buildings | |
| GEOSCI/ ENVIR ST 411 | Energy Resources | |
| M E 461 | Thermal Systems Modeling | |
| M E 469 | Internal Combustion Engines | |
| M E 472 | Energy, Sustainability, and Technology | |
| M E/N E 565 | Power Plant Technology | |
| M E/CBE 567 | Solar Energy Technology | |
| N E 571 | Economic and Environmental Aspects of Nuclear Energy | |
| **Energy Policy** | | |
| Students must complete one of the following courses: | | 3 |
| ENVIR ST/ GEOG 333 | Green Urbanism | |
| ENVIR ST 349 | Climate Change Governance | |
| ENVIR ST/ ATM OCN 355 | Introduction to Air Quality | |
| ENVIR ST/ GEOG 439 | US Environmental Policy and Regulation | |
| ENVIR ST/ POP HLTH 471 | Introduction to Environmental Health | |
| ENVIR ST/ POP HLTH 502 | Air Pollution and Human Health | |
| ENVIR ST/A A E/ CIV ENGR/ URB R PL 561 | Energy Markets | |
| ENVIR ST/ POP HLTH 739 | Climate Change, Human and Planetary Health [1] | |
| ENVIR ST/ POLI SCI/ PUB AFFR 866 | Global Environmental Governance | |
| GEOG/ ENVIR ST 331 | Energy Justice | |
| LAW 848 | Introduction to Environmental Law | |
| M H R 710 | Challenges & Solutions in Business Sustainability | |
| URB R PL 551 | Climate Action Planning: Sustainable Transportation | |
| **Total Credits** | | **13** |

[1] Because this is a 2-credit course, students selecting this course option are required to take an additional 1-credit course in consultation with the certificate coordinator.

### Course Categories

Courses in the Energy Analysis category involve quantitative analysis of the technical and economic factors that shape society's use of energy resources. Courses in the Energy Policy category involve the social, political, and environmental factors that underly decision-making around energy choices. Some courses listed in the Energy Analysis category may have some overlap with the Energy Policy category, and vice versa.

Students who wish to use a course for the opposite category that it is listed in should submit a written request to the Energy Analysis and Policy Academic Coordinator or Faculty Chair. Students should provide a course syllabus and a written justification for why the course should qualify for the other category in the context of their overall course of study, with the Energy Analysis and Policy Chair making the final decision on whether to accept the request.

The courses listed in the table are offered regularly. Other courses (with approval by the Energy Analysis and Policy faculty program committee) may fulfill one of the requirements (see note under Other Qualifying Courses).

### Other Qualifying Courses

Because the scheduling of the preceding courses is coordinated with the needs of their home departments, the program cannot guarantee specific courses will always be offered at specific times or rotations. Each semester, program faculty will consider other qualifying courses for the upcoming semester that fulfill one of the categories above. Once approved, the Energy Analysis and Policy Academic Coordinator will distribute a list of course offerings for the upcoming semester to students in the certificate.

### Course Substitutions

Students may propose course substitutions by contacting the Academic Coordinator or the Faculty Chair. The Energy Analysis and Policy Chair makes the final decision. Students should provide a course syllabus and a letter of endorsement from the faculty member teaching the course, preferably before the start of the course. The substitution proposal will be considered based upon the following criteria:

1. extent to which the course content is devoted to energy,
2. rigor of methodology applied to the course material and
3. context of the class with respect to the student's study plan.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an awareness of the variety of energy sources and energy conversion technologies and master the language and scientific basis required to engage in the analysis of energy topics.
2. Analyze and compare the sustainability of different energy sources/ technologies from the perspective of engineering, economics, environmental impacts, and security of supply.
3. Demonstrate an awareness of the socio-political institutions that govern the energy industry and the societal and social justice impacts of energy policies.

4. Prepare for energy-related career pathways in industry, government, academia, NGOs, regulatory agencies and energy consulting. Gain experience by participating in "real-life" projects for actual clients in multidisciplinary student groups.

# ENVIRONMENT AND RESOURCES, DOCTORAL MINOR

Environment and Resources is an interdisciplinary program intended to prepare its graduates to undertake scholarly or professional work that requires a breadth of vision sufficient to encompass the complexity of environmental issues. We seek to strengthen our students' ability to integrate across areas of knowledge so they can create, apply, and transfer world-class data, concepts, and skills about the environment and its sustainability in a flexible, interdisciplinary way to serve the people of the state, region, and world. As a program our learning objectives entail the following. Our students should gain: (1) familiarity with methods and concepts from a range of disciplines relevant to environmental issues and outcomes (interdisciplinarity); (2) a broad understanding of environmental issues and solutions (breadth requirement); (3) knowledge from a coherent and rigorous course of study related to the thesis topic (depth requirement); (4) familiarity with quantitative and qualitative methods and methods of data analysis and presentation appropriate to the study of the environment (measure and analysis requirement); (5) a capacity to integrate knowledge and to make original contributions that improve understanding of environmental problems; (6) the ability to communicate research findings and environmental information generally in writing and orally to a broad audience, including stakeholders and the general public (thesis and defense); and (7) an understanding of professional and ethical responsibility (literature review).

Those minoring in Environment and Resources are expected to present a rationale for how they will use their coursework and related activities to accomplish our objective of strengthening a student's ability to understand and be able to address environmental problems in an integrative, interdisciplinary way.

## ADMISSIONS

# ADMISSIONS

The Environment and Resources program chair administers the doctoral minor, with certain delegation oversight by the faculty executive program committee. The committee reviews and approves doctoral minor plans. Program staff in the Nelson Institute's Academic Programs Office maintains doctoral minor records.

### ADMISSIONS

Students must submit a form detailing the doctoral minor plan of study. Students must include the following information on the form:

1. list the coursework for the doctoral minor,
2. provide a title and brief (few sentences) description of the doctoral minor (e.g., water resources, remote sensing, energy analysis, public policy, environmental history), and
3. include the signature of the student's academic advisor indicating an endorsement of the proposed minor.

### Declaration

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

### REQUIRED COURSES

Students must complete 9 credits. Because of the breadth of environmental studies, a fixed sequence is not prescribed, since the appropriate selection of courses will be dictated in large part by the coursework in the major degree. However, students are required to select courses that collectively give them insight into an area that can be understood only by combining insights from multiple disciplines. In most cases this will build off of a student's major field of study. For example, a student majoring in a laboratory or physical science may wish to emphasize coursework in social sciences or humanities to give perspective on how natural science interfaces with social or humanistic concerns.

### Prior Coursework

Up to three credits may transfer from prior coursework taken at other institutions. Transcripts must be submitted to verify transfer credit.

# ENVIRONMENT AND RESOURCES, MS

Environment and Resources is a research program offering master's and PhD degrees based on the premise that solutions to environmental challenges require interdisciplinary approaches. Faculty and students are oriented to environmental problems rather than to disciplines. Students are encouraged to explore the specific area that interests them by drawing on the insights and methods of multiple disciplines. The focus is on gaining the knowledge needed to understand the intellectual context of their work and the skills necessary to conduct original research. The program fosters experimentation and innovation, not the mastering of a narrowly defined set of prepackaged competencies. The objective is to produce graduates who are prepared to function comfortably in the complex professional and social communities within which solutions to environmental problems must be found.

The program mandates interdisciplinarity through curriculum requirements, the structure of the student's faculty advisory committee, and the research endeavor. Students are required to take some courses in diverse disciplinary topics and other courses that are intended to strengthen problem-solving skills. A thesis (MS) or a dissertation (PhD) is required of all students. Each student's faculty advisory committee must consist of persons who collectively ensure interdisciplinary support and evaluation. Students can pursue interests over the full range of environmental studies from more of a physical or biological science research project to those emphasizing more of the social sciences or humanities including policy, environmental history, community action, or social justice. Students who feel a need to follow a more structured course of study may also pursue certificates in Culture, History, and Environment or Energy Analysis and Policy. Any bachelor's degree from an accredited institution may be acceptable.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | October 15 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## DEADLINES

Application materials for Environment and Resources must be received by the fall deadline listed above for admission to the following summer session or fall semester and by the spring deadline listed above for admission to the following spring semester.

## APPLICATION CHECKLIST

In addition to the items listed in the table above, a complete application includes the following items:

1. Statement of Purpose
2. Resume/Curriculum Vitae
3. Transcript(s)

The GRE is recommended for those seeking university fellowship consideration.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

In most cases, Environment and Resources is unable to guarantee any funding to students. However, many of our students obtain funding through other departments on campus, and we recommend that students contact faculty or departments directly if they have teaching or research skills in specific areas. Individual faculty members occasionally have their own sources of support for research or project assistants, though we strongly urge students not to depend on these as guaranteed sources of funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of BC or C may be counted toward program requirements if they are offset by equivalent AB or A grades in other courses. A 3.00 average must be maintained in the student's breadth categories as well as their individual program focus category. With the exception of research credits, a maximum of 2 credits graded S may be counted toward program requirements if approved by the student's thesis committee and the program chair. Courses that are audited or graded pass/fail or credit/no credit will not count toward program requirements. |
| Assessments and Examinations | All students must complete a program certification and a thesis. Students must pass a final thesis defense which constitutes the final examination. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Breadth Requirements** | | |
| Category 1: Natural Science (see course list below) | | 6 |
| Category 2: Social Science & Humanities (see course list below) | | 6 |
| Category 3: Measurement & Analysis (see course list below) | | 6 |
| **Individual Program Focus & Research** | | **12** |
| **Total Credits** | | **30** |

### Category 1: Natural Science

Students choose any biological sciences and/or physical sciences courses in the 300–999 range. This course list is not meant to be all-inclusive. Students are not restricted to the courses listed here. This is a sample of appropriate courses for this category that are offered through various departments/programs. At least three credits must be from UW-Madison.

### Category 2: Social Science & Humanities

Students choose any social sciences and/or arts & humanities courses in the 300–999 range. This course list is not meant to be all-inclusive. Students are not restricted to the courses listed here. This is a sample of appropriate courses for this category that are offered through various departments/programs. At least three credits must be from UW-Madison.

### Category 3: Measurement & Analysis

Students choose any measurement/analysis/tools/methods courses in the 300–999 range. This course list is not meant to be all-inclusive. Students are not restricted to the courses listed here. This is a sample of appropriate courses for this category that are offered through various departments/programs. At least three credits must be from UW-Madison.

### Individual Program Focus & Research

Students choose any courses, in the 300–999 range, that pertain to their individual research and thesis endeavor. At least one graduate seminar (research or topical) is required, and up to six Research credits may be used toward this category. At least six credits must be from UW-Madison (not including Research credits).

### Category 1: Natural Science courses

| Code | Title | Credits |
|---|---|---|
| AGROECOL 370 | Grassland Ecology | 3 |
| AGROECOL/ ENVIR ST 724 | Agroecosystems and Global Change | 3 |
| ANTHRO/BOTANY/ ZOOLOGY 410 | Evolutionary Biology | 3 |
| ATM OCN 425 | Global Climate Processes | 3 |
| ATM OCN/ ENVIR ST 355 | Introduction to Air Quality | 3 |
| ATM OCN/ ENVIR ST 520 | Bioclimatology | 3 |
| ATM OCN/ ENVIR ST/ GEOG 332 | Global Warming: Science and Impacts | 3 |
| ATM OCN/ ENVIR ST/GEOG/ GEOSCI 335 | Climatic Environments of the Past | 3 |
| ATM OCN/ PLANTSCI 532 | Environmental Biophysics | 3 |
| BOTANY 400 | Plant Systematics | 4 |
| BOTANY 500 | Plant Physiology | 3-4 |
| BOTANY 801 | Advanced Plant Community Ecology | 4 |
| BOTANY/ENVIR ST/ F&W ECOL/ ZOOLOGY 516 | Conservation Biology | 3 |
| BOTANY/ F&W ECOL 402 | Dendrology: Woody Plant Identification and Ecology | 3 |
| BOTANY 455 | The Vegetation of Wisconsin | 4 |
| BOTANY/ ZOOLOGY 460 | General Ecology | 4 |
| BOTANY/ ZOOLOGY 672 | Historical Ecology | 2 |
| BOTANY/GEOG 338 | Environmental Biogeography | 3 |
| BOTANY/ ZOOLOGY 725 | Ecosystem Concepts | 3 |
| BSE/ENVIR ST 367 | Renewable Energy Systems | 3 |
| CBE 562 | Special Topics in Chemical Engineering | 1-3 |
| CHEM/ GENETICS 626 | Genomic Science | 2 |
| CIV ENGR 311 | Hydroscience | 3 |
| CIV ENGR 415 | Hydrology | 3 |
| CIV ENGR 423 | Air Pollution Effects, Measurement and Control | 3 |
| CIV ENGR 500 | Water Chemistry | 3 |
| CIV ENGR 501 | Water Analysis-Intermediate | 3 |
| CIV ENGR/G L E 421 | Environmental Sustainability Engineering | 3 |
| ENTOM 450 | Basic and Applied Insect Ecology | 3 |
| ENTOM/ ZOOLOGY 302 | Introduction to Entomology | 4 |

| | | |
|---|---|---|
| ENVIR ST 400 | Special Topics in the Environment: Biological Aspects of Envir St | 1-4 |
| ENVIR ST 401 | Special Topics: Environmental Perspectives in the Physical Sciences | 1-4 |
| ENVIR ST/ GEOSCI 411 | Energy Resources | 3 |
| ENVIR ST/ POP HLTH 471 | Introduction to Environmental Health | 3 |
| ENVIR ST/ POP HLTH 502 | Air Pollution and Human Health | 3 |
| ENVIR ST/ SOIL SCI 324 | Soils and Environmental Quality | 3 |
| F&W ECOL 379 | Principles of Wildlife Management | 3 |
| F&W ECOL 655 | Animal Population Dynamics | 3 |
| F&W ECOL/ ZOOLOGY 660 | Climate Change Ecology | 3 |
| G L E/GEOSCI 627 | Hydrogeology | 3-4 |
| GEOSCI 376 | Topics in Geology | 1-3 |
| GEOSCI 731 | Carbonate Geology | 3 |
| KINES/ POP HLTH 791 | Physical Activity Epidemiology | 3 |
| LAND ARC 668 | Restoration Ecology | 3 |
| M E/N E 565 | Power Plant Technology | 3 |
| MICROBIO/ SOIL SCI 523 | Soil Microbiology and Biochemistry | 3 |
| N E 571 | Economic and Environmental Aspects of Nuclear Energy | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| SOIL SCI 323 | Soil Biology | 3 |
| SOIL SCI 622 | Soil Physics | 3 |

## Category 2: Social Science & Humanities courses

| Code | Title | Credits |
|---|---|---|
| A A E 375 | Special Topics | 1-4 |
| A A E 635 | Applied Microeconomic Theory | 3 |
| A A E 643 | Foundations of Environmental and Natural Resource Economics | 3 |
| A A E/C&E SOC/ SOC 340 | Issues in Food Systems | 3-4 |
| A A E/ECON 477 | Agricultural and Economic Development in Africa | 3 |
| A A E/ECON/ ENVIR ST 343 | Environmental Economics | 3-4 |
| A A E/ECON/ ENVIR ST/ URB R PL 671 | Energy Economics | 3 |
| A A E/ECON/ F&W ECOL 531 | Natural Resource Economics | 3 |
| AGROECOL 701 | The Farm as Socio-Environmental Endeavor | 3 |
| AGROECOL 702 | The Multifunctionality of Agriculture | 3 |
| AMER IND 450 | Issues in American Indian Studies | 3 |
| AMER IND/ ANTHRO 314 | Indians of North America | 3 |
| AMER IND/ ENVIR ST 306 | Indigenous Peoples and the Environment | 3 |
| AMER IND/ ENVIR ST/ GEOG 345 | Caring for Nature in Native North America | 3 |
| ANTHRO 330 | Topics in Ethnology | 3-4 |
| ASIAN 630 | Proseminar: Studies in Cultures of Asia | 3 |
| C&E SOC/SOC 541 | Environmental Stewardship and Social Justice | 3 |
| C&E SOC/SOC 948 | Seminar: Environmental Sociology | 3 |
| C&E SOC/SOC/ URB R PL 617 | Community Development | 3 |
| COUN PSY 601 | Best Practices in Community-Engaged Scholarship | 2 |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON/ENVIR ST/ POLI SCI/ URB R PL 449 | Government and Natural Resources | 3-4 |
| ED PSYCH 551 | Quantitative Ethnography | 3 |
| ENVIR ST 308 | Outdoors For All: Inequities in Environmentalism | 3 |
| ENVIR ST 349 | Climate Change Governance | 3 |
| ENVIR ST 402 | Special Topics: Social Perspectives in Environmental Studies | 1-4 |
| ENVIR ST 404 | Special Topics in Environmental Humanities | 1-3 |
| ENVIR ST 922 | Historical and Cultural Methods in Environmental Research | 3 |
| ENVIR ST/ GEOG 337 | Nature, Power and Society | 3 |
| ENVIR ST/ GEOG 439 | US Environmental Policy and Regulation | 3-4 |
| ENVIR ST/ GEOG 537 | Culture and Environment | 4 |
| ENVIR ST/ GEOG 557 | Development and Environment in Southeast Asia | 3 |
| ENVIR ST/GEOG/ HISTORY 460 | American Environmental History | 4 |
| ENVIR ST/JOURN/ LSC 823 | Science and Environment Communication | 3 |
| ENVIR ST/ PHILOS 441 | Environmental Ethics | 3-4 |
| ENVIR ST/POLI SCI/ PUB AFFR 866 | Global Environmental Governance | 3 |
| ENVIR ST/ PUB AFFR/ URB R PL 809 | Introduction to Energy Analysis and Policy | 3 |
| ENVIR ST/ URB R PL 865 | Water Resources Institutions and Policies | 3 |
| GEOG 538 | The Humid Tropics: Ecology, Subsistence, and Development | 4 |

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|---|---|---|
| GEOG 930 | Seminar in People-Environment Geography | 2-3 |
| GEOG/ URB R PL 503 | Researching the City: Qualitative Strategies | 3 |
| HISTORY 901 | Studies in American History | 1-3 |
| INTER-HE 801 | Special Topics in Human Ecology | 1-3 |
| INTL ST 401 | Topics in Global Security | 3-4 |
| JOURN 812 | Qualitative Communication Research Methods | 3 |
| LAW 731 | Constitutional Law | 4 |
| LAW 744 | Administrative Law | 3 |
| LAW 918 | Selected Problems in International Law-Seminar | 2-3 |
| LSC 625 | Risk Communication | 3 |
| M H R 710 | Challenges & Solutions in Business Sustainability | 2-3 |
| POLI SCI/ PUB AFFR/ URB R PL 874 | Policy-Making Process | 3 |
| PUB AFFR 860 | Workshop in International Public Affairs | 3 |
| SOC 441 | Criminology | 3-4 |
| URB R PL 590 | Contemporary Topics in Urban and Regional Planning | 1-3 |
| URB R PL 611 | Urban Design: Theory and Practice | 3 |
| URB R PL 741 | Introduction to Planning | 3 |
| URB R PL 781 | Planning Thought and Practice | 3 |
| ZOOLOGY 405 | Introduction to Museum Studies in the Natural Sciences | 2-3 |

## Category 3: Measurement & Analysis courses

| Code | Title | Credits |
|---|---|---|
| A A E 636 | Applied Econometric Analysis I | 3 |
| A A E/CIV ENGR/ ENVIR ST/ URB R PL 561 | Energy Markets | 3 |
| A A E/ECON/ ENVIR ST/ URB R PL 671 | Energy Economics | 3 |
| A A E/ENVIR ST/ POP HLTH/ PUB AFFR 881 | Benefit-Cost Analysis | 3 |
| AGROECOL 702 | The Multifunctionality of Agriculture | 3 |
| ATM OCN 310 | Dynamics of the Atmosphere and Ocean I | 3 |
| ATM OCN 311 | Dynamics of the Atmosphere and Ocean II | 3 |
| ATM OCN/ PLANTSCI 532 | Environmental Biophysics | 3 |
| ATM OCN 575 | Climatological Analysis | 3-4 |
| B M I/ POP HLTH 552 | Regression Methods for Population Health | 4 |
| B M I/POP HLTH 651 | Advanced Regression Methods for Population Health | 3 |
| C&E SOC/ED POL/ SOC 755 | Methods of Qualitative Research | 3 |
| C&E SOC/ENVIR ST/ SOC 540 | Sociology of International Development, Environment, and Sustainability | 3 |
| C&E SOC/SOC 360 | Statistics for Sociologists I | 4 |
| C&E SOC/SOC 361 | Statistics for Sociologists II | 4 |
| CIV ENGR 310 | Fluid Mechanics | 3 |
| CIV ENGR/ ENVIR ST/ GEOG 377 | An Introduction to Geographic Information Systems | 4 |
| CIV ENGR 516 | Hydrologic Data Analysis | 3 |
| CIV ENGR/ ENVIR ST/ LAND ARC 556 | Remote Sensing Digital Image Processing | 3 |
| COUN PSY/ CURRIC/ED POL/ ED PSYCH/ELPA/ RP & SE 719 | Introduction to Qualitative Research | 3 |
| CSCS 570 | Community Based Research and Evaluation | 3 |
| ECON 703 | Mathematical Economics I | 3-4 |
| ECON 709 | Economic Statistics and Econometrics I | 3-4 |
| ECON 710 | Economic Statistics and Econometrics II | 3-4 |
| ED PSYCH 551 | Quantitative Ethnography | 3 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 763 | Regression Models in Education | 3 |
| ENTOM/ ZOOLOGY 540 | Theoretical Ecology | 3 |
| ENVIR ST 922 | Historical and Cultural Methods in Environmental Research | 3 |
| ENVIR ST/G L E/ GEOG/GEOSCI/ LAND ARC 371 | Introduction to Environmental Remote Sensing | 3 |
| ENVIR ST/GEOG/ LAND ARC/ URB R PL 532 | Applications of Geographic Information Systems in Planning | 3 |
| ENVIR ST/ LAND ARC/ SOIL SCI 695 | Applications of Geographic Information Systems in Natural Resources | 3 |
| ENVIR ST/ PUB AFFR/ URB R PL 809 | Introduction to Energy Analysis and Policy | 3 |
| ENVIR ST/ PUB AFFR/ URB R PL 810 | Energy Analysis and Policy Capstone | 3 |
| F&W ECOL 655 | Animal Population Dynamics | 3 |
| F&W ECOL/STAT 571 | Statistical Methods for Bioscience I | 4 |
| F&W ECOL/ STAT 572 | Statistical Methods for Bioscience II | 4 |
| GEN&WS/ GEOG 504 | Feminist Geography: Theoretical Approaches | 3 |
| GEOG 378 | Introduction to Geocomputing | 4 |

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|---|---|---|
| GEOG 500 | Qualitative Strategies in Geography | 3 |
| GEOG 560 | Advanced Quantitative Methods | 3 |
| GEOG 576 | Geospatial Web and Mobile Programming | 4 |
| GEOG/ URB R PL 503 | Researching the City: Qualitative Strategies | 3 |
| INTER-HE 793 | Research Methods | 3 |
| JOURN 658 | Communication Research Methods | 4 |
| JOURN/POLI SCI/ URB R PL 373 | Introduction to Survey Research | 3 |
| LSC 560 | Scientific Writing | 3 |
| POLI SCI 813 | Multivariable Statistical Inference for Political Research | 3 |
| POP HLTH 798 | Epidemiologic Methods | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| PUB AFFR 818 | Introduction to Statistical Methods for Public Policy Analysis | 3 |
| PUB AFFR 819 | Advanced Statistical Methods for Public Policy Analysis | 3 |
| PUB AFFR 820 | Community Economic Analysis | 3 |
| STAT 303 | R for Statistics I | 1 |
| STAT 304 | R for Statistics II | 1 |
| STAT 305 | R for Statistics III | 1 |
| URB R PL 841 | Urban Functions, Spatial Organization and Environmental Form | 2-3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With thesis committee and program chair approval, students are allowed to transfer up to 15 credits of graduate coursework from other institutions. Students must have at least three UW-Madison credits in each of the three breadth categories, and at least six UW-Madison credits in the individual program focus category (not including Research credits). Coursework completed ten or more years prior to admission to the master's degree is not allowed to satisfy graduate degree or graduate coursework requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from another institution or UW–Madison undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

All students must assemble a three-member thesis committee that represents a minimum of two departments, preferably no later than their third semester in the program. To meet the interdisciplinary requirement the committee must include members tenured in one of the natural sciences divisions (Biological Sciences, Physical Sciences) and one of the social sciences divisions (Social Studies, Arts & Humanities). Two of the three committee members must be members of the Graduate Faculty. The third, subject to approval of the program chair, may be any qualified person, on or off campus, who holds at least a master's degree.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

This document was reviewed by the Graduate Student working group and approved by vote of Nelson Institute Governance with subsequent review by campus HR; please note that this was prior to the revision of GAPP by campus in 2019-20, as well as present and expected changes in 2020 after to Title IX, Office of the Dean of Students, etc.

## Preamble:

Any student who feels that they have been treated unfairly by a faculty or staff member has the right to seek redress and to receive a hearing of the grievance following these procedures. It applies only to grievances about those persons who are employees of the Nelson Institute, who teach for the Nelson Institute or otherwise are subject to administrative oversight by the Institute. The complaint may concern course grades, program admission, classroom treatment, hostile or intimidating behavior, or any other issue. Note that these procedures are for students bringing grievances to the Nelson Institute, they do not cover issues relating to the classroom behavior of students which must be referred to the Dean of Students.

The procedures outlined below are used in the Nelson Institute to ensure a prompt and fair hearing of complaints, and to protect the rights of both the student and the person at whom the complaint is directed. These policies describe formal procedures. A student is free to bypass these procedures if they do not wish for an Institute sanctioned resolution.

A complaint covered here may involve issues that either require or that would benefit from being directed to one of the campus programs or offices addressing complaints and grievances. See https://compliance.wisc.edu/ and https://compliance.wisc.edu/wp-content/uploads/sites/102/2018/09/Safe-Learning-and-Work-Guide.Fall_.FY19-Accessible.pdf (Accessed Oct. 2020). Please review the most recent information on Title IX on campus, as guidelines and contacts may change. Graduate students should review information at https://grad.wisc.edu/documents/grievances-and-appeals/ (Accessed Feb. 2019) Undergraduate students may wish to review information available in the undergraduate course catalog. There they will find this option presented: “For assistance in determining options, students can contact the on-call dean in the Dean of Students Office, 608-263-5700, Room 70 Bascom Hall, Monday– Friday, 8:30 a.m.–4:30 p.m.”

Also, students should know that academic administrators may be required to report instances of sexual harassment or violence in accordance with university policy and the Clery act. (See: http://uwpd.wisc.edu/crime-data/clery-act/ Accessed Oct. 2018).

State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, UW–System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office for Equity and Diversity.

Questions about Nelson Institute procedures can be directed to the Associate Dean for Research and Education.

## Procedures:

1. If possible, the student (complainant) should first talk with the person against whom the grievance is directed to advise them of their complaint and to determine if resolution is possible.
2. If the student is not satisfied, or if they do not feel comfortable addressing the person to whom the grievance is directed, they should ask to speak to the immediate supervisor of the person involved. If the complaint is directed against a teaching assistant, the student should talk to the TA's supervisor, who is usually the course professor. If the student grievance concerns a faculty or staff member in Nelson, the next formal step is for the student to meet with the Associate Dean for Research and Education. If the complaint is not resolved at this level, the student may continue to the next step (4).
3. It is recognized that a student may be reluctant to bring their grievance to the person against whom the complaint is directed, or to their supervisor, or to anyone else in the administrative hierarchy. In that case, the student should seek out a person who can guarantee confidentiality to the extent allowed by the law and university policy and provide non-judgmental advice as to appropriate next steps. Note that if criminal activity is involved confidentiality cannot be guaranteed. If a student does not know of any suitable person, they may approach any member of the Nelson Institute Academic Programs staff who will be able either to serve as a confidential discussant or who will be able to direct the student to someone who can assure confidentiality. Their role is to be that of Ombuds, meaning that they are not to take a position with respect to the validity of the grievance. Their role is to advise the student as to appropriate next steps.
4. To start a formal grievance process, the student must submit the grievance in writing to the Nelson Institute Associate Dean for Research and Education (hereafter Associate Dean) as soon as possible. An email for which receipt is acknowledged will be considered a written submission.
5. On receipt of the written complaint, the Associate Dean will acquaint themselves with the issues. This may involve face to face meetings or other means of establishing the facts in dispute. The Associate Dean will have the option of proposing a resolution. If the proposed resolution is accepted by parties directly involved, the matter will be considered settled at this level. Relevant documents will be archived by the Office of the Assistant Dean for Administration. At any point in the proceedings after the receipt and acknowledgement of the grievance by the Associate Dean, the complainant or the compliance will have the option of requesting that the matter be referred to an ad hoc committee. This request must be submitted in writing and acknowledged by the Associate Dean.

6. If the matter cannot be settled through the mediation of the Associate Dean, or if the Associate Dean has concluded that the case merits further attention, or if the complainant has requested that the matter be referred to an ad hoc committee an ad hoc committee will be appointed by the Dean of the Nelson Institute or their designee. The committee will consist of at least three members. Within 10 working days, the student will be allowed to revise the complaint or to add material to the complaint document to be provided to the committee. The complainant may request a change in committee membership, but the final decision on the committee will remain with the Dean. The committee may request a written response from the person toward whom the complaint is directed. This response shall be shared with the person filing the grievance. The ad hoc committee will meet to discuss the case. They are authorized to seek additional information if they feel it is necessary. They will convey their written decision regarding the case including any recommendations for remediation or mediation to the Associate Dean within 30 working days from the charge to the committee. The Associate Dean will provide a copy of the committee's written decision to the student regarding the case within 10 working days of receiving the committee's report; the Associate Dean will also confirm that the past record on file of any grievances regarding the parties involved has been investigated; and, the Associate Dean will provide the student a statement outlining the formal plan of steps that will be taken officially on the part of the Nelson Institute.
7. The complainant then has the option of taking their grievance to the university level. There are several options available. Consult websites referenced above.
8. The written documents relevant to the grievance will be archived in hard copy and electronic form as appropriate in a "Grievance Record" by the office of the Assistant Dean of Administration and will be maintained for a minimum of five years.
9. The cumulative record involving any of the parties to a grievance will be reviewed each time a formal grievance is presented as in Step 4, above, in order to determine whether the pattern of grievance, such as past filings, indicates any actions are warranted.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate master's level knowledge of interdisciplinary environmental studies.
2. Demonstrate master's level knowledge of a substantive area of environmental studies, adequate to undertake their M.S. thesis.
3. Demonstrate master's level knowledge of research methodology appropriate to their substantive area of focus and appropriate for preparing their M.S. thesis.
4. Demonstrate skill in synthesizing the above goals (1-3) through preparation of a master's thesis.

# ENVIRONMENT AND RESOURCES, PHD

Environment and Resources is a research program offering master's and PhD degrees based on the premise that solutions to environmental challenges require interdisciplinary approaches. Faculty and students are oriented to environmental problems rather than to disciplines. Students are encouraged to explore the specific area that interests them by drawing on the insights and methods of multiple disciplines. The focus is on gaining the knowledge needed to understand the intellectual context of their work and the skills necessary to conduct original research. The program fosters experimentation and innovation, not the mastering of a narrowly defined set of prepackaged competencies. The objective is to produce graduates who are prepared to function comfortably in the complex professional and social communities within which solutions to environmental problems must be found.

The program mandates interdisciplinarity through curriculum requirements, the structure of the student's faculty advisory committee, and the research endeavor. Students are required to take some courses in diverse disciplinary topics and other courses that are intended to strengthen problem-solving skills. A thesis (MS) or a dissertation (PhD) is required of all students. Each student's faculty advisory committee must consist of persons who collectively ensure interdisciplinary support and evaluation. Students can pursue interests over the full range of environmental studies from more of a physical or biological science research project to those emphasizing more of the social sciences or humanities including policy, environmental history, community action, or social justice. Students who feel a need to follow a more structured course of study may also pursue certificates in Culture, History, and Environment or Energy Analysis and Policy. Any bachelor's degree from an accredited institution may be acceptable.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | October 15 |
| Summer Deadline | December 1 |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## DEADLINES

Application materials for Environment and Resources must be received by the deadline above for admission to the following summer session or fall semester and by the deadline above for admission to the following spring semester.

## APPLICATION CHECKLIST

In addition to the items listed in the table above, a complete application includes the following items:

1. Statement of Purpose
2. Resume/Curriculum Vitae
3. Transcript(s)

The GRE is recommended for those seeking university fellowship consideration.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

In most cases, Environment and Resources is unable to guarantee any funding to students. However, many of our students obtain funding through other departments on campus, and we recommend that students contact faculty or departments directly if they have teaching or research skills in specific areas. Individual faculty members occasionally have their own sources of support for research or project assistants, though we strongly urge students not to depend on these as guaranteed sources of funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | Grades of BC or C may be counted toward program requirements if they are offset by equivalent AB or A grades in other courses. A 3.00 average must be maintained in the student's breadth categories as well as their individual program focus category. With the exception of research credits, a maximum of 2 credits graded S may be counted toward program requirements if approved by the student's dissertation committee and the program chair. Courses that are audited or graded pass/fail or credit/no credit will not count toward program requirements. |
| Assessments and Examinations | All students must complete an initial coursework proposal, preferably after their first year, as well as a final coursework proposal. Students must pass a qualifying examination, a preliminary examination, and a final dissertation defense which constitutes the final examination. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | Due to the breadth and interdisciplinary nature of the program, Environment and Resources doctoral students are not required to pursue a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Breadth Requirements** | | |
| Category 1: Natural Science (see course list below) | | 9 |
| Category 2: Social Science & Humanities (see course list below) | | 9 |
| Category 3: Measurement & Analysis (see course list below) | | 9 |
| **Individual Program Focus & Research** | | **15** |
| **Additional Coursework and Seminars** | | |
| Students must also take at least two graduate seminars (research or topical) as well as a variable number of Research credits. Students may double count up to 9 credits with one of their breadth categories. At least six credits must be from UW-Madison (not including Research credits). | | 9 |
| **Total Credits** | | **51** |

### Category 1: Natural Science

Students choose any biological sciences and/or physical sciences courses in the 300–999 range. This course list is not meant to be all-inclusive. Students are not restricted to the courses listed here. This is a sample of appropriate courses for this category that are offered through various departments/programs. At least three credits must be from UW-Madison.

### Category 2: Social Science & Humanities

Students choose any social sciences and/or arts & humanities courses in the 300–999 range. This course list is not meant to be all-inclusive. Students are not restricted to the courses listed here. This is a sample of appropriate courses for this category that are offered through various departments/programs. At least three credits must be from UW-Madison.

### Category 3: Measurement & Analysis

Students choose any measurement/analysis/tools/methods courses in the 300–999 range. This course list is not meant to be all-inclusive. Students are not restricted to the courses listed here. This is a sample of appropriate courses for this category that are offered through various departments/programs. At least three credits must be from UW-Madison.

### Individual Program Focus & Research

Students choose any courses, in the 300–999 range, that pertain to their individual research and dissertation endeavor.

### Category 1: Natural Science courses

| Code | Title | Credits |
|---|---|---|
| AGROECOL 370 | Grassland Ecology | 3 |
| AGROECOL/ ENVIR ST 724 | Agroecosystems and Global Change | 3 |
| ANTHRO/BOTANY/ ZOOLOGY 410 | Evolutionary Biology | 3 |
| ATM OCN 425 | Global Climate Processes | 3 |
| ATM OCN/ ENVIR ST 355 | Introduction to Air Quality | 3 |
| ATM OCN/ ENVIR ST 520 | Bioclimatology | 3 |
| ATM OCN/ ENVIR ST/ GEOG 332 | Global Warming: Science and Impacts | 3 |
| ATM OCN/ ENVIR ST/GEOG/ GEOSCI 335 | Climatic Environments of the Past | 3 |
| ATM OCN/ PLANTSCI 532 | Environmental Biophysics | 3 |
| BOTANY 400 | Plant Systematics | 4 |
| BOTANY 500 | Plant Physiology | 3-4 |
| BOTANY 801 | Advanced Plant Community Ecology | 4 |
| BOTANY/ENVIR ST/ F&W ECOL/ ZOOLOGY 516 | Conservation Biology | 3 |
| BOTANY/ F&W ECOL 402 | Dendrology: Woody Plant Identification and Ecology | 3 |
| BOTANY 455 | The Vegetation of Wisconsin | 4 |
| BOTANY/ ZOOLOGY 460 | General Ecology | 4 |
| BOTANY/ ZOOLOGY 672 | Historical Ecology | 2 |
| BOTANY/GEOG 338 | Environmental Biogeography | 3 |
| BOTANY/ ZOOLOGY 725 | Ecosystem Concepts | 3 |
| BSE/ENVIR ST 367 | Renewable Energy Systems | 3 |
| CBE 562 | Special Topics in Chemical Engineering | 1-3 |
| CHEM/ GENETICS 626 | Genomic Science | 2 |
| CIV ENGR 311 | Hydroscience | 3 |
| CIV ENGR 415 | Hydrology | 3 |
| CIV ENGR 423 | Air Pollution Effects, Measurement and Control | 3 |
| CIV ENGR 500 | Water Chemistry | 3 |
| CIV ENGR 501 | Water Analysis-Intermediate | 3 |
| CIV ENGR/G L E 421 | Environmental Sustainability Engineering | 3 |
| ENTOM 450 | Basic and Applied Insect Ecology | 3 |

| | | |
|---|---|---|
| ENTOM/ ZOOLOGY 302 | Introduction to Entomology | 4 |
| ENVIR ST 400 | Special Topics in the Environment: Biological Aspects of Envir St | 1-4 |
| ENVIR ST 401 | Special Topics: Environmental Perspectives in the Physical Sciences | 1-4 |
| ENVIR ST/ GEOSCI 411 | Energy Resources | 3 |
| ENVIR ST/ POP HLTH 471 | Introduction to Environmental Health | 3 |
| ENVIR ST/ POP HLTH 502 | Air Pollution and Human Health | 3 |
| ENVIR ST/ SOIL SCI 324 | Soils and Environmental Quality | 3 |
| F&W ECOL 379 | Principles of Wildlife Management | 3 |
| F&W ECOL 655 | Animal Population Dynamics | 3 |
| F&W ECOL/ ZOOLOGY 660 | Climate Change Ecology | 3 |
| G L E/GEOSCI 627 | Hydrogeology | 3-4 |
| GEOSCI 376 | Topics in Geology | 1-3 |
| GEOSCI 731 | Carbonate Geology | 3 |
| KINES/ POP HLTH 791 | Physical Activity Epidemiology | 3 |
| LAND ARC 668 | Restoration Ecology | 3 |
| M E/N E 565 | Power Plant Technology | 3 |
| MICROBIO/ SOIL SCI 523 | Soil Microbiology and Biochemistry | 3 |
| N E 571 | Economic and Environmental Aspects of Nuclear Energy | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| SOIL SCI 323 | Soil Biology | 3 |
| SOIL SCI 622 | Soil Physics | 3 |

## Category 2: Social Science & Humanities courses

| Code | Title | Credits |
|---|---|---|
| A A E 375 | Special Topics | 1-4 |
| A A E 635 | Applied Microeconomic Theory | 3 |
| A A E 643 | Foundations of Environmental and Natural Resource Economics | 3 |
| A A E/C&E SOC/ SOC 340 | Issues in Food Systems | 3-4 |
| A A E/ECON 477 | Agricultural and Economic Development in Africa | 3 |
| A A E/ECON/ ENVIR ST 343 | Environmental Economics | 3-4 |
| A A E/ECON/ ENVIR ST/ URB R PL 671 | Energy Economics | 3 |
| A A E/ECON/ F&W ECOL 531 | Natural Resource Economics | 3 |
| AGROECOL 701 | The Farm as Socio-Environmental Endeavor | 3 |
| AGROECOL 702 | The Multifunctionality of Agriculture | 3 |
| AMER IND 450 | Issues in American Indian Studies | 3 |
| AMER IND/ ANTHRO 314 | Indians of North America | 3 |
| AMER IND/ ENVIR ST 306 | Indigenous Peoples and the Environment | 3 |
| AMER IND/ ENVIR ST/ GEOG 345 | Caring for Nature in Native North America | 3 |
| ANTHRO 330 | Topics in Ethnology | 3-4 |
| ASIAN 630 | Proseminar: Studies in Cultures of Asia | 3 |
| C&E SOC/SOC 541 | Environmental Stewardship and Social Justice | 3 |
| C&E SOC/SOC 948 | Seminar: Environmental Sociology | 3 |
| C&E SOC/SOC/ URB R PL 617 | Community Development | 3 |
| COUN PSY 601 | Best Practices in Community-Engaged Scholarship | 2 |
| ECON 711 | Economic Theory-Microeconomics Sequence | 3 |
| ECON 713 | Economic Theory: Microeconomics Sequence | 3 |
| ECON/ENVIR ST/ POLI SCI/ URB R PL 449 | Government and Natural Resources | 3-4 |
| ED PSYCH 551 | Quantitative Ethnography | 3 |
| ENVIR ST 308 | Outdoors For All: Inequities in Environmentalism | 3 |
| ENVIR ST 349 | Climate Change Governance | 3 |
| ENVIR ST 402 | Special Topics: Social Perspectives in Environmental Studies | 1-4 |
| ENVIR ST 404 | Special Topics in Environmental Humanities | 1-3 |
| ENVIR ST 922 | Historical and Cultural Methods in Environmental Research | 3 |
| ENVIR ST/ GEOG 337 | Nature, Power and Society | 3 |
| ENVIR ST/ GEOG 439 | US Environmental Policy and Regulation | 3-4 |
| ENVIR ST/ GEOG 537 | Culture and Environment | 4 |
| ENVIR ST/ GEOG 557 | Development and Environment in Southeast Asia | 3 |
| ENVIR ST/GEOG/ HISTORY 460 | American Environmental History | 4 |
| ENVIR ST/JOURN/ LSC 823 | Science and Environment Communication | 3 |
| ENVIR ST/ PHILOS 441 | Environmental Ethics | 3-4 |
| ENVIR ST/POLI SCI/ PUB AFFR 866 | Global Environmental Governance | 3 |
| ENVIR ST/ PUB AFFR/ URB R PL 809 | Introduction to Energy Analysis and Policy | 3 |
| ENVIR ST/ URB R PL 865 | Water Resources Institutions and Policies | 3 |

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|---|---|---|
| GEOG 538 | The Humid Tropics: Ecology, Subsistence, and Development | 4 |
| GEOG 930 | Seminar in People-Environment Geography | 2-3 |
| GEOG/ URB R PL 503 | Researching the City: Qualitative Strategies | 3 |
| HISTORY 901 | Studies in American History | 1-3 |
| INTER-HE 801 | Special Topics in Human Ecology | 1-3 |
| INTL ST 401 | Topics in Global Security | 3-4 |
| JOURN 812 | Qualitative Communication Research Methods | 3 |
| LAW 731 | Constitutional Law | 4 |
| LAW 744 | Administrative Law | 3 |
| LAW 918 | Selected Problems in International Law-Seminar | 2-3 |
| LSC 625 | Risk Communication | 3 |
| M H R 710 | Challenges & Solutions in Business Sustainability | 2-3 |
| POLI SCI/ PUB AFFR/ URB R PL 874 | Policy-Making Process | 3 |
| PUB AFFR 860 | Workshop in International Public Affairs | 3 |
| SOC 441 | Criminology | 3-4 |
| URB R PL 590 | Contemporary Topics in Urban and Regional Planning | 1-3 |
| URB R PL 611 | Urban Design: Theory and Practice | 3 |
| URB R PL 741 | Introduction to Planning | 3 |
| URB R PL 781 | Planning Thought and Practice | 3 |
| ZOOLOGY 405 | Introduction to Museum Studies in the Natural Sciences | 2-3 |

## Category 3: Measurement & Analysis courses

| Code | Title | Credits |
|---|---|---|
| A A E 636 | Applied Econometric Analysis I | 3 |
| A A E/CIV ENGR/ ENVIR ST/ URB R PL 561 | Energy Markets | 3 |
| A A E/ECON/ ENVIR ST/ URB R PL 671 | Energy Economics | 3 |
| A A E/ENVIR ST/ POP HLTH/ PUB AFFR 881 | Benefit-Cost Analysis | 3 |
| AGROECOL 702 | The Multifunctionality of Agriculture | 3 |
| ATM OCN 310 | Dynamics of the Atmosphere and Ocean I | 3 |
| ATM OCN 311 | Dynamics of the Atmosphere and Ocean II | 3 |
| ATM OCN 575 | Climatological Analysis | 3-4 |
| ATM OCN/ PLANTSCI 532 | Environmental Biophysics | 3 |
| B M I/ POP HLTH 552 | Regression Methods for Population Health | 4 |
| B M I/POP HLTH 651 | Advanced Regression Methods for Population Health | 3 |
| C&E SOC/ED POL/ SOC 755 | Methods of Qualitative Research | 3 |
| C&E SOC/ENVIR ST/ SOC 540 | Sociology of International Development, Environment, and Sustainability | 3 |
| C&E SOC/SOC 360 | Statistics for Sociologists I | 4 |
| C&E SOC/SOC 361 | Statistics for Sociologists II | 4 |
| CIV ENGR 310 | Fluid Mechanics | 3 |
| CIV ENGR/ ENVIR ST/ GEOG 377 | An Introduction to Geographic Information Systems | 4 |
| CIV ENGR 516 | Hydrologic Data Analysis | 3 |
| CIV ENGR/ ENVIR ST/ LAND ARC 556 | Remote Sensing Digital Image Processing | 3 |
| COUN PSY/ CURRIC/ED POL/ ED PSYCH/ELPA/ RP & SE 719 | Introduction to Qualitative Research | 3 |
| CSCS 570 | Community Based Research and Evaluation | 3 |
| ECON 703 | Mathematical Economics I | 3-4 |
| ECON 709 | Economic Statistics and Econometrics I | 3-4 |
| ECON 710 | Economic Statistics and Econometrics II | 3-4 |
| ED PSYCH 551 | Quantitative Ethnography | 3 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 763 | Regression Models in Education | 3 |
| ENTOM/ ZOOLOGY 540 | Theoretical Ecology | 3 |
| ENVIR ST 922 | Historical and Cultural Methods in Environmental Research | 3 |
| ENVIR ST/G L E/ GEOG/GEOSCI/ LAND ARC 371 | Introduction to Environmental Remote Sensing | 3 |
| ENVIR ST/GEOG/ LAND ARC/ URB R PL 532 | Applications of Geographic Information Systems in Planning | 3 |
| ENVIR ST/ LAND ARC/ SOIL SCI 695 | Applications of Geographic Information Systems in Natural Resources | 3 |
| ENVIR ST/ PUB AFFR/ URB R PL 809 | Introduction to Energy Analysis and Policy | 3 |
| ENVIR ST/ PUB AFFR/ URB R PL 810 | Energy Analysis and Policy Capstone | 3 |
| F&W ECOL 655 | Animal Population Dynamics | 3 |
| F&W ECOL/STAT 571 | Statistical Methods for Bioscience I | 4 |
| F&W ECOL/ STAT 572 | Statistical Methods for Bioscience II | 4 |
| GEN&WS/ GEOG 504 | Feminist Geography: Theoretical Approaches | 3 |

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|---|---|---|
| GEOG 378 | Introduction to Geocomputing | 4 |
| GEOG 500 | Qualitative Strategies in Geography | 3 |
| GEOG 560 | Advanced Quantitative Methods | 3 |
| GEOG 576 | Geospatial Web and Mobile Programming | 4 |
| GEOG/ URB R PL 503 | Researching the City: Qualitative Strategies | 3 |
| INTER-HE 793 | Research Methods | 3 |
| JOURN 658 | Communication Research Methods | 4 |
| JOURN/POLI SCI/ URB R PL 373 | Introduction to Survey Research | 3 |
| LSC 560 | Scientific Writing | 3 |
| POLI SCI 813 | Multivariable Statistical Inference for Political Research | 3 |
| POP HLTH 798 | Epidemiologic Methods | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| PUB AFFR 818 | Introduction to Statistical Methods for Public Policy Analysis | 3 |
| PUB AFFR 819 | Advanced Statistical Methods for Public Policy Analysis | 3 |
| PUB AFFR 820 | Community Economic Analysis | 3 |
| STAT 303 | R for Statistics I | 1 |
| STAT 304 | R for Statistics II | 1 |
| STAT 305 | R for Statistics III | 1 |
| URB R PL 841 | Urban Functions, Spatial Organization and Environmental Form | 2-3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Approval comes from the dissertation committee and program chair.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from another institution or UW–Madison undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Approval comes from the dissertation committee and program chair.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Approval comes from the dissertation committee and program chair.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students must assemble a four-member dissertation committee that represents a minimum of three departments, preferably no later than their fourth semester in the program. To meet the interdisciplinary requirement the committee must include members tenured in one of the natural sciences divisions (Biological Sciences, Physical Sciences) and one of the social sciences divisions (Social Studies, Arts & Humanities). Three of the four committee members must be members of the Graduate Faculty. The fourth, subject to approval of the program chair, may be any qualified person, on or off campus, who holds a doctoral degree.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

This document was reviewed by the Graduate Student working group and approved by vote of Nelson Institute Governance with subsequent review by campus HR; please note that this was prior to the revision of GAPP by campus in 2019-20, as well as present and expected changes in 2020 after to Title IX, Office of the Dean of Students, etc.

## Preamble:

Any student who feels that they have been treated unfairly by a faculty or staff member has the right to seek redress and to receive a hearing of the grievance following these procedures. It applies only to grievances about those persons who are employees of the Nelson Institute, who teach for the Nelson Institute or otherwise are subject to administrative oversight by the Institute. The complaint may concern course grades, program admission, classroom treatment, hostile or intimidating behavior, or any other issue. Note that these procedures are for students bringing grievances to the Nelson Institute, they do not cover issues relating to the classroom behavior of students which must be referred to the Dean of Students.

The procedures outlined below are used in the Nelson Institute to ensure a prompt and fair hearing of complaints, and to protect the rights of both the student and the person at whom the complaint is directed. These policies describe formal procedures. A student is free to bypass these procedures if they do not wish for an Institute sanctioned resolution.

A complaint covered here may involve issues that either require or that would benefit from being directed to one of the campus programs or offices addressing complaints and grievances. See https://compliance.wisc.edu/ and https://compliance.wisc.edu/wp-content/uploads/sites/102/2018/09/Safe-Learning-and-Work-Guide.Fall_.FY19-Accessible.pdf (Accessed Oct. 2020). Please review the most recent information on Title IX on campus, as guidelines and contacts may change. Graduate students should review information at https://grad.wisc.edu/documents/grievances-and-appeals/ (Accessed Feb. 2019) Undergraduate students may wish to review information available in the undergraduate course catalog. There they will find this option presented: “For assistance in determining options, students can contact the on-call dean in the Dean of Students Office, 608-263-5700, Room 70 Bascom Hall, Monday– Friday, 8:30 a.m.–4:30 p.m.”

Also, students should know that academic administrators may be required to report instances of sexual harassment or violence in accordance with university policy and the Clery act. (See: http://uwpd.wisc.edu/crime-data/clery-act/ Accessed Oct. 2018).

State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, UW–System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office for Equity and Diversity.

Questions about Nelson Institute procedures can be directed to the Associate Dean for Research and Education.

## Procedures:

1. If possible, the student (complainant) should first talk with the person against whom the grievance is directed to advise them of their complaint and to determine if resolution is possible.
2. If the student is not satisfied, or if they do not feel comfortable addressing the person to whom the grievance is directed, they should ask to speak to the immediate supervisor of the person involved. If the complaint is directed against a teaching assistant, the student should talk to the TA's supervisor, who is usually the course professor. If the student grievance concerns a faculty or staff member in Nelson, the next formal step is for the student to meet with the Associate Dean for Research and Education. If the complaint is not resolved at this level, the student may continue to the next step (4).
3. It is recognized that a student may be reluctant to bring their grievance to the person against whom the complaint is directed, or to their supervisor, or to anyone else in the administrative hierarchy. In that case, the student should seek out a person who can guarantee confidentiality to the extent allowed by the law and university policy and provide non-judgmental advice as to appropriate next steps. Note that if criminal activity is involved confidentiality cannot be guaranteed. If a student does not know of any suitable person, they may approach any member of the Nelson Institute Academic Programs staff who will be able either to serve as a confidential discussant or who will be able to direct the student to someone who can assure confidentiality. Their role is to be that of Ombuds, meaning that they are not to take a position with respect to the validity of the grievance. Their role is to advise the student as to appropriate next steps.
4. To start a formal grievance process, the student must submit the grievance in writing to the Nelson Institute Associate Dean for Research and Education (hereafter Associate Dean) as soon as possible. An email for which receipt is acknowledged will be considered a written submission.
5. On receipt of the written complaint, the Associate Dean will acquaint themselves with the issues. This may involve face to face meetings or other means of establishing the facts in dispute. The Associate Dean will have the option of proposing a resolution. If the proposed resolution is accepted by parties directly involved, the matter will be considered settled at this level. Relevant documents will be archived by the Office of the Assistant Dean for Administration. At any point in the proceedings after the receipt and acknowledgement of the grievance by the Associate Dean, the complainant or the compliance will have the option of requesting that the matter be referred to an ad hoc committee. This request must be submitted in writing and acknowledged by the Associate Dean.
6. If the matter cannot be settled through the mediation of the Associate Dean, or if the Associate Dean has concluded that the case merits further attention, or if the complainant has requested that the matter be referred to an ad hoc committee an ad hoc committee will be appointed by the Dean of the Nelson Institute or their designee. The committee will consist of at least three members. Within 10 working days, the student

will be allowed to revise the complaint or to add material to the complaint document to be provided to the committee. The complainant may request a change in committee membership, but the final decision on the committee will remain with the Dean. The committee may request a written response from the person toward whom the complaint is directed. This response shall be shared with the person filing the grievance. The ad hoc committee will meet to discuss the case. They are authorized to seek additional information if they feel it is necessary. They will convey their written decision regarding the case including any recommendations for remediation or mediation to the Associate Dean within 30 working days from the charge to the committee. The Associate Dean will provide a copy of the committee's written decision to the student regarding the case within 10 working days of receiving the committee's report; the Associate Dean will also confirm that the past record on file of any grievances regarding the parties involved has been investigated; and, the Associate Dean will provide the student a statement outlining the formal plan of steps that will be taken officially on the part of the Nelson Institute.

7. The complainant then has the option of taking their grievance to the university level. There are several options available. Consult websites referenced above.
8. The written documents relevant to the grievance will be archived in hard copy and electronic form as appropriate in a "Grievance Record" by the office of the Assistant Dean of Administration and will be maintained for a minimum of five years.
9. The cumulative record involving any of the parties to a grievance will be reviewed each time a formal grievance is presented as in Step 4, above, in order to determine whether the pattern of grievance, such as past filings, indicates any actions are warranted.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate doctoral level knowledge of interdisciplinary environmental studies.
2. Demonstrate doctoral level knowledge of a substantive area of environmental studies, adequate to begin preparing their Ph.D. dissertation.
3. Demonstrate doctoral level knowledge of research methodology appropriate to their substantive area of focus.
4. Demonstrate skill in conducting academic research and scholarly inquiry that advances the interdisciplinary field of environmental studies.

# ENVIRONMENTAL CONSERVATION, MS

The Nelson Institute's professional programs offer environmental leadership training in areas of identified and emerging need across our sector, convening people and perspectives from around the world and equipping graduates with the necessary environmental knowledge to tackle their next career challenge. We have two professional master's programs. Within the Environmental Conservation master of science degree, students can select a named option in either Environmental Conservation (p. 896) or in Environmental Observation & Informatics (p. 900).

The curriculum in our professional programs is designed in close consultation with leaders in environmental practice to meet emerging global challenges and demands. The accelerated 15-month curriculum culminates in a final leadership project with a partner organization. Upon degree completion, graduates will receive an MS in Environmental Conservation with a named option in one of the above.

Learn more about:

- **ENVIRONMENTAL CONSERVATION NAMED OPTION (P. 896)**
- **ENVIRONMENTAL OBSERVATION & INFORMATICS NAMED OPTION (P. 900)**

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Environmental Conservation through one of the named options:

- Environmental Conservation (p. 896)
- Environmental Observation and Informatics (p. 900)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

This applies to both the Environmental Conservation and the Environmental Observation & Informatics named options. We encourage all students to apply for our Environmental Conservation tuition assistance program and to seek additional sources of grants, scholarships, or loans.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | See Named Options for policy information. |
| Assessments and Examinations | All students must submit a leadership placement proposal and work plan, complete a professional leadership experience (independent practice) of at least eight weeks, followed by a substantial written report or deliverable for their host organization, and an exit seminar presentation. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Select a Named Option (p. 895) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Environmental Conservation must select one of the following named options:

View as listView as grid

- **ENVIRONMENTAL CONSERVATION: ENVIRONMENTAL CONSERVATION, MS (P. 896)**
- **ENVIRONMENTAL CONSERVATION: ENVIRONMENTAL OBSERVATION AND INFORMATICS, MS (P. 900)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Environmental Conservation (p. 896)
- Environmental Observation and Informatics (p. 900)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Apply the principles of conservation science and sustainability to real world environmental problems. (Environmental Conservation Named Option)
2. Explain the interconnections between environmental conservation and human well-being, and identify social, economic, and institutional conditions that favor sustainability. (Environmental Conservation Named Option)
3. Conceptualize, strategize, design, and implement innovative environmental problem-solving techniques. (Environmental Conservation Named Option)
4. Demonstrate competence in core professional skills related to conservation practice, including: written, verbal, and visual communication; conflict resolution; interdisciplinary team building and problem definition; conservation planning; and program evaluation. (Environmental Conservation Named Option)
5. Recognize and apply principles of ethical and professional conduct in environmental conservation. (Environmental Conservation Named Option)
6. Apply the principles of conservation science and sustainability to real world environmental problems. (Environmental Observation and Informatics Named Option)
7. Explain the interconnections between environmental conservation and human well-being, and identify social, economic, and institutional conditions that favor sustainability. (Environmental Observation and Informatics Named Option)
8. Choose and apply the most appropriate and powerful platforms and technologies to address environmental challenges related to both human activities and natural dynamics. Interpret remotely-sensed earth observation data and apply those data to complex

environmental problems. (Environmental Observation and Informatics Named Option)

9. Construct models of environmental phenomena to better understand natural processes and human actions, to predict and project future outcomes and scenarios, and to quantitatively evaluate those scenarios to enable more informed management and policy decisions. Conduct robust statistical analyses to examine quantitative model output and distributed environmental data, and interpret resulting patterns and trends. (Environmental Observation and Informatics Named Option)
10. Drive strategic thinking to design and manage the use of observation technologies to advance policy and program direction, and engage with organization leadership. (Environmental Observation and Informatics Named Option)
11. Conceptualize, strategize, design, and implement innovative environmental problem-solving techniques. (Environmental Observation and Informatics Named Option)
12. Demonstrate competence in core professional skills related to earth observation practice including written, verbal, and visual communication; conflict resolution; interdisciplinary team building and problem definition; mission planning; and program evaluation. (Environmental Observation and Informatics Named Option)
13. Recognize and apply principles of ethical and professional conduct in environmental observation and informatics. (Environmental Observation and Informatics Named Option)

# ENVIRONMENTAL CONSERVATION: ENVIRONMENTAL CONSERVATION, MS

This is a named option in the Environmental Conservation MS. (p. 894)

The Environmental Conservation named option is a 15-month program that emphasizes practical, real-world conservation skills and leadership development to prepare students for a professional career. The program is designed for individuals at any stage of their career and have a passion for conservation, whether just starting their careers or looking to further develop their leadership and environmental management expertise.

With curricula in conservation planning, land use policy, and in professional skills such as applied GIS, conservation fundraising, protected area management, program evaluation, and strategic communications, students are better prepared to tackle complex challenges in a changing world. Students also engage directly with a range of conservation organizations and practitioners, helping to solve some of the most urgent challenges in biodiversity conservation and environmental protection.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | February 1 for international applicants; May 1 for domestic applicants |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

## APPLICATION

Applications are accepted on a rolling basis. Applications are submitted online (https://grad.wisc.edu/apply/) through the UW-Madison Graduate School. Applicants will need to create a username and password to access the application system. For current or former UW students, this will be a new account that does not use your NetID. Prospective students who apply by the priority deadline will be informed of their admissions status by late January. Applicants received by the deadline are given preference for admissions purposes and tuition assistance.

Candidates with diverse professional and academic backgrounds are encouraged to apply. Applicants must have received a bachelor's degree from an accredited four-year institution with an undergraduate GPA of 3.0 or higher. Applicants with GPAs below 3.0 may be considered for admission under special circumstances. No additional prerequisite classes are required for this named option.

Complete applications will include all items below. For applicants who have a GPA below 3.0, the GRE is required. For those who have GPAs at 3.0 or above, GRE scores are not required for admission to this named option. Admissions decisions will be based on the entirety of each applicant's credentials.

1. Professional credentials/resume
2. Reasons for graduate study/statement of interest in this program or field
3. Two letters of professional recommendation; one letter from a current or former employer and one letter from a former university advisor are preferred.
4. Unofficial undergraduate transcripts, uploaded in the application.
5. Supplemental application (found in UW-Madison online application)
6. GRE scores (dependent on undergraduate GPA)

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

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Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

This applies to both the Environmental Conservation and the Environmental Observation & Informatics named options. We encourage all students to apply for our Environmental Conservation tuition assistance program and to seek additional sources of grants, scholarships, or loans.

For more funding information, visit the program's website: https://nelson.wisc.edu/graduate/professional-programs/costs-and-funding/

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
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| Minimum Residence Credit Requirement | 32 credits |
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| Other Grade Requirements | n/a |
| Assessments and Examinations | All students must submit a leadership placement proposal and work plan, complete a professional leadership experience (independent practice) of at least eight weeks, followed by a substantial written report or deliverable for their host organization, and an exit seminar presentation. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| ENVIR ST/ URB R PL 843 | Land Use Policy and Planning | 3 |
| ENVIR ST 951 | Conservation of Biodiversity | 3 |
| ENVIR ST 972 | Conservation Planning | 4 |
| ENVIR ST 974 | Environmental Conservation Cohort Seminar | 1 |
| ENVIR ST 975 | Environmental Conservation Leadership Seminar | 1 |
| ENVIR ST 976 | The Practice of Conservation Biology and Sustainable Development | 1 |
| ENVIR ST 978 | Environmental Conservation Tools Modules | 6 |
| ENVIR ST 979 | Environmental Conservation Professional Practice | 3 |
| ENVIR ST 999 | Advanced Independent Study | 4 |
| Electives in consultation with advisor. Most electives will be taken in ENVIR ST. Please check with program about electives outside of ENVIR ST. | | 6 |
| **Total Credits** | | **32** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval.

Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No graduate credits earned at other institutions may transfer.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate credits earned at other institutions or UW-Madison may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits earned as a professional student at UW-Madison may transfer.

### Credits Earned as a University Special student at UW–Madison

No credits earned as a University Special student at UW-Madison may transfer.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

The status of a student falls into one of the following three categories:

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

Every student in the program will be required to have an advisor. Program staff will work with the student to identify an advisor during the spring semester. Once an advisor has been identified, the student is expected to maintain communication with their advisor to ensure they are making satisfactory progress toward their degree.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

If a student has been absent for a semester or more, they must file a new Graduate School application for admission and submit it with a new application fee.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

This document was reviewed by the Graduate Student working group and approved by vote of Nelson Institute Governance with subsequent review by campus HR; please note that this was prior to the revision of GAPP by campus in 2019-20, as well as present and expected changes in 2020 after to Title IX, Office of the Dean of Students, etc.

### Preamble:

Any student who feels that they have been treated unfairly by a faculty or staff member has the right to seek redress and to receive a hearing of the grievance following these procedures. It applies only to grievances about those persons who are employees of the Nelson Institute, who teach for the Nelson Institute or otherwise are subject to administrative oversight by the Institute. The complaint may concern course grades, program admission, classroom treatment, hostile or intimidating behavior, or any other issue. Note that these procedures are for students bringing grievances to the Nelson Institute, they do not cover issues relating to the

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A complaint covered here may involve issues that either require or that would benefit from being directed to one of the campus programs or offices addressing complaints and grievances. See https://compliance.wisc.edu/ and https://compliance.wisc.edu/wp-content/uploads/sites/102/2018/09/Safe-Learning-and-Work-Guide.Fall_.FY19-Accessible.pdf (Accessed Oct. 2020). Please review the most recent information on Title IX on campus, as guidelines and contacts may change. Graduate students should review information at https://grad.wisc.edu/documents/grievances-and-appeals/ (Accessed Feb. 2019) Undergraduate students may wish to review information available in the undergraduate course catalog. There they will find this option presented: "For assistance in determining options, students can contact the on-call dean in the Dean of Students Office, 608-263-5700, Room 70 Bascom Hall, Monday– Friday, 8:30 a.m.–4:30 p.m."

Also, students should know that academic administrators may be required to report instances of sexual harassment or violence in accordance with university policy and the Clery act. (See: http://uwpd.wisc.edu/crime-data/clery-act/ Accessed Oct. 2018).

State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, UW–System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office for Equity and Diversity.

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3. It is recognized that a student may be reluctant to bring their grievance to the person against whom the complaint is directed, or to their supervisor, or to anyone else in the administrative hierarchy. In that case, the student should seek out a person who can guarantee confidentiality to the extent allowed by the law and university policy and provide non-judgmental advice as to appropriate next steps. Note that if criminal activity is involved confidentiality cannot be guaranteed. If a student does not know of any suitable person, they may approach any member of the Nelson Institute Academic Programs staff who will be able either to serve as a confidential discussant or who will be able to direct the student to someone who can assure confidentiality. Their role is to be that of Ombuds, meaning that they are not to take a position with respect to the validity of the grievance. Their role is to advise the student as to appropriate next steps.
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5. On receipt of the written complaint, the Associate Dean will acquaint themselves with the issues. This may involve face to face meetings or other means of establishing the facts in dispute. The Associate Dean will have the option of proposing a resolution. If the proposed resolution is accepted by parties directly involved, the matter will be considered settled at this level. Relevant documents will be archived by the Office of the Assistant Dean for Administration. At any point in the proceedings after the receipt and acknowledgement of the grievance by the Associate Dean, the complainant or the compliance will have the option of requesting that the matter be referred to an ad hoc committee. This request must be submitted in writing and acknowledged by the Associate Dean.
6. If the matter cannot be settled through the mediation of the Associate Dean, or if the Associate Dean has concluded that the case merits further attention, or if the complainant has requested that the matter be referred to an ad hoc committee an ad hoc committee will be appointed by the Dean of the Nelson Institute or their designee. The committee will consist of at least three members. Within 10 working days, the student will be allowed to revise the complaint or to add material to the complaint document to be provided to the committee. The complainant may request a change in committee membership, but the final decision on the committee will remain with the Dean. The committee may request a written response from the person toward whom the complaint is directed. This response shall be shared with the person filing the grievance. The ad hoc committee will meet to discuss the case. They are authorized to seek additional information if they feel it is necessary. They will convey their written decision regarding the case including any recommendations for remediation or mediation to the Associate Dean within 30 working days from the charge to the committee. The Associate Dean will provide a copy of the committee's written decision to the student regarding the case within 10 working days of receiving the committee's report; the Associate Dean will also confirm that the past record on file of any grievances regarding the parties involved has been investigated; and, the Associate Dean will provide the student a statement outlining the formal plan of steps that will be taken officially on the part of the Nelson Institute.
7. The complainant then has the option of taking their grievance to the university level. There are several options available. Consult websites referenced above.
8. The written documents relevant to the grievance will be archived in hard copy and electronic form as appropriate in a "Grievance Record" by the office of the Assistant Dean of Administration and will be maintained for a minimum of five years.

9. The cumulative record involving any of the parties to a grievance will be reviewed each time a formal grievance is presented as in Step 4, above, in order to determine whether the pattern of grievance, such as past filings, indicates any actions are warranted.

### OTHER

Because of the immersive nature of our program, with condensed time on campus and remote experiences, Environmental Conservation students are only eligible for campus appointments that total 30% time or less, or hourly work. We encourage all students to apply for our Environmental Conservation program tuition assistance, and to seek additional sources of grants, scholarships, or loans. Students in the Environmental Conservation program are not permitted to seek dual degrees or take courses outside of the listed required coursework.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

For more information about professional development and careers with the degree, visit the program's website: https://nelson.wisc.edu/graduate/professional-programs/careers/

# ENVIRONMENTAL CONSERVATION: ENVIRONMENTAL OBSERVATION AND INFORMATICS, MS

This is a named option in the Environmental Conservation MS. (p. 894)

The Environmental Observation and Informatics (EOI) named option is a 15-month program that combines cutting-edge Earth observation technologies, remote sensing, and big data analytics to prepare students for a professional career.

The EOI named option is designed for individuals at any stage of their career who have a passion for conservation, technology, or analytics, whether they are just starting out their careers or looking to expand their technical, analytical, and leadership expertise. The EOI program will focus on the following skills:

1. Remote sensing and technology integration: Learn how to choose and use the best tools and technologies such as LiDAR, drones (UAVs), cloud platforms, social media, and crowd-sourced data.
2. Modeling and analysis: Create models to better understand natural events and impact of human actions, forecast future scenarios, and use data analysis to identify trends that inform better decision-making in policy and management.
3. Innovative leadership: Develop the strategic skills to design and lead the use of observation technologies in advancing policies, guiding programs, and making informed decisions.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | February 1 for international applicants; May 1 for domestic applicants |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

### APPLICATION

Individuals with diverse professional and academic backgrounds are encouraged to apply. Applicants must have received a bachelor's degree from an accredited four-year institution with an undergraduate GPA of 3.0 or higher. Applicants with GPAs below 3.0 may be considered for admissions under special circumstances. Because introductory GIS is not taught in this program, applicants should have introductory GIS skills prior to the start of the program. This experience can be demonstrated through course work, professional experience, a portfolio (in the supplemental application), or a GIS certificate/degree. If an applicant does not have this experience, they should state this in their letter of interest and explain how, if accepted, introductory skills will be developed before the start of the program.

Complete applications will include all items below. Admissions decisions will be based on the entirety of each applicant's credentials.

1. Resume or CV
2. Statement of interest
3. Two letters of recommendation (submitted via the online application)
4. Unofficial undergraduate transcript (official transcript will be requested if recommended for admission)

5. Supplemental application and professional portfolio (see text below for more information)
6. English proficiency test scores. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
7. GRE (dependent on undergraduate major and GPA)

As part of the online supplemental application, applicants will submit a portfolio that showcases their quantitative or GIS experience. The portfolio should consist of documents that will help assess each applicant's proficiency and readiness for the program. Examples of these documents can include; maps developed in a GIS software or through remote sensing image analysis, figures from analysis and reports, selected slides from professional presentations, or copies of certificates, awards, and completed trainings.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

This applies to both the Environmental Conservation and the Environmental Observation & Informatics named options. We encourage all students to apply for our Environmental Conservation tuition assistance program and to seek additional sources of grants, scholarships, or loans.

For more funding information, visit the program's website: https://nelson.wisc.edu/graduate/professional-programs/costs-and-funding/

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | All students must submit a leadership placement proposal and work plan, complete a professional leadership experience (independent practice) of at least eight weeks, followed by a substantial written report or deliverable for their host organization, and an exit seminar presentation. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| ENVIR ST/G L E/ GEOG/GEOSCI/ LAND ARC 371 | Introduction to Environmental Remote Sensing | 3 |
| ENVIR ST/ CIV ENGR/ LAND ARC 556 | Remote Sensing Digital Image Processing | 3 |
| STAT 679 | Special Topics in Statistics | 3 |
| ENVIR ST 950 | Environmental Monitoring Seminar | 2 |
| ENVIR ST 956 | Advanced Environmental Remote Sensing | 3 |

| | | |
|---|---|---|
| ENVIR ST 971 | Environmental Sensing Technologies | 3 |
| ENVIR ST 974 | Environmental Conservation Cohort Seminar | 1 |
| ENVIR ST 976 | The Practice of Conservation Biology and Sustainable Development | 1 |
| ENVIR ST 978 | Environmental Conservation Tools Modules [1] | 6 |
| ENVIR ST 999 | Advanced Independent Study | 4 |
| Electives in consultation with advisor. Most electives will be taken in ENVIR ST. Please check with program about electives outside of ENVIR ST. | | 3 |
| **Total Credits** | | **32** |

[1] Students should work with their advisor to make sure the topic offered counts toward the Environmental Observation and Informatics program.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No graduate credits earned at other institutions may transfer.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate credits earned at other institutions or UW-Madison may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits earned as a professional student at UW-Madison may transfer.

### Credits Earned as a University Special student at UW–Madison

No credits earned as a University Special student at UW-Madison may transfer.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

The status of a student falls into one of the following three categories:

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

Every student in the program will be required to have an advisor. Program staff will work with the student to identify an advisor during the spring semester. Once an advisor has been identified, the student is expected to maintain communication with their advisor to ensure they are making satisfactory progress toward their degree.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

If a student has been absent for a semester or more, they must file a new Graduate School application for admission and submit it with a new application fee.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

This document was reviewed by the Graduate Student working group and approved by vote of Nelson Institute Governance with subsequent review by campus HR; please note that this was prior to the revision of GAPP by campus in 2019-20, as well as present and expected changes in 2020 after to Title IX, Office of the Dean of Students, etc.

## Preamble:

Any student who feels that they have been treated unfairly by a faculty or staff member has the right to seek redress and to receive a hearing of the grievance following these procedures. It applies only to grievances about those persons who are employees of the Nelson Institute, who teach for the Nelson Institute or otherwise are subject to administrative oversight by the Institute. The complaint may concern course grades, program admission, classroom treatment, hostile or intimidating behavior, or any other issue. Note that these procedures are for students bringing grievances to the Nelson Institute, they do not cover issues relating to the classroom behavior of students which must be referred to the Dean of Students.

The procedures outlined below are used in the Nelson Institute to ensure a prompt and fair hearing of complaints, and to protect the rights of both the student and the person at whom the complaint is directed. These policies describe formal procedures. A student is free to bypass these procedures if they do not wish for an Institute sanctioned resolution.

A complaint covered here may involve issues that either require or that would benefit from being directed to one of the campus programs or offices addressing complaints and grievances. See https://compliance.wisc.edu/ and https://compliance.wisc.edu/wp-content/uploads/sites/102/2018/09/Safe-Learning-and-Work-Guide.Fall_.FY19-Accessible.pdf (Accessed Oct. 2020). Please review the most recent information on Title IX on campus, as guidelines and contacts may change. Graduate students should review information at https://grad.wisc.edu/documents/grievances-and-appeals/ (Accessed Feb. 2019) Undergraduate students may wish to review information available in the undergraduate course catalog. There they will find this option presented: “For assistance in determining options, students can contact the on-call dean in the Dean of Students Office, 608-263-5700, Room 70 Bascom Hall, Monday– Friday, 8:30 a.m.–4:30 p.m.”

Also, students should know that academic administrators may be required to report instances of sexual harassment or violence in accordance with university policy and the Clery act. (See: http://uwpd.wisc.edu/crime-data/clery-act/ Accessed Oct. 2018).

State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, UW–System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office for Equity and Diversity.

Questions about Nelson Institute procedures can be directed to the Associate Dean for Research and Education.

## Procedures:

1. If possible, the student (complainant) should first talk with the person against whom the grievance is directed to advise them of their complaint and to determine if resolution is possible.
2. If the student is not satisfied, or if they do not feel comfortable addressing the person to whom the grievance is directed, they should ask to speak to the immediate supervisor of the person involved. If the complaint is directed against a teaching assistant, the student should talk to the TA's supervisor, who is usually the course professor. If the student grievance concerns a faculty or staff member in Nelson, the next formal step is for the student to meet with the Associate Dean for Research and Education. If the complaint is not resolved at this level, the student may continue to the next step (4).
3. It is recognized that a student may be reluctant to bring their grievance to the person against whom the complaint is directed, or to their supervisor, or to anyone else in the administrative hierarchy. In that case, the student should seek out a person who can guarantee confidentiality to the extent allowed by the law and university policy and provide non-judgmental advice as to appropriate next steps. Note that if criminal activity is involved confidentiality cannot be guaranteed. If a student does not know of any suitable person, they may approach any member of the Nelson Institute Academic Programs staff who will be able either to serve as a confidential discussant or who will be able to direct the student to someone who can assure confidentiality. Their role is to be that of Ombuds, meaning that they are not to take a position with respect to the validity of the grievance. Their role is to advise the student as to appropriate next steps.
4. To start a formal grievance process, the student must submit the grievance in writing to the Nelson Institute Associate Dean for Research and Education (hereafter Associate Dean) as soon as possible. An email for which receipt is acknowledged will be considered a written submission.
5. On receipt of the written complaint, the Associate Dean will acquaint themselves with the issues. This may involve face to face meetings or other means of establishing the facts in dispute. The Associate Dean will have the option of proposing a resolution. If the proposed resolution is accepted by parties directly involved, the matter will be considered settled at this level. Relevant documents will be archived by the Office of the Assistant Dean for Administration. At any point in the proceedings after the receipt and acknowledgement of the grievance by the Associate Dean, the complainant or the compliance will have the option of requesting that the matter be referred to an ad hoc committee. This request must be submitted in writing and acknowledged by the Associate Dean.
6. If the matter cannot be settled through the mediation of the Associate Dean, or if the Associate Dean has concluded that the case merits further attention, or if the complainant has requested that the matter be referred to an ad hoc committee an ad hoc committee will be appointed by the Dean of the Nelson Institute or their designee. The committee will consist of at least three members. Within 10 working days, the student will be allowed to revise the complaint or to add material to the

complaint document to be provided to the committee. The complainant may request a change in committee membership, but the final decision on the committee will remain with the Dean. The committee may request a written response from the person toward whom the complaint is directed. This response shall be shared with the person filing the grievance. The ad hoc committee will meet to discuss the case. They are authorized to seek additional information if they feel it is necessary. They will convey their written decision regarding the case including any recommendations for remediation or mediation to the Associate Dean within 30 working days from the charge to the committee. The Associate Dean will provide a copy of the committee's written decision to the student regarding the case within 10 working days of receiving the committee's report; the Associate Dean will also confirm that the past record on file of any grievances regarding the parties involved has been investigated; and, the Associate Dean will provide the student a statement outlining the formal plan of steps that will be taken officially on the part of the Nelson Institute.

7. The complainant then has the option of taking their grievance to the university level. There are several options available. Consult websites referenced above.
8. The written documents relevant to the grievance will be archived in hard copy and electronic form as appropriate in a "Grievance Record" by the office of the Assistant Dean of Administration and will be maintained for a minimum of five years.
9. The cumulative record involving any of the parties to a grievance will be reviewed each time a formal grievance is presented as in Step 4, above, in order to determine whether the pattern of grievance, such as past filings, indicates any actions are warranted.

### OTHER

Because of the immersive nature of our program, with condensed time on campus and remote experiences, Environmental Observation and Informatics students are only eligible for campus appointments that total 30% time or less, or hourly work. We encourage all students to apply for our Environmental Observation and Informatics program scholarship, and to seek additional sources of grants, scholarships, or loans. Students in the Environmental Observation and Informatics program are not permitted to seek dual degrees or take courses outside of the listed required coursework.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

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# SUSTAINABILITY, GRADUATE/PROFESSIONAL CERTIFICATE

The graduate certificate in sustainability provides students with the opportunity to customize their graduate experience, adding sustainability training to any graduate degree program offered at the University of Wisconsin–Madison. Graduate students can complete the sustainability certificate by selecting courses that meet both their degree and Sustainability requirements. As such, most students can add the sustainability certificate on to a degree without any additional time or cost. PhD students may use the sustainability certificate to fulfill their doctoral breadth requirement (https://policy.wisc.edu/library/UW-1200/), though in this case courses may not be double-counted for major requirements.

The certificate's interdisciplinary curriculum considers environmental, economic, and social factors of sustainability. Through coursework and co-curricular activities focused on solving sustainability challenges across the state, students deepen their understanding of the complexities and solutions involved in addressing today's most pressing challenges. Students may wish to add this certificate as they prepare for a sustainability-related career pathway in industry, academia, NGOs, government agencies, or consulting. The certificate includes coursework across three thematic areas:

1. Economics & Development (Economy)
2. Systems Analysis, Planning & Engineering (Systems)
3. Environmental Policy, Health & Social Studies (Environment, Culture and Society)

## ADMISSIONS

# ADMISSIONS

The Sustainability certificate welcomes applications from students in any graduate degree program at UW-Madison that allows students to pursue a certificate. Students may apply to the certificate program concurrently with their graduate school application or once they have matriculated at UW-Madison. Acceptance into the certificate program is contingent on enrollment in a graduate degree program.

### HOW TO APPLY

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

Complete the online Certificate in Sustainability application form (https://uwmadison.co1.qualtrics.com/jfe/form/SV_56VqQxNbZMEg2XA/), which includes the following elements:

1. Information on prior educational attainment
2. Information on degree program being pursued
3. A brief statement of interest in the Sustainability certificate

## DEADLINES

Applications may be submitted at any time, but applicants are encouraged to apply before the end of their first year in graduate school to ensure timely completion of certificate requirements.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Seminar** | | |
| ENVIR ST 812 | Sustainability Capstone | 3 |
| **Economics & Development (Economy)** | | |
| Students must complete one course from the corresponding list below. | | 3 |
| **Systems Analysis, Planning & Engineering (Systems)** | | |
| Students must complete one course from the corresponding list below. | | 3 |
| **Environmental Policy, Health & Social Studies (Environment, Culture and Society)** | | |
| Students must complete one course from the corresponding list below. | | 3 |
| **Total Credits** | | **12** |

### Economics & Development (Economy)

| Code | Title | Credits |
|---|---|---|
| GEOG/ ENVIR ST 557 | Development and Environment in Southeast Asia | 3 |
| ENVIR ST/A A E/ ECON/URB R PL 671 | Energy Economics | 3 |
| GEOG/ ENVIR ST 534 | Environmental Governance: Markets, States and Nature | 3 |
| A A E 643 | Foundations of Environmental and Natural Resource Economics | 3 |
| R M I 650 | Sustainability, Environmental and Social Risk Management | 2-3 |
| REAL EST 651 | Green - Sustainable Development | 3 |
| A A E/ECON/ F&W ECOL 531 | Natural Resource Economics | 3 |
| OTM 770 | Sustainable Approaches to System Improvement | 4 |
| ENVIR ST 977 | Sustainable Development - Integral Perspective | 3 |
| REAL EST 765 | Contemporary Topics (Topic: Housing Justice) | 1-4 |

### Systems Analysis, Planning & Engineering (Systems)

| Code | Title | Credits |
|---|---|---|
| CIV ENGR 494 | Civil and Environmental Engineering Decision Making | 3 |
| E P D 660 | Core Competencies of Sustainability | 3 |
| CIV ENGR/G L E 421 | Environmental Sustainability Engineering | 3 |
| ENVIR ST 900 | Seminar (Topic: Infrastructure & Indigenous Water Resources) | 1-3 |
| ENVIR ST/BSE 367 | Renewable Energy Systems | 3 |
| URB R PL 841 | Urban Functions, Spatial Organization and Environmental Form | 2-3 |
| GEOG 507 | Waste Geographies: Politics, People, and Infrastructures | 3 |
| BSE 473 | Water Management Systems | 3 |
| CIV ENGR 629 | Special Topics in Environmental Engineering (Topic: Infrastructure: Case Studies Exploring Sustainability and Climate Change in Engineered Works) | 1-3 |
| GEOG/ENVIR ST/ LAND ARC/ URB R PL 532 | Applications of Geographic Information Systems in Planning | 3 |
| ENVIR ST/ LAND ARC/ SOIL SCI 695 | Applications of Geographic Information Systems in Natural Resources | 3 |
| LAND ARC 511 | Geodesign Methods and Applications | 3 |

### Environmental Policy, Health & Social Studies (Environment, Culture and Society)

| Code | Title | Credits |
|---|---|---|
| AGROECOL/ ENVIR ST 724 | Agroecosystems and Global Change | 3 |
| PUB AFFR/ ENVIR ST/ POLI SCI 866 | Global Environmental Governance | 3 |
| ENVIR ST/ ECON/POLI SCI/ URB R PL 449 | Government and Natural Resources | 3-4 |
| ENVIR ST/ CURRIC 932 | Foundations of Environmental and Sustainability Education | 3 |
| ENVIR ST/ URB R PL 843 | Land Use Policy and Planning | 3 |
| HISTORY/ENVIR ST/ LEGAL ST 430 | Law and Environment: Historical and Contemporary Perspectives | 3 |
| LSC/ENVIR ST/ JOURN 823 | Science and Environment Communication | 3 |
| GEOG/ ENVIR ST 439 | US Environmental Policy and Regulation | 3-4 |
| ENVIR ST/ URB R PL 865 | Water Resources Institutions and Policies | 3 |
| GEOG/ ENVIR ST 537 | Culture and Environment | 4 |
| GEN&WS/ INTL ST 535 | Women's Global Health and Human Rights | 3 |
| ANTHRO 917 | Globalization and Transnational Cultures | 3 |
| LAW 848 | Introduction to Environmental Law | 3 |
| LAW 921 | International Environmental Law and Policy | 3 |
| LAW 989 | Environmental Law and Practice | 3 |
| LAW/URB R PL 830 | Land Use Controls | 3 |

### LIMITATIONS

Students also pursuing the Certificate in Business, Environment, and Social Responsibility (p. 281) can overlap a maximum of 6 credits between the two certificates.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate an awareness of the three paradigms (environment, economy, and society) of sustainability, in a systems context.
2. Apply the three paradigms of sustainability to an interdisciplinary real world project.
3. Prepare for a sustainability-related career pathway in industry, academia, NGO's, agencies, and consulting.

# WATER RESOURCES MANAGEMENT, DOCTORAL MINOR

Any student enrolled in a University of Wisconsin–Madison doctoral program can pursue a doctoral minor in Water Resources Management. Meeting the increasing human demand for water while ensuring its future availability and quality is a significant societal challenge. The Water Resources Management (WRM) program prepares students to face the complexities of managing this critical natural resource. Students complete coursework that integrates the biological and physical sciences (which identify and measure problems) with engineering (which provides technological alternatives), law, and the social sciences (which assess needs and potential for institutional response). Each WRM student gains breadth in relevant planning and management areas while developing depth in an area specialty. WRM students participate in a summer group practicum workshop with a water resources management focus.

## ADMISSIONS

## ADMISSIONS

Students interested in a doctoral minor should consult the chair of the Water Resources Management graduate program

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

### GRADE REQUIREMENT

Students must earn a B or better in courses used to satisfy doctoral minor requirements.

### REQUIRED COURSES

Students select courses in consultation with their doctoral minor advisor and departmental advisor.

| Code | Title | Credits |
|---|---|---|
| **Practicum** | | |
| Students must complete the following courses. | | |
| CIV ENGR/ ENVIR ST/ URB R PL 718 | Water Resources Management Practicum Planning Seminar II | 2 |
| CIV ENGR/ ENVIR ST/ URB R PL 719 | Water Resources Management Summer Practicum | 4 |
| **Breadth** | | |
| Students must complete two courses numbered 300 or above from the categories below. The course lists below are not meant to be all-inclusive, and students are not restricted to the courses listed here. This is a sample of appropriate courses for these categories that are offered through various departments/programs. Breadth courses should complement the doctoral major and academic background as well as address any gaps in training within the curriculum breadth categories. | | 5 |
| **Total Credits** | | **11** |

### Category A: Natural Science & Technology courses

| Code | Title | Credits |
|---|---|---|
| AGROECOL/ ENVIR ST 724 | Agroecosystems and Global Change | 3 |
| ATM OCN/ PLANTSCI 532 | Environmental Biophysics | 3 |
| ATM OCN/BOTANY/ CIV ENGR/ ENVIR ST/GEOSCI/ ZOOLOGY 911 | Limnology and Marine Science Seminar | 1 |
| BOTANY 330 | Algae | 3 |
| BOTANY/ENVIR ST/ F&W ECOL/ ZOOLOGY 516 | Conservation Biology | 3 |
| BOTANY/ F&W ECOL 402 | Dendrology: Woody Plant Identification and Ecology | 3 |
| BOTANY/GEOG 338 | Environmental Biogeography | 3 |
| BOTANY/ ZOOLOGY 725 | Ecosystem Concepts | 3 |
| BSE 571 | Small Watershed Engineering | 3 |
| BSE/CIV ENGR/ SOIL SCI 372 | On-Site Waste Water Treatment and Dispersal | 2 |
| BSE/ENVIR ST 367 | Renewable Energy Systems | 3 |
| CIV ENGR 310 | Fluid Mechanics | 3 |
| CIV ENGR 311 | Hydroscience | 3 |
| CIV ENGR 320 | Environmental Engineering | 3 |
| CIV ENGR 415 | Hydrology | 3 |
| CIV ENGR 500 | Water Chemistry | 3 |
| CIV ENGR 618 | Special Topics in Hydraulics and Fluid Mechanics | 1-3 |
| CIV ENGR 619 | Special Topics in Hydrology | 1-3 |

| | | |
|---|---|---|
| CIV ENGR/ ENVIR ST/ URB R PL 717 | Water Resources Management Practicum Planning Seminar I | 1 |
| ENVIR ST 901 | Graduate Orientation Seminar | 1 |
| ENVIR ST/ F&W ECOL/ ZOOLOGY 360 | Extinction of Species | 3 |
| ENVIR ST/ GEOG 339 | Conservation and Climate Change - Local to International Strategies | 4 |
| ENVIR ST/ GEOSCI 411 | Energy Resources | 3 |
| ENVIR ST/ LAND ARC 361 | Wetlands Ecology | 3 |
| ENVIR ST/ POP HLTH 471 | Introduction to Environmental Health | 3 |
| ENVIR ST/ SOIL SCI 324 | Soils and Environmental Quality | 3 |
| ENVIR ST/ SOIL SCI 575 | Assessment of Environmental Impact | 3 |
| ENVIR ST/ ZOOLOGY 315 | Limnology-Conservation of Aquatic Resources | 2 |
| ENVIR ST/ ZOOLOGY 510 | Ecology of Fishes | 3 |
| ENVIR ST/ ZOOLOGY 511 | Ecology of Fishes Lab | 2 |
| GEOG 342 | Geography of Wisconsin | 3 |
| GEOG/GEOSCI 420 | Glacial and Pleistocene Geology | 3 |
| GEOSCI 875 | Advanced Topics in Geology | 1-3 |
| GEOSCI/G L E 627 | Hydrogeology | 3-4 |
| LAND ARC 668 | Restoration Ecology | 3 |
| SOIL SCI 301 | General Soil Science | 3 |
| SOIL SCI 621 | Soil and Environmental Chemistry | 3 |
| ZOOLOGY 316 | Laboratory for Limnology-Conservation of Aquatic Resources | 2-3 |
| ZOOLOGY 955 | Seminar-Limnology | 1 |

## Category B: Water Resources Institutions & Public Decision-Making Processes courses

| Code | Title | Credits |
|---|---|---|
| A A E/ECON/ ENVIR ST 343 | Environmental Economics | 3-4 |
| A A E/ECON/ ENVIR ST/ URB R PL 671 | Energy Economics | 3 |
| A A E/ECON/ F&W ECOL 531 | Natural Resource Economics | 3 |
| A A E/ENVIR ST/ POP HLTH/ PUB AFFR 881 | Benefit-Cost Analysis | 3 |
| ANTHRO 477 | Anthropology, Environment, and Development | 3 |
| C&E SOC 375 | Special Topics | 1-4 |
| C&E SOC/CURRIC/ ENVIR ST 405 | Education for Sustainable Communities | 3 |
| C&E SOC/SOC 541 | Environmental Stewardship and Social Justice | 3 |
| C&E SOC/SOC/ URB R PL 617 | Community Development | 3 |
| CIV ENGR/ ENVIR ST/ URB R PL 717 | Water Resources Management Practicum Planning Seminar I | 1 |
| CSCS 460 | Civil Society and Community Leadership | 3 |
| ECON/ENVIR ST/ POLI SCI/ URB R PL 449 | Government and Natural Resources | 3-4 |
| ENGL/ ENVIR ST 305 | Rhetoric, Science, and Public Engagement | 3 |
| ENVIR ST 349 | Climate Change Governance | 3 |
| ENVIR ST 402 | Special Topics: Social Perspectives in Environmental Studies | 1-4 |
| ENVIR ST 901 | Graduate Orientation Seminar | 1 |
| ENVIR ST/ F&W ECOL 515 | Natural Resources Policy | 3 |
| ENVIR ST/ GEOG 337 | Nature, Power and Society | 3 |
| ENVIR ST/ GEOG 339 | Conservation and Climate Change - Local to International Strategies | 3-4 |
| ENVIR ST/ GEOG 439 | US Environmental Policy and Regulation | 3-4 |
| ENVIR ST/HISTORY/ LEGAL ST 430 | Law and Environment: Historical and Contemporary Perspectives | 3 |
| ENVIR ST/JOURN/ LSC 823 | Science and Environment Communication | 3 |
| ENVIR ST/ PHILOS 441 | Environmental Ethics | 3-4 |
| ENVIR ST/POLI SCI/ PUB AFFR 866 | Global Environmental Governance | 3 |
| ENVIR ST/ SOIL SCI 575 | Assessment of Environmental Impact | 3 |
| ENVIR ST/ URB R PL 843 | Land Use Policy and Planning | 3 |
| ENVIR ST/ URB R PL 865 | Water Resources Institutions and Policies | 3 |
| ENVIR ST/ URB R PL 917 | Public Participation for Planning and Policy Making | 3 |
| GEOG 340 | World Regions in Global Context | 3 |
| I SY E/M H R 729 | Behavioral Analysis of Management Decision Making | 3 |
| INTER-HE 801 | Special Topics in Human Ecology | 1-3 |
| JOURN 566 | Communication and Public Opinion | 4 |
| LAW 845 | Water Rights Law | 2-3 |
| LAW 848 | Introduction to Environmental Law | 3 |
| LAW/URB R PL 830 | Land Use Controls | 3 |
| LSC 560 | Scientific Writing | 3 |
| POLI SCI/ PUB AFFR 871 | Public Program Evaluation | 3 |
| POLI SCI/ PUB AFFR/ URB R PL 874 | Policy-Making Process | 3 |

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|---|---|---|
| POLI SCI/ PUB AFFR/ URB R PL 878 | Public Management | 3 |
| PUB AFFR 974 | Topics in Public Affairs | 3 |
| URB R PL 590 | Contemporary Topics in Urban and Regional Planning | 1-3 |
| URB R PL 601 | Site Planning | 3 |
| URB R PL 731 | Introduction to Regional Planning | 3 |
| URB R PL 741 | Introduction to Planning | 3 |
| URB R PL 841 | Urban Functions, Spatial Organization and Environmental Form | 2-3 |

### Category C: Analytical & Design Tools in Water Resources courses

| Code | Title | Credits |
|---|---|---|
| A A E/ENVIR ST/ POP HLTH/ PUB AFFR 881 | Benefit-Cost Analysis | 3 |
| BSE 571 | Small Watershed Engineering | 3 |
| CIV ENGR 310 | Fluid Mechanics | 3 |
| CIV ENGR 415 | Hydrology | 3 |
| CIV ENGR 416 | Water Resources Systems Analysis | 3 |
| CIV ENGR 515 | Hydroclimatology for Water Resources Management | 3 |
| CIV ENGR/ ENVIR ST/ GEOG 377 | An Introduction to Geographic Information Systems | 4 |
| CIV ENGR 516 | Hydrologic Data Analysis | 3 |
| CIV ENGR/ ENVIR ST/ LAND ARC 556 | Remote Sensing Digital Image Processing | 3 |
| ECON/PUB AFFR/ URB R PL 734 | Regional Economic Problem Analysis | 3 |
| ENVIR ST/G L E/ GEOG/GEOSCI/ LAND ARC 371 | Introduction to Environmental Remote Sensing | 3 |
| ENVIR ST/GEOG/ LAND ARC/ URB R PL 532 | Applications of Geographic Information Systems in Planning | 3 |
| ENVIR ST/ LAND ARC/ SOIL SCI 695 | Applications of Geographic Information Systems in Natural Resources | 3 |
| ENVIR ST/ SOIL SCI 575 | Assessment of Environmental Impact | 3 |
| F&W ECOL/STAT 571 | Statistical Methods for Bioscience I | 4 |
| F&W ECOL/ STAT 572 | Statistical Methods for Bioscience II | 4 |
| GEOG 378 | Introduction to Geocomputing | 4 |
| GEOG 500 | Qualitative Strategies in Geography | 3 |
| GEOG 579 | GIS and Spatial Analysis | 4 |
| GEOG 970 | Seminar in Geographic Information Science | 1-3 |
| GEOSCI/G L E 627 | Hydrogeology | 3-4 |
| GEOSCI/G L E 724 | Groundwater Flow Modeling | 3 |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | 3 |
| PUB AFFR 818 | Introduction to Statistical Methods for Public Policy Analysis | 3 |
| PUB AFFR 819 | Advanced Statistical Methods for Public Policy Analysis | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| SOC WORK/ URB R PL 721 | Methods of Planning Analysis | 3 |
| STAT 301 | Introduction to Statistical Methods | 3 |
| URB R PL 841 | Urban Functions, Spatial Organization and Environmental Form | 2-3 |

# WATER RESOURCES MANAGEMENT, MS

The Water Resources Management (WRM) program is an interdisciplinary graduate program leading to a master of science (MS) degree in water resources management. The program addresses the complex, interdisciplinary aspects of managing water resources by helping students integrate the biological and physical sciences (which identify and assess problems) with engineering (which defines technological alternatives) as well as law and the social sciences (which assess needs and potential for institutional response). Through the WRM program, a student gains breadth in relevant planning and management areas while developing depth in an area specialty.

The water resources management degree is designed to prepare students for employment as water resources management professionals. Rather than conduct individual research projects, WRM students participate in a group practicum workshop with a water resources management focus. Students who wish to add individual research credentials to their records frequently arrange to complete a second, simultaneous master's program in one of the university's traditional departments. Those interested primarily in individual research may wish to consider the Nelson Institute's Environment and Resources program as an alternative. The WRM program does not offer a doctoral degree.

Any person who attended an accredited institution and earned an undergraduate degree there in the biological sciences, earth sciences, economics, education, engineering, history, journalism, landscape architecture, law, mathematics, physical science, political science, urban and regional planning, or other relevant field may apply for admission to the WRM program.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the***

***Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 15 |
| Spring Deadline | October 15 |
| Summer Deadline | January 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## DEADLINES

Application materials for Water Resources Management must be received by the fall deadline for admission to the following summer session or fall semester and by the spring deadline for admission to the following spring semester.

## APPLICATION CHECKLIST

In addition to the items listed in the table above, a complete application includes the following items:

1. Statement of Purpose
2. Resume/Curriculum Vitae
3. Transcript(s)

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

In most cases, Water Resources Management is unable to guarantee any funding to students. However, many of our students obtain funding through other departments on campus, and we recommend that students contact faculty or departments directly if they have teaching skills in specific areas. Individual faculty members occasionally have their own sources of support for project assistants, though we strongly urge students not to depend on these as guaranteed sources of funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 45 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 23 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | Grades of BC or C are not typically accepted toward program requirements unless the grade is allowed by the student's faculty advisory committee and the program chair. Grades of BC and C may not be used in the area specialty category. A maximum of 3 credits graded S may be counted toward program requirements if approved by the student's faculty advisory committee and the program chair. Courses that are audited or graded pass/fail or credit/no credit will not count toward program requirements. |
| Assessments and Examinations | All students must hold an evaluation and guidance conference with their faculty advisory committee, preferably no later than their third semester in the program. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Breadth Requirements** | | |
| Category A: Natural Science & Technology (see course list below) | | 9 |
| Category B: Water Resources Institutions & Public Decision-Making Processes (see course list below) | | 9 |
| Category C: Analytical & Design Tools in Water Resources (see course list below) | | 6 |
| **Area of Specialty** | | |
| Students choose courses, in the 300–999 range, in a cohesive area of study pertaining to their intended career path. This is coursework required for completion of the degree. At least nine credits must be from UW-Madison. | | 15 |
| **Interdisciplinary Group Practicum** | | |
| ENVIR ST/ CIV ENGR/ URB R PL 718 | Water Resources Management Practicum Planning Seminar II | 2 |
| ENVIR ST/ CIV ENGR/ URB R PL 719 | Water Resources Management Summer Practicum | 4 |
| **Total Credits** | | **45** |

### Category A: Natural Science & Technology

Students choose any biological sciences and/or physical sciences courses in the 300–999 range. This course list is not meant to be all-inclusive. Students are not restricted to the courses listed here. This is a sample of appropriate courses for this category that are offered through various departments/programs. At least three credits must be from UW-Madison.

### Category B: Water Resources Institutions & Public Decision-Making Processes

Students choose any social sciences and/or arts & humanities courses in the 300–999 range. This course list is not meant to be all-inclusive. Students are not restricted to the courses listed here. This is a sample of appropriate courses for this category that are offered through various departments/programs. At least three credits must be from UW-Madison.

### Category C: Analytical & Design Tools in Water Resources

Students choose any measurement/analysis/tools/methods courses in the 300–999 range. This course list is not meant to be all-inclusive. Students are not restricted to the courses listed here. This is a sample of appropriate courses for this category that are offered through various departments/programs. At least three credits must be from UW-Madison.

### Category A: Natural Science & Technology courses

| Code | Title | Credits |
|---|---|---|
| AGROECOL/ ENVIR ST 724 | Agroecosystems and Global Change | 3 |
| ATM OCN/ PLANTSCI 532 | Environmental Biophysics | 3 |
| ATM OCN/BOTANY/ CIV ENGR/ ENVIR ST/GEOSCI/ ZOOLOGY 911 | Limnology and Marine Science Seminar | 1 |
| BOTANY 330 | Algae | 3 |
| BOTANY/ F&W ECOL 402 | Dendrology: Woody Plant Identification and Ecology | 3 |
| BOTANY/ENVIR ST/ F&W ECOL/ ZOOLOGY 516 | Conservation Biology | 3 |
| BOTANY/GEOG 338 | Environmental Biogeography | 3 |
| BOTANY/ ZOOLOGY 725 | Ecosystem Concepts | 3 |
| BSE 571 | Small Watershed Engineering | 3 |
| BSE/CIV ENGR/ SOIL SCI 372 | On-Site Waste Water Treatment and Dispersal | 2 |
| BSE/ENVIR ST 367 | Renewable Energy Systems | 3 |
| CIV ENGR 310 | Fluid Mechanics | 3 |
| CIV ENGR 311 | Hydroscience | 3 |
| CIV ENGR 320 | Environmental Engineering | 3 |
| CIV ENGR 415 | Hydrology | 3 |
| CIV ENGR 500 | Water Chemistry | 3 |
| CIV ENGR 618 | Special Topics in Hydraulics and Fluid Mechanics | 1-3 |
| CIV ENGR 619 | Special Topics in Hydrology | 1-3 |
| CIV ENGR/ ENVIR ST/ URB R PL 717 | Water Resources Management Practicum Planning Seminar I | 1 |
| ENVIR ST 901 | Graduate Orientation Seminar | 1 |
| ENVIR ST/ F&W ECOL/ ZOOLOGY 360 | Extinction of Species | 3 |
| ENVIR ST/ GEOG 339 | Conservation and Climate Change - Local to International Strategies | 4 |
| ENVIR ST/ GEOSCI 411 | Energy Resources | 3 |
| ENVIR ST/ LAND ARC 361 | Wetlands Ecology | 3 |
| ENVIR ST/ POP HLTH 471 | Introduction to Environmental Health | 3 |
| ENVIR ST/ SOIL SCI 324 | Soils and Environmental Quality | 3 |
| ENVIR ST/ SOIL SCI 575 | Assessment of Environmental Impact | 3 |
| ENVIR ST/ ZOOLOGY 315 | Limnology-Conservation of Aquatic Resources | 2 |
| ENVIR ST/ ZOOLOGY 510 | Ecology of Fishes | 3 |

| | | |
|---|---|---|
| ENVIR ST/ ZOOLOGY 511 | Ecology of Fishes Lab | 2 |
| GEOG 342 | Geography of Wisconsin | 3 |
| GEOG/GEOSCI 420 | Glacial and Pleistocene Geology | 3 |
| GEOSCI 875 | Advanced Topics in Geology | 1-3 |
| GEOSCI/G L E 627 | Hydrogeology | 3-4 |
| LAND ARC 668 | Restoration Ecology | 3 |
| SOIL SCI 301 | General Soil Science | 3 |
| SOIL SCI 621 | Soil and Environmental Chemistry | 3 |
| ZOOLOGY 316 | Laboratory for Limnology-Conservation of Aquatic Resources | 2-3 |
| ZOOLOGY 955 | Seminar-Limnology | 1 |

## Category B: Water Resources Institutions & Public Decision-Making Processes courses

| Code | Title | Credits |
|---|---|---|
| A A E/ECON/ ENVIR ST 343 | Environmental Economics | 3-4 |
| A A E/ECON/ ENVIR ST/ URB R PL 671 | Energy Economics | 3 |
| A A E/ECON/ F&W ECOL 531 | Natural Resource Economics | 3 |
| A A E/ENVIR ST/ POP HLTH/ PUB AFFR 881 | Benefit-Cost Analysis | 3 |
| ANTHRO 477 | Anthropology, Environment, and Development | 3 |
| C&E SOC 375 | Special Topics | 1-4 |
| C&E SOC/CURRIC/ ENVIR ST 405 | Education for Sustainable Communities | 3 |
| C&E SOC/SOC 541 | Environmental Stewardship and Social Justice | 3 |
| C&E SOC/SOC/ URB R PL 617 | Community Development | 3 |
| CIV ENGR/ ENVIR ST/ URB R PL 717 | Water Resources Management Practicum Planning Seminar I | 1 |
| CSCS 460 | Civil Society and Community Leadership | 3 |
| ECON/ENVIR ST/ POLI SCI/ URB R PL 449 | Government and Natural Resources | 3-4 |
| ENGL/ ENVIR ST 305 | Rhetoric, Science, and Public Engagement | 3 |
| ENVIR ST 349 | Climate Change Governance | 3 |
| ENVIR ST 402 | Special Topics: Social Perspectives in Environmental Studies | 1-4 |
| ENVIR ST 901 | Graduate Orientation Seminar | 1 |
| ENVIR ST/ F&W ECOL 515 | Natural Resources Policy | 3 |
| ENVIR ST/ GEOG 337 | Nature, Power and Society | 3 |
| ENVIR ST/ GEOG 339 | Conservation and Climate Change - Local to International Strategies | 3-4 |
| ENVIR ST/ GEOG 439 | US Environmental Policy and Regulation | 3-4 |
| ENVIR ST/HISTORY/ LEGAL ST 430 | Law and Environment: Historical and Contemporary Perspectives | 3 |
| ENVIR ST/JOURN/ LSC 823 | Science and Environment Communication | 3 |
| ENVIR ST/ PHILOS 441 | Environmental Ethics | 3-4 |
| ENVIR ST/POLI SCI/ PUB AFFR 866 | Global Environmental Governance | 3 |
| ENVIR ST/ SOIL SCI 575 | Assessment of Environmental Impact | 3 |
| ENVIR ST/ URB R PL 843 | Land Use Policy and Planning | 3 |
| ENVIR ST/ URB R PL 865 | Water Resources Institutions and Policies | 3 |
| ENVIR ST/ URB R PL 917 | Public Participation for Planning and Policy Making | 3 |
| GEOG 340 | World Regions in Global Context | 3 |
| I SY E/M H R 729 | Behavioral Analysis of Management Decision Making | 3 |
| INTER-HE 801 | Special Topics in Human Ecology | 1-3 |
| JOURN 566 | Communication and Public Opinion | 4 |
| LAW 845 | Water Rights Law | 2-3 |
| LAW 848 | Introduction to Environmental Law | 3 |
| LAW/URB R PL 830 | Land Use Controls | 3 |
| LSC 560 | Scientific Writing | 3 |
| POLI SCI/ PUB AFFR 871 | Public Program Evaluation | 3 |
| POLI SCI/ PUB AFFR/ URB R PL 874 | Policy-Making Process | 3 |
| POLI SCI/ PUB AFFR/ URB R PL 878 | Public Management | 3 |
| PUB AFFR 974 | Topics in Public Affairs | 3 |
| URB R PL 590 | Contemporary Topics in Urban and Regional Planning | 1-3 |
| URB R PL 601 | Site Planning | 3 |
| URB R PL 731 | Introduction to Regional Planning | 3 |
| URB R PL 741 | Introduction to Planning | 3 |
| URB R PL 841 | Urban Functions, Spatial Organization and Environmental Form | 2-3 |

## Category C: Analytical & Design Tools in Water Resources courses

| Code | Title | Credits |
|---|---|---|
| A A E/ENVIR ST/ POP HLTH/ PUB AFFR 881 | Benefit-Cost Analysis | 3 |
| BSE 571 | Small Watershed Engineering | 3 |
| CIV ENGR 310 | Fluid Mechanics | 3 |
| CIV ENGR 415 | Hydrology | 3 |
| CIV ENGR 416 | Water Resources Systems Analysis | 3 |

| | | |
|---|---|---|
| CIV ENGR 515 | Hydroclimatology for Water Resources Management | 3 |
| CIV ENGR/ ENVIR ST/ GEOG 377 | An Introduction to Geographic Information Systems | 4 |
| CIV ENGR 516 | Hydrologic Data Analysis | 3 |
| CIV ENGR/ ENVIR ST/ LAND ARC 556 | Remote Sensing Digital Image Processing | 3 |
| ECON/PUB AFFR/ URB R PL 734 | Regional Economic Problem Analysis | 3 |
| ENVIR ST/G L E/ GEOG/GEOSCI/ LAND ARC 371 | Introduction to Environmental Remote Sensing | 3 |
| ENVIR ST/GEOG/ LAND ARC/ URB R PL 532 | Applications of Geographic Information Systems in Planning | 3 |
| ENVIR ST/ LAND ARC/ SOIL SCI 695 | Applications of Geographic Information Systems in Natural Resources | 3 |
| ENVIR ST/ SOIL SCI 575 | Assessment of Environmental Impact | 3 |
| F&W ECOL/STAT 571 | Statistical Methods for Bioscience I | 4 |
| F&W ECOL/ STAT 572 | Statistical Methods for Bioscience II | 4 |
| GEOG 378 | Introduction to Geocomputing | 4 |
| GEOG 500 | Qualitative Strategies in Geography | 3 |
| GEOG 579 | GIS and Spatial Analysis | 4 |
| GEOG 970 | Seminar in Geographic Information Science | 1-3 |
| GEOSCI/G L E 627 | Hydrogeology | 3-4 |
| GEOSCI/G L E 724 | Groundwater Flow Modeling | 3 |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | 3 |
| PUB AFFR 818 | Introduction to Statistical Methods for Public Policy Analysis | 3 |
| PUB AFFR 819 | Advanced Statistical Methods for Public Policy Analysis | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| SOC WORK/ URB R PL 721 | Methods of Planning Analysis | 3 |
| STAT 301 | Introduction to Statistical Methods | 3 |
| URB R PL 841 | Urban Functions, Spatial Organization and Environmental Form | 2-3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With faculty advisory committee and program chair approval, students are allowed to transfer up to 15 credits of graduate coursework from other institutions. Students must have at least three UW-Madison credits in each of the three breadth categories, and at least nine UW-Madison credits in the Area of Specialty category. Coursework completed ten or more years prior to admission to the program is not allowed to satisfy graduate degree or graduate coursework requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from another institution or UW–Madison undergraduate degree are allowed to count toward the program.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students must assemble a three-member advisory committee that represents a minimum of two departments, preferably no later than their second semester in the program. To meet the interdisciplinary requirement the committee must include members tenured in one of the natural sciences divisions (Biological Sciences, Physical Sciences) and one of the social sciences divisions (Social Studies, Arts & Humanities).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)

- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

This document was reviewed by the Graduate Student working group and approved by vote of Nelson Institute Governance with subsequent review by campus HR; please note that this was prior to the revision of GAPP by campus in 2019-20, as well as present and expected changes in 2020 after to Title IX, Office of the Dean of Students, etc.

## Preamble:

Any student who feels that they have been treated unfairly by a faculty or staff member has the right to seek redress and to receive a hearing of the grievance following these procedures. It applies only to grievances about those persons who are employees of the Nelson Institute, who teach for the Nelson Institute or otherwise are subject to administrative oversight by the Institute. The complaint may concern course grades, program admission, classroom treatment, hostile or intimidating behavior, or any other issue. Note that these procedures are for students bringing grievances to the Nelson Institute, they do not cover issues relating to the classroom behavior of students which must be referred to the Dean of Students.

The procedures outlined below are used in the Nelson Institute to ensure a prompt and fair hearing of complaints, and to protect the rights of both the student and the person at whom the complaint is directed. These policies describe formal procedures. A student is free to bypass these procedures if they do not wish for an Institute sanctioned resolution.

A complaint covered here may involve issues that either require or that would benefit from being directed to one of the campus programs or offices addressing complaints and grievances. See https://compliance.wisc.edu/ and https://compliance.wisc.edu/wp-content/uploads/sites/102/2018/09/Safe-Learning-and-Work-Guide.Fall_.FY19-Accessible.pdf (Accessed Oct. 2020). Please review the most recent information on Title IX on campus, as guidelines and contacts may change. Graduate students should review information at https://grad.wisc.edu/documents/grievances-and-appeals/ (Accessed Feb. 2019) Undergraduate students may wish to review information available in the undergraduate course catalog. There they will find this option presented: “For assistance in determining options, students can contact the on-call dean in the Dean of Students Office, 608-263-5700, Room 70 Bascom Hall, Monday– Friday, 8:30 a.m.–4:30 p.m.”

Also, students should know that academic administrators may be required to report instances of sexual harassment or violence in accordance with university policy and the Clery act. (See: http://uwpd.wisc.edu/crime-data/clery-act/ Accessed Oct. 2018).

State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, UW–System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office for Equity and Diversity.

Questions about Nelson Institute procedures can be directed to the Associate Dean for Research and Education.

## Procedures:

1. If possible, the student (complainant) should first talk with the person against whom the grievance is directed to advise them of their complaint and to determine if resolution is possible.
2. If the student is not satisfied, or if they do not feel comfortable addressing the person to whom the grievance is directed, they should ask to speak to the immediate supervisor of the person involved. If the complaint is directed against a teaching assistant, the student should talk to the TA's supervisor, who is usually the course professor. If the student grievance concerns a faculty or staff member in Nelson, the next formal step is for the student to meet with the Associate Dean for Research and Education. If the complaint is not resolved at this level, the student may continue to the next step (4).
3. It is recognized that a student may be reluctant to bring their grievance to the person against whom the complaint is directed, or to their supervisor, or to anyone else in the administrative hierarchy. In that case, the student should seek out a person who can guarantee confidentiality to the extent allowed by the law and university policy and provide non-judgmental advice as to appropriate next steps. Note that if criminal activity is involved confidentiality cannot be guaranteed. If a student does not know of any suitable person, they may approach any member of the Nelson Institute Academic Programs staff who will be able either to serve as a confidential discussant or who will be able to direct the student to someone who can assure confidentiality. Their role is to be that of Ombuds, meaning that they are not to take a position with respect to the validity of the grievance. Their role is to advise the student as to appropriate next steps.
4. To start a formal grievance process, the student must submit the grievance in writing to the Nelson Institute Associate Dean for Research and Education (hereafter Associate Dean) as soon as possible. An email for which receipt is acknowledged will be considered a written submission.
5. On receipt of the written complaint, the Associate Dean will acquaint themselves with the issues. This may involve face to face meetings or other means of establishing the facts in dispute. The Associate Dean will have the option of proposing a resolution. If the proposed resolution is accepted by parties directly involved, the matter will be considered settled at this

level. Relevant documents will be archived by the Office of the Assistant Dean for Administration. At any point in the proceedings after the receipt and acknowledgement of the grievance by the Associate Dean, the complainant or the compliance will have the option of requesting that the matter be referred to an ad hoc committee. This request must be submitted in writing and acknowledged by the Associate Dean.

6. If the matter cannot be settled through the mediation of the Associate Dean, or if the Associate Dean has concluded that the case merits further attention, or if the complainant has requested that the matter be referred to an ad hoc committee an ad hoc committee will be appointed by the Dean of the Nelson Institute or their designee. The committee will consist of at least three members. Within 10 working days, the student will be allowed to revise the complaint or to add material to the complaint document to be provided to the committee. The complainant may request a change in committee membership, but the final decision on the committee will remain with the Dean. The committee may request a written response from the person toward whom the complaint is directed. This response shall be shared with the person filing the grievance. The ad hoc committee will meet to discuss the case. They are authorized to seek additional information if they feel it is necessary. They will convey their written decision regarding the case including any recommendations for remediation or mediation to the Associate Dean within 30 working days from the charge to the committee. The Associate Dean will provide a copy of the committee's written decision to the student regarding the case within 10 working days of receiving the committee's report; the Associate Dean will also confirm that the past record on file of any grievances regarding the parties involved has been investigated; and, the Associate Dean will provide the student a statement outlining the formal plan of steps that will be taken officially on the part of the Nelson Institute.
7. The complainant then has the option of taking their grievance to the university level. There are several options available. Consult websites referenced above.
8. The written documents relevant to the grievance will be archived in hard copy and electronic form as appropriate in a "Grievance Record" by the office of the Assistant Dean of Administration and will be maintained for a minimum of five years.
9. The cumulative record involving any of the parties to a grievance will be reviewed each time a formal grievance is presented as in Step 4, above, in order to determine whether the pattern of grievance, such as past filings, indicates any actions are warranted.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Expand their knowledge of the physical, chemical, biological, and social sciences and learn how to apply this knowledge to the management of water resources.
2. Understand water resource decision-making at governance levels from local to national.
3. Use a wide range of analytical tools to sustainably manage water resources.
4. Participate in as well as lead interdisciplinary teams.
5. Orally and in writing communicate to stakeholders the findings and recommendations of interdisciplinary projects.
6. Have an understanding of professional and ethical responsibility.

# GENDER AND WOMEN'S STUDIES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Gender and Women's Studies, Doctoral Minor (p. 914)
- Gender and Women's Studies, Graduate/Professional Certificate (p. 915)
- Gender and Women's Studies, MA (p. 916)
- Gender and Women's Studies, PhD (p. 919)

# GENDER AND WOMEN'S STUDIES, DOCTORAL MINOR

**The Gender and Women's Studies doctoral minor no longer admits new students after Spring 2026 and the program will be discontinued Fall 2031.** Students already admitted may only complete and be awarded this minor through Summer 2031. If you have any questions, please contact the department.

## ADMISSIONS

# ADMISSIONS

**The Gender and Women's Studies doctoral minor no longer admits new students after Spring 2026 and the program will be discontinued Fall 2031.** Students already admitted may only complete and be awarded this minor through Summer 2031. If you have any questions, please contact the department.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/professional certificate. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Graduate students who have additional questions on the doctoral minor in Gender and Women's Studies should contact the Graduate Program Manager (https://gws.wisc.edu/graduate/graduate-advising/) in the Department of Gender and Women's Studies.

## REQUIREMENTS

### REQUIREMENTS

A student may earn a doctoral minor in Gender and Women's Studies with 9 credits, if all 9 credits are in exclusively graduate GEN&WS (https://guide.wisc.edu/courses/gen_ws/) courses numbered 700 and above. Alternatively, a student may earn the minor with 12 credits if these are courses numbered 300 and above and identified as designed for graduate work with the graduate designation. One course must be GEN&WS 800 Research Methods in Gender & Women's Studies. Students are expected to achieve a B or better in all courses used for the minor. Directed study courses do not count toward the minor. Students may not use colloquia courses toward requirements of the doctoral minor. Transferred credits are discouraged, but may be allowed with approval of the Director of Graduate Studies. If a student is pursuing two doctoral minors, no more than one course shall overlap between the Gender and Women's Studies minor and the other minor.

# GENDER AND WOMEN'S STUDIES, GRADUATE/PROFESSIONAL CERTIFICATE

Aimed at students enrolled in PhD, MA, and professional degree programs, the Graduate Certificate in Gender & Women's Studies provides recipients with critical expertise that they can apply in a variety of fields. The requirement of two foundational courses offers grounding in the major concepts, theories, and methodological approaches related to women, gender, and/or sexuality. This foundation provides students with the necessary theoretical tools to research and teach about gender and its relationship with other socially meaningful categories such as class, race, ethnicity, disability, and sexuality in a variety of contexts. Taking an additional course further allows students to deepen their knowledge of women, gender and/or sexuality studies in a specific area or areas.

All Graduate Certificate students have the opportunity to tailor their study to areas related to their future career or research ambitions within and beyond the academy.
For more information, including steps to notify the department of certificate completion, please visit the GWS Graduate Programs website (https://gws.wisc.edu/graduate-programs/).

## ADMISSIONS

### ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

Graduate students who have additional questions on the Gender and Women's Studies certificate at the graduate level should contact the Graduate Program Manager (https://gws.wisc.edu/graduate/graduate-advising/)in the Department of Gender and Women's Studies.

## REQUIREMENTS

### REQUIREMENTS

#### GRADE REQUIREMENT

A 3.0 grade point average (GPA) is the minimum for courses satisfying requirements. All courses must be taken for a letter grade (no pass/fail courses).

#### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GEN&WS 800 | Research Methods in Gender & Women's Studies | 3 |
| **First Elective** | | |
| Students must complete one of the following courses: | | 3 |
| GEN&WS 810 | Gender and Women's Studies: The Emergence and Transformation of a Field | |
| GEN&WS 830 | Contemporary Theorizing in Gender and Women's Studies | |
| **Second Elective** | | |
| Students must complete one of the following options: | | 3 |
| Gender and Women's Studies (GEN&WS) course numbered 700 and above | | |
| Gender and Women's Studies (GEN&WS) course numbered 300 and above with the "Grad 50%" designation | | |
| **Total Credits** | | **9** |

#### Additional Program Information

- Enrollment in a graduate or professional program at the University of Wisconsin–Madison.
- Directed study (GEN&WS 699 , GEN&WS 799 , GEN&WS 999 ) and colloquia courses may not satisfy certificate requirements.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate interdisciplinary understanding of major theories, methods, and debates in Gender and Women's Studies.
2. Demonstrate the practical skills related to Gender and Women's Studies, such as critical thinking and intersectional analysis, critical literature review; research methods, and written and oral communication.
3. Understand the interdisciplinary nature of Gender and Women's Studies and the ways these relate to theoretical and methodological shifts in the field as well as to the institutions that shape everyday life.
4. Develop Gender and Women's Studies knowledge, skills, and social engagement and demonstrate how these ideas can be applied to new settings, ideas, and understandings.

# GENDER AND WOMEN'S STUDIES, MA

Effective fall 2023, the Gender and Women's Studies no longer offers a stand-alone MA program.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's. If you are interested in applying for the PhD program, please see admissions information here (p. 919).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

We offer TA positions to new MA students, including tuition remission, stipend, and health insurance. We award new students at least two semesters of guaranteed funding and sometimes offer additional positions. Availability of positions may be different for international students; eligibility is determined at admission. There are a limited number of TA positions, so do not count on these as support for the entire two years of study. We encourage students to apply for positions elsewhere on campus.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 21 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |

| | |
|---|---|
| Assessments and Examinations | To earn the MA degree, students must complete a thesis or exam. Refer to https://gws.wisc.edu/ma-requirements (https://gws.wisc.edu/ma-requirements/)/ for detailed information.<br>• Thesis Project: Students enroll in GEN&WS 790 and complete a thesis. Students must receive approval for thesis from committee. Students will defend the thesis in front of the committee.<br>• Exam: Students must complete a culminating MA exam to demonstrate a general understanding of the field and an interdisciplinary substantive field. Each field will be based on a reading list of roughly 25 books, 75 articles, or their equivalent, constructed in collaboration with the student's permanent advisor and an additional faculty examiner. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Departmental Courses** | | **15** |
| Students must complete at least 15 credits of courses in the department of Gender and Women's Studies. Students select courses in consultation with advisor. The following courses are recommendations to fulfill this requirement. | | |
| GEN&WS 800 | Research Methods in Gender & Women's Studies | |
| GEN&WS 810 | Gender and Women's Studies: The Emergence and Transformation of a Field | |
| GEN&WS 830 | Contemporary Theorizing in Gender and Women's Studies | |
| *Thesis* | | |
| Students are recommended to complete the following course if they are writing a thesis to meet degree requirements. A maximum of 3 credits may fulfill the departmental courses requirement. | | |
| GEN&WS 790 | Research & Thesis: Master's and Professional Level | |
| **Additional Coursework** | | **15** |
| Students must complete additional coursework to meet the minimum credit requirement. Students may apply up to 6 credits of GEN&WS 790, GEN&WS 799, GEN&WS 990, GEN&WS 999 and other departments' independent study courses toward the minimum credit requirement. | | |
| **Total Credits** | | **30** |

## INDEPENDENT STUDY

Students will be allowed to take independent/directed-study credits that do not fulfill the degree minimum requirement, if they wish.

Special circumstances or requests for additional independent/directed-study credits to fulfill minimum requirements must be approved in advance by the Director of Graduate Studies and the advisor.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

Students in the MA program are expected to carry 6 credits per semester. They may carry up to 12 although we do not encourage more than 9. Students who would like to carry fewer than 6 credits must apply in writing to the Director of Graduate Study for a waiver of this requirement and are not eligible to work as teaching assistants.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)

- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate the ability to read, understand, and critique the major concepts and theories related to feminism, women, and gender, and apply these critical perspectives across disciplines.
2. Understanding of historical and contemporary agency by people across a spectrum of gender and the ways this agency has shaped lives in various geographic settings.

3. Demonstrate the ability to analyze the intersections between gender and other socially meaningful categories, such as race, class, gender identity, ethnicity, disability, nation, religion, and sexuality, and to explain how gender functions as a social institution.
4. Demonstrate the ability to conduct interdisciplinary feminist analysis that (1) includes a critical literature review, (2) selects appropriate research methodologies, and (3) proposes an appropriate research design to collect, analyze, interpret, and present findings.
5. Develop and utilize strong cultural competencies (e.g., sensitivity to race/ethnicity/gender/disability/sexual orientation issues) to allow them to enter into various cultural, social, economic, civic, academic, and workplace settings.
6. Acknowledge and engage in ethical courses of action in research and collaborative practice.

# GENDER AND WOMEN'S STUDIES, PHD

The PhD in Gender and Women's Studies provides advanced training in feminist gender analysis for students from a variety of academic backgrounds and career plans. The degree engages the multidisciplinary perspectives associated with gender studies and women's studies: queer studies, transgender studies, sexuality studies, race and ethnicity studies, disability studies, area and global studies, cultural studies, and postcolonial and transnational studies.

This interdisciplinary program is supported by the active engagement of 20 faculty members (and another dozen faculty affiliates). The program of study connects to "traditional" disciplinary study, and encourages students to:

- engage with wide-ranging and multi-disciplinary feminist theory and research;
- explore research on gender around the globe and how gender intersects with local and national identities, as well as how gender intersects with other social categories such as race/ethnicity, nationality, sexuality, class, caste, and religion;
- develop expertise in a disciplinary or interdisciplinary concentration outside Gender and Women's Studies; and
- engage with a variety of disciplinary and interdisciplinary methods including, for example, fieldwork, ethnography, critical analysis, and archival, statistical, experimental, and meta-analytic methods.

The PhD curriculum in Gender and Women's Studies draws from the strengths of course offerings in the department, as well as from methods and course offerings in other fields and departments. Some courses investigate these topics at the global level whereas others focus on the local, regional or national levels. The curriculum ensures an overarching transnational and cross-cultural framework.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION MATERIALS

The following materials are required to be submitted:

1. One (1) copy of unofficial transcripts or academic records from each institution attended. International academic records must be in the original language and accompanied by an official English translation.
2. International degree-seeking applicants must prove English proficiency (https://grad.wisc.edu/apply/requirements/#english-proficiency).
3. Three (3) letters of recommendation. At least two of the letters should come from academic sources. These letters must be submitted online. See the Graduate School's web link (https://grad.wisc.edu/apply/) for frequently asked questions.
4. Statement of reasons why you wish to pursue the PhD Degree in Gender and Women's Studies (2–3 pages). In their personal statements, applicants should explicitly articulate their academic interests and goals, describe how a PhD in Gender and Women's Studies complements those intellectual goals, and explain how the faculty and the program at UW–Madison are especially well matched with the applicant's interests.
5. Curriculum vitae.
6. Writing sample (10-20 pages, no more than 25 pages).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further

funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of Gender and Women's Studies guarantees five years of funding for
PhD students. This five-year funding timeline applies or is in effect whether funding
comes from GWS or another unit on campus. Each student accepted into the PhD
program in Gender & Women's Studies will be given guaranteed funding (salary and
tuition remission) at the 50% level, conditional on the student remaining in good
standing. This guarantee refers to the 9-months of the academic year.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 42 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students must successfully pass a written preliminary examination by the end of Fall semester of their fourth year in the program. Upon passing the preliminary exam, the student advances to dissertator status.<br><br>Doctoral students must submit a written dissertation proposal and defend the proposal at a meeting of their four-person faculty dissertation committee by the end of Fall semester of their fifth year in the program. |
| Language Requirements | n/a |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core GEN&WS Courses** | | |
| GEN&WS 800 | Research Methods in Gender & Women's Studies | 3 |
| GEN&WS 810 | Gender and Women's Studies: The Emergence and Transformation of a Field | 3 |
| GEN&WS 830 | Contemporary Theorizing in Gender and Women's Studies | 3 |
| GEN&WS 840 | Pedagogy in Gender and Women's Studies | 3 |
| **Professional Seminar** | | |
| Students must complete 4-credits of the following course in a fall semester and a spring semester, ideally in their first year of the PhD program. | | |
| GEN&WS 860 | Proseminar in Gender and Women's Studies | 4 |
| **Advanced Electives** | | |
| Students must complete 3 elective courses. This requirement may be satisfied with the following courses. Other graduate-level seminars in or cross-listed with Gender and Women's Studies (GEN&WS) may also be applied. With advisor(s) and Director of Graduate Studies approval, other graduate-level seminars with a substantial focus on topics related to Gender and Women's Studies may be used to satisfy this requirement. | | 9 |

| | |
|---|---|
| GEN&WS/ ENGL 737 | Feminist Theory and Criticism |
| GEN&WS/ CURRIC 760 | Sex/Gender-Related Issues in Curriculum and Instruction |
| GEN&WS/ ED POL/ PUB AFFR 805 | Gender Issues in International Educational Policy |
| GEN&WS/ JOURN 828 | Gender and Sexuality in Mass Communication |
| GEN&WS/ C&E SOC/ SOC 904 | Sociological Perspectives on Gender |
| GEN&WS 925 | Seminar: Topics in Gender and Global Perspectives/Issues |
| GEN&WS/ ANTHRO 920 | Anthropology of Gender |
| GEN&WS 930 | Seminar: Topics in Feminist Theory |
| GEN&WS/ PSYCH 932 | Psychology of Women and Gender |
| GEN&WS/ POLI SCI 933 | Feminist Political Theory |
| GEN&WS/ HISTORY 938 | History of Sexuality |
| GEN&WS 950 | Seminar: Topics in Gender and Women's Studies |
| GEN&WS 960 | Seminar: Topics in Gender and Health |
| GEN&WS 970 | Seminar: Topics in Gender and Disability |
| **Research and Dissertation** | |
| Students must complete at least 6 credits of the following course: | 6 |
| GEN&WS 990 | Research & Thesis |
| **Additional Coursework** | |
| Students will complete this requirement in additional Gender and Women Studies (GEN&WS) or other approved coursework. | 5 |
| **Breadth Requirement/Concentration** | |
| Students are required to meet the Graduate School requirement for breadth, either through a doctoral minor or graduate/professional certificate. GWS PhD students meet this requirement through our 15-credit concentration. Students must submit a written plan for their concentration and have it approved by their advisor and the Graduate Committee by the end of Fall semester of their second year in the program. No more than two advanced elective courses may be counted toward their concentration. At least 50% of the credits for the concentration must numbered 700 or above. | 15 |
| **Total Credits** | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students may transfer up to 9 credits earned at another institution. Transfer credits will be determined in consultation with the student's committee chair/faculty advisor and the Director of Graduate Studies (DGS), who will review relevant syllabi. Please note that not transfer credits will be used to satisfy core Gender and Women Studies (GEN&WS) courses. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate credits earned at other institutions or UW-Madison are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Students may transfer professional credits completed at UW-Madison. Transfer credits will be determined in consultation with the student's committee chair/faculty advisor and the Director of Graduate Studies (DGS), who will review relevant syllabi. Please note that not transfer credits will be used to satisfy core Gender and Women Studies (GEN&WS) courses. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

### Credits Earned as a University Special student at UW–Madison

No credits earned as a University Special student at UW-Madison are allowed to transfer.

*Note: Based on approval, a total of 9 credits of prior coursework may transfer.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

The student will be paired with a faculty advisor when they enter the program, based on the area of interest they indicate in their application for admission. The student may later change their advisor. By the beginning of the second semester of their first year, the student must form a three-person faculty advisory committee consisting of the advisor and two other faculty members.

Refer to the Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a broad understanding of major theories, methods, and scholarship in gender and women's studies.
2. Develop significant research questions that will advance the contributions of GWS scholarship to society; create individualized research programs that match their specific interests and goals, and that harness the tools from their concentration.
3. Acquire the analytical tools to apply gender and women's studies in a range of academic and non-academic careers.
4. Demonstrate ethical and professional conduct in research and teaching and with colleagues.

# GENETICS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Genetics, MS (p. 923)
- Genetics, PhD (p. 926)

# GENETICS, MS

Graduate training in genetics emphasizes study and research leading to a PhD degree in genetics. A master's degree in medical genetics with specialized training in genetic counseling is also available. For more information on a master's degree in genetic counseling, see Genetic Counseling (https://guide.wisc.edu/medicine/medicine-public-health-school-wide/genetic-counselor-studies-mgcs/).

# LABORATORY OF GENETICS

The Laboratory of Genetics is the oldest and one of the finest centers of genetics in the nation. It is highly regarded for its research contributions in the areas of disease genetics (https://genetics.wisc.edu/disease-biology/), cell biology (https://genetics.wisc.edu/cell-biology/), neurogenetics (https://genetics.wisc.edu/neuro-and-behavioral-genetics/), developmental genetics (https://genetics.wisc.edu/development/), gene expression (https://genetics.wisc.edu/gene-expression/), genomics (https://genetics.wisc.edu/genomics-and-proteomics/), evolutionary and population genetics (https://genetics.wisc.edu/evolutionary-and-population-genetics/), and computational biology (https://genetics.wisc.edu/computational-systems-and-synthetic-biology/). The laboratory consists of two departments: Genetics, in the College of Agricultural and Life Sciences; and Medical Genetics, in the School of Medicine and Public Health. Although administratively distinct, these two departments function as one at both the faculty and student levels.

## ADMISSIONS

# ADMISSIONS

This MS is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (p. 926).

A master's degree in medical genetics with specialized training in genetic counseling is also available. For more information on Genetic Counselor Studies MGCS, see Genetic Counselor Studies (https://guide.wisc.edu/medicine/medicine-public-health-school-wide/genetic-counselor-studies-mgcs/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | At the end of their coursework, student's complete an oral thesis proposal defense examination (prelim) that judges their broad knowledge in genetics, their knowledge of their chosen research area, and their ability to synthesize knowledge to design rigorous research approaches. This prelim should be completed by August 31 of the student's second year in the program. |
| Language Requirements | No language requirement. |

## REQUIRED COURSES

Students may earn an MS in Genetics on the way to the PhD in Genetics (p. 926) under certain circumstances. Contact the Genetics graduate program manager for more information.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GENETICS 701 | Advanced Genetics | 2 |
| GENETICS 702 | Advanced Genetics II | 3 |
| GENETICS 707 | Frontiers in Genetics Research | 1 |
| GENETICS 708 | Methods and Logic in Genetic Analysis | 3 |
| GENETICS 805 | Professional Development and Responsible Conduct of Genetics Research | 1 |
| GENETICS 807 | Quantitative Research and Rigor in Genetics | 2 |
| GENETICS 808 | From Genes to Grants: Writing Winning Research Proposals in Genetics | 2 |
| **Elective** | | |
| Complete one (1) GENETICS course with the "Grad 50%" designation for a minimum of two (2) credits. This may include special topics courses. Students wishing to take a course outside of the GENETICS subject offerings may petition the Graduate Program Committee. | | 2-4 |
| **Additional Coursework** | | |
| To meet the 32-credit requirement, students must complete additional coursework from the following. | | 11-16 |
| *Research* | | |
| Research (990) credits may be applied towards degree requirements. Students will register for research credits in the home department of their faculty advisor. | | |
| GENETICS 990 | Research | |
| *Specialized Electives* | | |
| GENETICS 705 is required for students funded through a training grant, and optional for other students in their first year. | | |
| Students may also need to complete specialized elective coursework at the discretion of their thesis committee. | | |
| **Total Credits** | | **32** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

For well-prepared advanced students, the program may accept prior graduate coursework from other institutions toward the minimum credit requirement and minimum graduate coursework (50%) requirement. The minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and

seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Display a broad understanding of classical and modern genetic and genomic principles that underlie all biological processes.
2. Articulate research problems, potentials, limits, and strategies to advance the field of genetics and genomics.
3. Conduct rigorous scientific research that advances the field of genetics and/or applies genetic research approaches in multidisciplinary frameworks to address fundamental questions in biology.
4. Apply knowledge from various disciplines through multidisciplinary coursework, collaborative projects, and research activities.
5. Advance contributions of genetics and genomics research to society through publications, presentations, teaching, mentoring and outreach.
6. Develop transferable skills in critical thinking, problem solving, leadership, mentorship and written and oral communication to diverse audiences, including scientists, graduate and undergraduate students, and the wider community.
7. Exhibit and foster conduct that is professional, ethical, collaborative, and inclusive.
8. Formulate strategies to explore diverse career paths and achieve individual professional development goals for students who have completed an advanced degree in genetics.

# GENETICS, PHD

Graduate training in genetics emphasizes study and research leading to a PhD degree in genetics.

The goal of the genetics graduate training program is to train the next generation of professional geneticists. This includes selecting the most promising university graduates for admission to the program and training those students in the methods and logic of genetic analysis. Such analyses are increasingly important in contemporary biological and biomedical research. The curriculum includes:

1. Coursework on the principles of genetics and on the methods of genetic and genomic analyses, and
2. Original research in a specialized area, which culminates in the writing and defense of a doctoral thesis.

The strength of genetics research at Wisconsin derives in large part from the Laboratory of Genetics, but state-of-the-art genetics research is conducted in many campus departments and centers. Mentoring faculty of the genetics PhD program includes over 80 mentors selected from 22 campus departments and schools based on the strength of their scholarly genetics research. A key feature of the mentors is that they conduct genetic research, using any number of tools, and can therefore provide students with a solid foundation of genetic knowledge and experiences. The genetics research pursued on campus provides an exceptional community.

Genetics PhD students choose one of the mentoring faculty as the graduate thesis advisor and mentor. Genetics graduate students spend time during the first semester of graduate school rotating in the laboratories of three or four faculty mentors, selected by the student. Following rotations, a graduate thesis advisor is chosen by mutual consent of both student and mentor. Students are expected to acquire a broad and fundamental knowledge of genetics during their coursework, after which they conduct independent scholarly research based on individual interests and under the guidance and mentoring of the thesis advisor. Formal coursework requirements are modest, and independent study that includes original research is of paramount importance in the program. Students choose an individualized thesis advisory committee that approves formal coursework and provides scientific and career development advice throughout a student's graduate career.

# LABORATORY OF GENETICS

The Laboratory of Genetics is the oldest and one of the finest centers of genetics in the nation. It is highly regarded for its research contributions in the areas of disease genetics (https://genetics.wisc.edu/disease-biology/), cell biology (https://genetics.wisc.edu/cell-biology/), neurogenetics (https://genetics.wisc.edu/neuro-and-behavioral-genetics/), developmental genetics (https://genetics.wisc.edu/development/), gene expression (https://genetics.wisc.edu/gene-expression/), genomics (https://genetics.wisc.edu/genomics-and-proteomics/), evolutionary and population genetics (https://genetics.wisc.edu/evolutionary-and-population-genetics/), and computational biology (https://genetics.wisc.edu/computational-systems-and-synthetic-biology/). The laboratory consists of two departments: Genetics, in the College of Agricultural and Life Sciences; and Medical Genetics, in the School of Medicine and Public Health. Although administratively distinct, these two departments function as one at both the faculty and student levels.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GRE Biology or related subject test is not required, but applicants may provide scores if available. |
| Letters of Recommendation Required | 3 |

Applicants in genetics choose to attend UW-Madison because of their commitment to the discipline of genetics and because of Wisconsin's strength in that area. For admission to graduate study in genetics, the applicant should have earned a grade point average of 3.0 or better and completed a BS or BA degree from an accredited college or university. There are no specific requirements in supporting fields, but applicants are encouraged to acquire adequate background in mathematics, physics, and biology. There is no formal language requirement for the PhD in genetics. Undergraduate research experience is also strongly recommended in order to be competitive.

Admission to the genetics PhD program is highly competitive. A committee of the Laboratory of Genetics reviews applications each fall, invites meritorious applicants for personal interviews each January and February, and accepts approximately 15 percent of the total applications received. An application for admission consists of:

1. resume,
2. personal statement that discusses the reasons for pursuing a genetics PhD,
3. transcript of undergraduate college or university coursework,
4. three or more letters of recommendation,
5. report, if appropriate, of scores received on English proficiency exams, and
6. any other information or documentation that would help the admissions committee evaluate an applicant's potential for success in graduate study.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Genetics PhD students making satisfactory academic progress are funded through research assistantships, fellowships and traineeships, and teaching assistantships. Funding includes a stipend, health care benefits, and tuition costs. Prospective students should see the program website (https://genetics.wisc.edu/prospective-ph-d-students-2-2-2/) for funding information. The Genetics PhD Program is supported by an NIH T32 Institutional National Research Service Award.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students must complete two presentations of research work which should be completed in a forum that makes sense for the student's individual work and are at the discretion of their thesis committee. These presentations are in addition to the two presentations in Genetics seminars.<br><br>At the end of their coursework, student's complete an oral thesis proposal defense examination (prelim) that judges their broad knowledge in genetics, their knowledge of their chosen research area, and their ability to synthesize knowledge to design rigorous research approaches. This prelim should be completed by August 31 of the student's second year in the program.<br><br>Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | No language requirement. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GENETICS 701 | Advanced Genetics | 2 |
| GENETICS 702 | Advanced Genetics II | 3 |
| GENETICS 707 | Frontiers in Genetics Research | 1 |
| GENETICS 708 | Methods and Logic in Genetic Analysis | 3 |
| GENETICS 805 | Professional Development and Responsible Conduct of Genetics Research | 1 |
| GENETICS 807 | Quantitative Research and Rigor in Genetics | 2 |
| GENETICS 808 | From Genes to Grants: Writing Winning Research Proposals in Genetics | 2 |
| **Elective** | | |
| Complete one (1) GENETICS course with the "Grad 50%" designation for a minimum of two (2) credits. This may include special topics courses. Students wishing to take a course outside of the GENETICS subject offerings may petition the Graduate Program Committee. | | 2-4 |
| **Seminars** | | |
| Students must complete and present during two Genetics seminars. | | 2 |
| GENETICS 993 | Seminar in Genetics | |
| **Additional Coursework** | | |
| To meet the 51-credit requirement, students must complete additional coursework from the following. | | 26-33 |
| *Research* | | |
| Research (990) credits may be applied towards degree requirements. Students will register for research credits in the home department of their faculty advisor. | | |
| GENETICS 990 | Research | |
| *Specialized Electives* | | |
| GENETICS 705 is required for students funded through a training grant, and optional for other students in their first year. | | |
| Students may also need to complete specialized elective coursework at the discretion of their thesis committee. | | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

For well-prepared advanced students, the program may accept prior graduate coursework from other institutions toward the minimum credit requirement and minimum graduate coursework (50%) requirement. The minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

When students have identified a major professor and joined their lab, that professor will assume the duties of their advisor. At that time students will form a PhD Advisory Committee consisting of three to five faculty members (ultimately it must be five) three of whom must be Genetics trainers, including two members of the Laboratory of Genetics faculty, and one minor advisor, if needed. One member must also be from a different department (all 5 cannot be Genetics faculty members). The PhD Advisory Committee should be established no later than the end of the second semester. Under normal circumstances, the committee membership will remain in effect for the entire tenure of the student's graduate career.

The PhD Advisory Committee will advise the student with regard to major and minor requirements. It will also act as their Prelim Examination Committee and as the Final Oral PhD Examination Committee. After the advisor, this committee is the primary monitoring instrument to assure satisfactory progress toward degree. The PhD Advisory Committee will meet with the student at least once per year. During these annual meetings anticipated timelines for progress of the thesis project will be discussed and concrete guidance will be given about completing the thesis. The student will complete an annual committee meeting form each year during the meeting. The annual meeting will address the assessment of the student's progress and outline any suggestions or recommendations, in addition to verifying the discussion of the student's Individualized Development Plan (https://grad.wisc.edu/pd/idp/).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
  - Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
  - Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
  - Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
  - Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
  - Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
  - Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
  - Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
  - Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by

the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.

b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.

c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.

d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPEMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Display a broad understanding of classical and modern genetic and genomic principles that underlie all biological processes.
2. Articulate research problems, potentials, limits, and strategies to advance the field of genetics and genomics.
3. Conduct rigorous scientific research that advances the field of genetics and/or applies genetic research approaches in multidisciplinary frameworks to address fundamental questions in biology.
4. Apply knowledge from various disciplines through multidisciplinary coursework, collaborative projects, and research activities.
5. Advance contributions of genetics and genomics research to society through publications, presentations, teaching mentoring and outreach.
6. Develop transferable skills in critical thinking, problem solving, leadership, mentorship and written and oral communication to diverse audiences, including scientists, graduate and undergraduate students, and the wider community.
7. Exhibit and foster conduct that is professional, ethical, collaborative, and inclusive.
8. Formulate strategies to explore diverse career paths and achieve individual professional development goals for students who have completed an advanced degree in genetics.

# GEOGRAPHY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Cartography and Geographic Information Systems, Doctoral Minor (p. 930)
- Cartography and Geographic Information Systems, MS (p. 931)
- Geography, Doctoral Minor (p. 942)
- Geography, MS (p. 942)
- Geography, PhD (p. 946)

# CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS, DOCTORAL MINOR

Geographic information science (GIScience) addresses the fundamental issues surrounding the use of computer technology to help people work with geographic information. GIScience is a field devoted to the acquisition, representation, management, analysis, and visualization of geospatial data. It is a relatively new discipline that incorporates geography, cartography, spatial analysis, computer science and other related fields, including geodesy, cognition, statistics, and mathematics. As an academic discipline, GIScience is concerned with both theoretical and applied issues relating to the creation, analysis, and visualization of spatiotemporal information. It is inherently interdisciplinary in both its methods and applications. Here at UW–Madison, we are committed to the integration of GIScience with substantive geographic questions.

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

For more information, contact the Graduate Program Director.

## REQUIREMENTS

# REQUIREMENTS

All students pursuing a concentrated minor in Cartography and Geographic Information Systems are required to connect with a faculty member with whom they can work to establish a reasonable course list to complete 9 credits in the department (https://guide.wisc.edu/courses/geog/). That faculty member will, ultimately, be responsible for signing off on completion of the minor. Students interested in the Cartography and Geographic Information Systems minor are encouraged to explore the department's faculty pages (https://geography.wisc.edu/people/faculty/) and contact one or more faculty with shared research interests.

# CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS, MS

The Department of Geography offers a thesis-based master of science in Cartography and Geographic Information Systems, titled Thesis (p. 938). In addition, it offers two professional non-thesis options in the Cartography and Geographic Information Systems MS titled: GIS Development (p. 935) (online program) and Accelerated/ Non-Thesis (p. 932) (in-residence program).

Information about facilities, supporting faculty and staff, and program requirements for all graduate programs in the department can be found in the Geography (p. 930) listing in this catalog.

The MS (Thesis) in Cartography and Geographic Information Systems provides a broad foundation in the theory and application of mapping and geographic information sciences. Students who earn the MS (Thesis) degree are prepared to continue on for the PhD in geography or for positions in government agencies, planning organizations, environmental agencies, nongovernmental organizations, and private industry.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Cartography and Geographic Information Systems through one of the named options:

- Accelerated/Non-Thesis, MS (p. 932)
- GIS Development, MS (p. 935) (suspended summer 2025, discontinued fall 2027)
- Thesis (p. 938), MS (p. 938)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

See "How Does Funding Work?" at the Geography Master's FAQ (https://geography.wisc.edu/graduate/graduate-programs-faq/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | See Named Options for information. |
| Language Requirements | No language requirement. |

### REQUIRED COURSES

Select a Named Option (https://guide.wisc.edu/graduate/geography/cartography-geographic-information-systems-ms/#NamedOptions) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Cartography and Geographic Information Systems must select one of the following named options:

View as listView as grid

- **CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS: ACCELERATED/NON-THESIS, MS (P. 932)**
- **CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS: GIS DEVELOPMENT, MS (P. 935)**
- **CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS: THESIS, MS (P. 938)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Accelerated/Non-Thesis, MS (p. 932)
- GIS Development, MS (p. 935) (suspended summer 2025, discontinued fall 2027)
- Thesis (p. 938), MS (p. 938)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the concepts, theories, methods, and/or approaches to design and inquiry in Cartography and GIScience.
2. Identifies sources, assembles evidence, and/or builds justification for addressing questions or challenges in Cartography and GIScience.
3. Demonstrates understanding of Cartography and GIScience in a historical, social, global, and/or technological context.
4. Selects and/or utilizes the most appropriate methods, technological solutions, and practices to address challenges in Cartography and GIScience.
5. Analyzes, synthesizes, and evaluates information pertaining to questions or challenges in Cartography and GIScience for addressing broad questions in Geography and related fields.
6. Communicates clearly in written, verbal, and visual ways appropriate to Cartography and GIScience.
7. Demonstrates state-of-the-art technical skills in Cartography and GIScience.
8. Recognizes and applies principles of ethical and professional conduct expected in Cartography and GIScience.

# CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS: ACCELERATED/NON-THESIS, MS

This is a named option within the Cartography/GIS MS (p. 931).

This accelerated master's program provides a broad foundation in the theory and application of mapping and geographic information sciences. Graduates of this program will be well prepared for positions as GIS analysts in government agencies, planning organizations, environmental agencies, nongovernmental organizations, and private industry. Completion of this accelerated program does not include a thesis. Learn more. (https://geography.wisc.edu/gis/accelerated-non-thesis-masters-in-cartography-gis/)

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | April 1 for international applicants; June 1 for domestic applicants |
| Spring Deadline | August 1 for international applicants; October 1 for domestic applicants |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

Academic program admission requirements are often more rigorous than those set by the Graduate School. Please check the program's website (https://geography.wisc.edu/gis/accelerated-non-thesis-masters-in-cartography-gis-application-information/) for details on how to apply.

This program accepts applications for the fall and spring semesters.

For admission into the Cartography and GIS Accelerated/non-thesis Master's degree program, applicants should have a GPA of 3.0 or above, and should have completed one undergraduate course in statistical methods. Applicants that do not meet the GPA and course requirement may still be admitted and should reach out to the program manager to discuss options. The application requires a resume, unofficial transcripts, contact information for two professional or academic references, a statement of interest, and proof of English proficiency (international students only). The Graduate School Application is completed online by selecting the following program and paying the application fee: Cartography & Geographic Information Systems MS – Accelerated/Non-Thesis.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | No language requirement. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GEOG 370 | Introduction to Cartography | 4 |
| GEOG/CIV ENGR/ ENVIR ST 377 | An Introduction to Geographic Information Systems | 4 |
| GEOG 378 | Introduction to Geocomputing | 4 |

| | | |
|---|---|---|
| GEOG 778 | Practicum in GIS Development | 4 |
| **Electives** | | |
| Choose four of the following: | | 14-16 |
| GEOG 560 | Advanced Quantitative Methods | |
| GEOG 572 | Graphic Design in Cartography | |
| GEOG 573 | Advanced Geocomputing and Geospatial Big Data Analytics | |
| GEOG 574 | Geospatial Database Design and Development | |
| GEOG 575 | Interactive Cartography & Geovisualization | |
| GEOG 576 | Geospatial Web and Mobile Programming | |
| GEOG 578 | GIS Applications | |
| GEOG 579 | GIS and Spatial Analysis | |
| GEOG 675 | Special Topics in Geography | |
| **Total Credits** | | **30** |

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 7 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students are allowed to transfer no more than 7 credits of undergraduate graduate coursework from other institutions or UW-Madison. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 14 credits of graduate coursework as defined above taken as a University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

The Department of Geography expects graduate students to progress through a sequence of benchmarks within prescribed time periods. These benchmarks constitute a reasonable rate of accomplishment for full-time students holding teaching or research appointments. The department recognizes that individual circumstances vary, and not all students progressing toward their academic goals will hit the benchmarks exactly. Thus a student's progress is considered unsatisfactory only after a period of time elapses following an unmet benchmark. A student not making satisfactory progress is placed on probation. For detailed information about these benchmarks and triggers for probationary status, please see the department's Criteria for Satisfactory Progress.

## ADVISOR / COMMITTEE

All students are required to conduct a progress report each semester with the program director or manager. Failure to do so will result in a hold being place on the student's registration.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

For program-specific time limits, please see Probation Policy above.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS: GIS DEVELOPMENT, MS

**The GIS Development named option in the Cartography and Geographic Information Systems, MS no longer admits new students after Spring 2025 and the program will be discontinued Fall 2027.** If you have any questions, please contact the department (see contact box).

This is a named option within the Cartography/GIS MS (p. 931).

This online master's program provides a broad foundation in the theory and application of mapping and geographic information sciences. Graduates of this program will be well prepared for positions as GIS analysts in government agencies, planning organizations, environmental agencies, nongovernmental organizations, and private industry. Completion of this program does not include a thesis. Learn more. (https://geography.wisc.edu/gis/onlinemasters/)

# ADMISSIONS

## ADMISSIONS

**The GIS Development named option in the Cartography and Geographic Information Systems, MS no longer admits new students after Spring 2025 and the program will be discontinued Fall 2027.** If you have any questions, please contact the department (see contact box).

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed

admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 1 for international applicants; July 15 for domestic applicants |
| Spring Deadline | September 1 for international applicants; November 1 for domestic applicants |
| Summer Deadline | February 1 for international applicants; April 1 for domestic applicants |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

Academic program admission requirements are often more rigorous than those set by the Graduate School. Please check the program's website (https://geography.wisc.edu/gis/online-masters-program-application-information/) for details on how to apply.

Applicants must have completed the equivalent of two (2) undergraduate-level courses in GIS and/or Cartography and Visualization, and one (1) course in Quantitative Methods. The Program Director, in consultation with the Program Admissions Committee, may deem these requirements satisfied if an applicant provides evidence of sufficient knowledge in these areas gained through work experience.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |

| | |
|---|---|
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | No language requirement. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| GEOG 378 | Introduction to Geocomputing | 4 |
| GEOG 572 | Graphic Design in Cartography | 4 |
| GEOG 574 | Geospatial Database Design and Development | 4 |
| GEOG 575 | Interactive Cartography & Geovisualization | 4 |
| GEOG 576 | Geospatial Web and Mobile Programming | 4 |
| GEOG 579 | GIS and Spatial Analysis | 4 |
| GEOG 777 | Capstone in GIS Development | 4 |
| GEOG 778 | Practicum in GIS Development | 4 |
| **Total Credits** | | **32** |

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 7 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree or earned ten years is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students are allowed to transfer no more than 7 credits of undergraduate graduate coursework from other institutions or UW-Madison. Coursework earned ten or more years prior to admission to a master's degree or earned ten years is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer up to 15 credits taken as a University Special student. Coursework earned ten or more years prior to admission to the option may not be used to satisfy requirements.

## PROBATION

The Department of Geography expects graduate students to progress through a sequence of benchmarks within prescribed time periods. These benchmarks constitute a reasonable rate of accomplishment for full-time students holding teaching or research appointments. The department recognizes that individual circumstances vary, and not all students progressing toward their academic goals will hit the benchmarks exactly. Thus a student's progress is considered unsatisfactory only after a period of time elapses following an unmet benchmark. A student not making satisfactory progress is placed on probation. For detailed information about these benchmarks and triggers for probationary status, please see the department's Criteria for Satisfactory Progress (http://www.geography.wisc.edu/graduate/Criteria%20for%20Satisfactory%20Progress.pdf).

## ADVISOR / COMMITTEE

All students are required to conduct a progress report each semester with the program director or manager. Failure to do so will result in a hold being place on the student's registration.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)

- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS: THESIS, MS

This is a named option within the Cartographic and Geographic Information Systems MS (p. 931).

The Department of Geography offers a thesis-based master of science in Cartography and Geographic Information Systems, titled Thesis (p. 938). In addition, it offers two professional non-thesis options in the Cartography and Geographic Information Systems MS titled: GIS Development (p. 935) (online program) and Accelerated/ Non-Thesis (p. 932) (in-residence program).

Information about facilities, supporting faculty and staff, and program requirements for all graduate programs in the department can be found in the Geography (p. 930) listing in this catalog.

The MS (Thesis) in Cartography and Geographic Information Systems provides a broad foundation in the theory and application of mapping and geographic information sciences. Students who earn the MS (Thesis) degree are prepared to continue on for the PhD in geography or for positions in government agencies, planning organizations, environmental agencies, nongovernmental organizations, and private industry.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## BREADTH REQUIREMENTS

This program requires students to have taken coursework in several areas of Cartography to show breadth of knowledge in the field. Most admitted applicants have completed the coursework for the breadth requirements prior to entering the program. Applicants must have completed the equivalent of one undergraduate-level course in quantitative methods, two courses in mathematics or statistics, and two intermediate or advanced geography courses. Admitted applicants who begin the program lacking one or more of the breadth courses are expected to complete such coursework during the master's program. Courses taken for breadth can also be used to fulfill degree requirements.

## GRADUATE SCHOOL APPLICATION

If your primary sub-area specialization is Earth Systems Geography, Human Geography or People/Environment Geography, you will need to apply to the Geography MS.

Refer to the following links:

- Consult the Graduate School Admissions website (https://grad.wisc.edu/apply/) for information about applying to the UW-Madison Graduate School, including general admissions requirements (https://grad.wisc.edu/apply/requirements/).
- Consult the Geography Department website (https://geography.wisc.edu/research-graduate-programs/prospective-graduate-students/) for additional information about the program and the application process.

### Materials

Upload the following to the online application:

- Three letters of recommendation (https://grad.wisc.edu/apply/#FAQ). Once you have entered the recommenders information in the application, each recommender will receive an electronic invitation to submit a letter through the application system. Be sure to contact each recommender ahead of time to let them know that they will be receiving a request for a letter of recommendation from the application system.
- Statement of purpose. For more information, check out our guidelines for writing a statement of purpose on our prospective student site (https://geography.wisc.edu/research-graduate-programs/prospective-graduate-students/#admissions-and-application-information).
- CV
- Unofficial transcripts
- International degree-seeking applicants will need to demonstrate English proficiency. See the Graduate School requirements (https://grad.wisc.edu/apply/requirements/) for specific information.
- The online application to the Cartography/GIS MS-Thesis program includes a "supplemental application" in which you are asked to identify faculty with whom you wish to work.
- Submit the online Graduate School Application for Admission (https://grad.wisc.edu/apply/) and pay the application fee.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

See "How Does Funding Work?" at the Geography Master's FAQ (https://geography.wisc.edu/graduate/graduate-programs-faq/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | A formal thesis is required. |
| Language Requirements | No language requirement. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GEOG 765 & GEOG 766 | Geographical Inquiry and Analysis: An Introduction and Geographical Inquiry and Analysis: Techniques | 4 |
| GEOG 370 | Introduction to Cartography | 4 |
| GEOG/CIV ENGR/ ENVIR ST 377 | An Introduction to Geographic Information Systems | 4 |
| GEOG 378 | Introduction to Geocomputing | 4 |
| GEOG 970 | Seminar in Geographic Information Science [1] | 3 |
| **Electives** | | |
| Select two of the following: | | 7 |
| GEOG 572 | Graphic Design in Cartography | |
| GEOG 573 | Advanced Geocomputing and Geospatial Big Data Analytics | |
| GEOG 574 | Geospatial Database Design and Development | |
| GEOG 575 | Interactive Cartography & Geovisualization | |
| GEOG 576 | Geospatial Web and Mobile Programming | |
| GEOG 578 | GIS Applications | |
| GEOG 579 | GIS and Spatial Analysis | |
| **Additional Coursework** | | |
| Students take courses numbered 300 and up in consultation with their advisor to meet the 30 credit minimum. | | 4 |
| **Total Credits** | | **30** |

[1] GEOG 970 must be taken for 3 credits.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework as defined above taken as a University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

The Department of Geography expects graduate students to progress through a sequence of benchmarks within prescribed time periods. These benchmarks constitute a reasonable rate of accomplishment for full-time students holding teaching or research appointments. The department recognizes that individual circumstances vary, and not all students progressing toward their academic goals will hit the benchmarks exactly. Thus, a student's progress is considered unsatisfactory only after a period of time elapses following an unmet benchmark. A student not making satisfactory progress is placed on probation. For detailed information about these benchmarks and triggers for probationary status, please see the department's Criteria for Satisfactory Progress (https://geography.wisc.edu/research-graduate-programs/current-graduate-students/).

## ADVISOR / COMMITTEE

The chair (or co-chair) of a master's student's committee is the student's advisor. This individual must be graduate faculty in Geography or affiliated with Geography. The committee must have at least three members, two of whom must be graduate faculty (or former graduate faculty up to one year after resignation/retirement). Two of the three members must be affiliated with the Geography Department. The third member may be a qualified individual from within or outside UW-Madison. Inclusion of committee members who are not UW-Madison graduate faculty must be approved by the student's advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and

decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# GEOGRAPHY, DOCTORAL MINOR

Geography studies the interaction between people and their environments, including the ways in which the people, the environments, and the interactions all vary from place to place over the earth. Because it is concerned with the character of people and their cultures on the one hand, and with the character of the earth's surface and its resources on the other, geography is both a social and a natural science. The UW–Madison geography program is organized into four major thematic areas: physical geography and earth system science, people-environmental studies, cartography and GIS, and human geography. There is intentional overlap among the thematic areas and many of our faculty work across subfields (e.g., teach courses in both human and people-environment).

## ADMISSIONS

# ADMISSIONS

For more information, contact the Graduate Program Director.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

All students pursuing a concentrated minor in Geography are required to connect with a faculty member with whom they can work to establish a reasonable course list to complete 9 credits in the department (https://guide.wisc.edu/courses/geog/). That faculty member will, ultimately, be responsible for signing off on completion of the minor. Students interested in the Geography minor are encouraged to explore the department's faculty pages (https://geography.wisc.edu/people/faculty/) and contact faculty members with shared research interests.

# GEOGRAPHY, MS

The Department of Geography is a leader in the field of geography and offers exceptional opportunities for graduate education. The department has been consistently rated as one of the best in the country and for over 100 years has been the training ground for generations of geographers. The department's strength is reflected in its ability to attract top-caliber students, compete for significant research funding, and publish foundational scholarly work. The department maintains strength across the full spectrum of subfields within the discipline and is organized into four major thematic areas: physical geography and earth system science, people and environment, human geography, and cartography/GIS.

Department faculty and graduate students represent a diverse community within which a wide range of perspectives, approaches, and research strategies are accommodated. The faculty has long been recognized nationally and internationally for outstanding contributions to geography and beyond. Many graduate students have gone on to prominence within government, industry, and academia, and some of the most influential names in geography received their training in Madison.

The department offers two masters of science in geography (thesis option): a master of science in geography and a master of science in cartography and geographic information systems.

Graduate students at the MS level are expected to acquire a broad foundation in geography in addition to specializing in one or more areas of concentration. Students who earn the MS (Thesis) degree are prepared to continue on for the PhD or for positions in government agencies, planning organizations, environmental agencies, nongovernmental organizations, and private industry.

The department takes in roughly 10–15 new graduate students each year. In recent years, about half of all incoming graduate students have completed an undergraduate major in a subject other than geography.

# FACILITIES

Housed in historic Science Hall, the Department of Geography offers exceptional facilities for advanced study in geography, cartography, and GIS. The department maintains the University Cartographic Laboratory, the Arthur Robinson Map and Air Photo Library, a computer lab, several computer classrooms, and laboratory facilities specializing

in biogeography, biogeochemistry, paleoecology, geomorphology, and soil research. In addition, the building houses the Wisconsin State Cartographer's Office, the History of Cartography Project, and the Gaylord Nelson Institute for Environmental Studies.

Graduate students may supplement their work in the geography department with study in other departments of the university, and there are frequent opportunities for advanced work in interdepartmental seminars. The location of the state capital at Madison makes possible easy contact with state agencies and some federal agencies.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## BREADTH REQUIREMENTS

This program requires admitted applicants to have taken coursework in several areas of Geography to show breadth of knowledge in the field. Most admitted applicants have completed the coursework for the breadth requirements prior to entering the program. Admitted applicants must have completed the equivalent of one undergraduate-level course in each subarea (Earth Systems Geography, Human Geography, People-Environment Geography, Cartography/GIS). Admitted applicants who begin the program lacking one or more of the breadth courses are expected to complete such coursework during the master's program. Courses taken for breadth can also be used to fulfill degree requirements.

## GRADUATE SCHOOL APPLICATION

If the applicant's primary sub-area specialization is Cartography/GIS, please apply to the Cartography and GIS MS-Thesis program, not the Geography MS program.

Refer to the following links:

- Consult the Graduate School Admissions website (https://grad.wisc.edu/apply/) for information about applying to the UW-Madison Graduate School, including general admissions requirements (https://grad.wisc.edu/apply/requirements/).
- Please see the Geography Department web pages for prospective graduate students (https://geography.wisc.edu/research-graduate-programs/prospective-graduate-students/) for additional details about the program and the application process.

### Materials

Upload the following to the online application:

- Three letters of recommendation (https://grad.wisc.edu/apply/#FAQ). The Graduate School will contact recommenders directly via e-mail once applicant enters information in the application. Be sure to contact each recommender ahead of time to let them know that they will be contacted directly by the Graduate School.
- Statement of purpose. For more information, check out our guidelines for writing a statement of purpose on our prospective student site (https://geography.wisc.edu/research-graduate-programs/prospective-graduate-students/#admissions-and-application-information).
- CV
- Unofficial transcripts
- International degree-seeking applicants will need to demonstrate English proficiency. See the Graduate School requirements (https://grad.wisc.edu/apply/requirements/) for specific information.
- The online application to the Geography MS includes a "supplemental application" in which applicants are asked to identify primary sub-area specialization (Earth Systems Geography, Human Geography, People/Environment Geography). Applicants may also identify faculty with whom they wish to work, as well as three areas of (topical and/or geographic) interest.
- Submit the online Graduate School Application for Admission (https://grad.wisc.edu/apply/) and pay the application fee.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

See "How Does Funding Work?" at the Geography Master's FAQ (https://geography.wisc.edu/graduate/graduate-programs-faq/).

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | A formal thesis is required. |
| Language Requirements | No language requirement. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| GEOG 765 | Geographical Inquiry and Analysis: An Introduction | 1 |
| GEOG 766 | Geographical Inquiry and Analysis: Techniques | 3 |
| Two geography (GEOG) graduate courses numbered 300 and above [1] | | 6 |
| **Seminars** | | |
| Students must complete one (3-credit) geography seminar numbered 900 with a core or affiliate Geography faculty member. See list of options below. | | 3 |
| **Additional Coursework** | | |
| In consultation with advisor, students must complete coursework to reach the minimum of 30 credit requirement. | | 17 |
| **Total Credits** | | **30** |

#### Geography Seminars

| Code | Title | Credits |
|---|---|---|
| GEOG 900 | Seminar in Geography | 1-3 |
| GEOG 901 | Seminar in Cultural Geography | 2-3 |
| GEOG 918 | Seminar in Political Geography | 2-3 |
| GEOG 920 | Seminar in Physical Geography | 1-3 |
| GEOG 930 | Seminar in People-Environment Geography | 2-3 |
| GEOG 970 | Seminar in Geographic Information Science | 1-3 |

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

## MAJOR-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

#### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework as defined above taken as a UW–Madison Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

The Department of Geography expects graduate students to progress through a sequence of benchmarks within prescribed time periods. These benchmarks constitute a reasonable rate of accomplishment for full-time students holding teaching or research appointments. The department recognizes that individual circumstances vary, and not all students progressing toward their academic goals will hit the benchmarks exactly. Thus a student's progress is considered unsatisfactory only after a period of time elapses following an unmet benchmark. A student not making satisfactory progress is placed on probation. For detailed information about these benchmarks and triggers for probationary status, see the department's Criteria for Satisfactory Progress (https://geography.wisc.edu/wp-content/uploads/2017/05/Criteria-for-Satisfactory-Progress.pdf).

## ADVISOR / COMMITTEE

The chair (or co-chair) of a master's student's committee is the student's advisor. This individual must be graduate faculty in Geography or affiliated with Geography. The committee must have at least three members, two of whom must be graduate faculty (or former graduate faculty up to one year after resignation/retirement). Two of the three members must be affiliated with the Geography Department. The third member may be a qualified individual from within or outside UW-Madison. Inclusion of committee members who are not UW-Madison graduate faculty must be approved by the student's advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

For program-specific time limits, please see Probation Policy above. Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
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- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
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## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

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A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and

decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the concepts, theories, methods, and/or approaches to design and inquiry in Geography.
2. Identifies sources, assembles evidence, and/or builds justification for addressing questions or challenges in Geography.
3. Demonstrates understanding of Geography in a historical, social, global, and/or technological context.
4. Selects and/or utilizes the most appropriate methods, technological solutions, and practices to address challenges in Geography.
5. Analyzes, synthesizes, and evaluates information pertaining to questions or challenges in Geography and related fields.
6. Communicates clearly in written, verbal, and visual ways appropriate to Geography.
7. Demonstrates state-of-the-art technical skills relevant to future careers.
8. Recognizes and applies principles of ethical and professional conduct expected in Geography.

# GEOGRAPHY, PHD

The Department of Geography is a leader in the field of geography and offers exceptional opportunities for graduate education. The department has been consistently rated as one of the best in the country and for more than 100 years has been the training ground for generations of geographers. The department's strength is reflected in its ability to attract top-caliber students, compete for significant research funding, and publish foundational scholarly work. The department maintains strength across the full spectrum of subfields within the discipline and is organized into four major thematic areas: physical geography and earth system science, people and environment, human geography, and cartography/GIS.

Department faculty and graduate students represent a diverse community within which a wide range of perspectives, approaches, and research strategies are accommodated. The faculty has long been recognized nationally and internationally for outstanding contributions to geography and beyond. Many graduate students have gone on to prominence within government, industry, and academia and some of the most influential names in geography received their training in Madison.

The PhD degree is founded primarily upon specialized advanced training and research. Students may specialize in a single subdisciplinary area or a combination of areas and are expected to engage in research leading to a dissertation that makes an original and significant contribution to geographic knowledge and ideas.

The department takes in roughly 10–15 new graduate students each year. In recent years, about half of all incoming graduate students have completed an undergraduate major in a subject other than geography.

# FACILITIES

Housed in historic Science Hall, the Department of Geography offers exceptional facilities for advanced study in geography, cartography, and GIS. The department maintains the University Cartographic Laboratory, the Arthur Robinson Map and Air Photo Library, a computer lab, several computer classrooms, and laboratory facilities specializing in biogeography, biogeochemistry, paleoecology, geomorphology, and soil research. In addition, the building houses the Wisconsin State Cartographer's Office, the History of Cartography Project, and the Gaylord Nelson Institute for Environmental Studies.

Graduate students may supplement their work in the geography department with study in other departments of the university, and there are frequent opportunities for advanced work in interdepartmental seminars. The location of the state capital at Madison makes possible easy contact with state agencies, and some federal agencies.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched

the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## BREADTH REQUIREMENTS

Applicants must complete the equivalent of one undergraduate-level course in each subarea (Earth Systems Geography, Human Geography, People-Environment Geography, Cartography/GIS). Courses taken for breadth can also be used to fulfill major degree requirements. Most admitted applicants complete this coursework for breadth requirements prior to entering the program. Admitted applicants who begin the program lacking one or more of the breadth courses are expected to complete such coursework by the end of the second semester in the program.

## GRADUATE SCHOOL APPLICATION

Applicants must have, or be in process of completing, a master's degree in order to apply directly to the Geography PhD program. Applicants with Bachelor's degrees should apply to the Geography MS or Cartography/GIS MS-Thesis program and indicate their intent to continue to the Geography PhD.

Refer to the following links:

- Consult the Graduate School Admissions website (https://grad.wisc.edu/apply/) for information about applying to the UW-Madison Graduate School, including general admissions requirements (https://grad.wisc.edu/apply/requirements/).
- Please see the Geography Department web pages for prospective graduate students (https://geography.wisc.edu/research-graduate-programs/prospective-graduate-students/) for additional detail about the program and the application process.

### Materials

Upload the following to the online application:

- Three letters of recommendation (https://grad.wisc.edu/apply/#FAQ). The Graduate school will contact recommenders directly via e-mail once applicant enters information in the application. Be sure to contact each recommender ahead of time to let them know that they will be contacted directly by the Graduate School.
- Statement of purpose. For more information, check out our guidelines for writing a statement of purpose on our prospective student site (https://geography.wisc.edu/research-graduate-programs/prospective-graduate-students/#admissions-and-application-information).
- CV
- Unofficial transcripts
- International degree-seeking applicants will need to demonstrate English proficiency. See the Graduate School requirements (https://grad.wisc.edu/apply/requirements/) for specific information.
- The online application to the Geography PhD includes a "supplemental application" in which applicants are asked to identify primary sub-area specialization (Cartography/GIS, Earth Systems Geography, Human Geography, People/Environment Geography). Applicants may also identify faculty with whom they wish to work, as well as three areas of (topical and/or geographic) interest.
- Submit the online Graduate School Application for Admission (https://grad.wisc.edu/apply/) and pay the application fee.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

See "How Does Funding Work?" at the Geography Master's FAQ (https://geography.wisc.edu/graduate/graduate-programs-faq/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | Students must pass a general and specific qualifying exam. Students must orally defend dissertation proposal before a dissertation committee. |
| Language Requirements | Competence in a non-English language can be used to fulfill skills requirement. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students who choose to complete the Culture, History and Environment doctoral minor can use no more than one Geography course for the minor and that course must be outside of the student's primary subarea of study. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following course. | | |
| GEOG 765 | Geographical Inquiry and Analysis: An Introduction | 1 |
| **Seminars** | | |
| Students must complete two (3-credit) courses numbered 900 or above geography seminars with two different core or affiliate Geography faculty members. Students cannot use seminars completed as an MS student towards this requirement. See seminar options below. | | 6 |
| **Skills Coursework** | | |
| In consultation with advisor, students must complete 6 credits of intermediate or advanced courses numbered 300 or above. Any coursework completed as a graduate student can be used. Typically, students fulfill this requirement by completing one of the following four options. Credits earned as independent study (999) or research (990) cannot be used to satisfy this requirement. | | 6 |
| *Language Competence* | | |
| Students may demonstrate competency through an oral assessment administered by a faculty member or instructor from the relevant language department OR complete the appropriate language coursework as selected in consultation with advisor. | | |
| *Quantitative Skills* | | |
| In consultation with advisor, students select and complete quantitative skills courses that are intermediate or advanced courses numbered 300 and above. | | |
| *Qualitative Skills* | | |
| In consultation with advisor, students select and complete qualitative skills courses that are intermediate or advanced courses numbered 300 and above. | | |
| *Combination of Quantitative and Qualitative Skills* | | |
| In consultation with advisor, students select and complete quantitative and qualitative skills courses that are intermediate or advanced courses numbered 300 and above. | | |
| **Additional Coursework** | | |
| In consultation with advisor, students must complete coursework to reach the minimum 51 credit requirement. This coursework is chosen to complement a student's research area. | | 38 |
| **Total Credits** | | **51** |

### Geography Seminars

| Code | Title | Credits |
|---|---|---|
| GEOG 900 | Seminar in Geography | 1-3 |
| GEOG 901 | Seminar in Cultural Geography | 2-3 |
| GEOG 918 | Seminar in Political Geography | 2-3 |
| GEOG 920 | Seminar in Physical Geography | 1-3 |
| GEOG 930 | Seminar in People-Environment Geography | 2-3 |
| GEOG 970 | Seminar in Geographic Information Science | 1-3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of graduate-level coursework taken as a UW–Madison University Special student. Coursework earned ten year or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

The Department of Geography expects graduate students to progress through a sequence of benchmarks within prescribed time periods. These benchmarks constitute a reasonable rate of accomplishment for full-time students holding teaching or research appointments. The department recognizes that individual circumstances vary, and not all students progressing toward their academic goals will hit the benchmarks exactly. Thus a student's progress is considered unsatisfactory only after a period of time elapses following an unmet benchmark. A student not making satisfactory progress is placed on probation. For detailed information about these benchmarks and triggers for probationary status, see the department's Criteria for Satisfactory Progress (https://geography.wisc.edu/wp-content/uploads/2017/05/Criteria-for-Satisfactory-Progress.pdf).

## ADVISOR / COMMITTEE

The chair (or co-chair) of a doctoral student's Dissertation Committee is the student's Advisor. This individual must be UW-Madison graduate faculty in Geography or affiliated with Geography. The committee must have at least 4 members, all designated as "readers" (responsible for reading the entire dissertation). The committee must have members from at least 2 University of Wisconsin-Madison graduate programs. Three members must be UW-Madison graduate faculty (or former graduate faculty up to one year after resignation/retirement). At least 2 members must be from UW-Madison Geography or affiliated with UW-Madison Geography. At least one committee member must be from outside the major field of study. The fourth member and any additional members can be UW-Madison graduate faculty (or former graduate faculty up to one year after resignation/retirement) or qualified individuals from within or outside UW-Madison. Inclusion of committee members who are not UW-Madison graduate faculty must be approved by the student's Advisor. Students can add a fifth committee member, who can serve as "non-reader" (not responsible for reading the entire dissertation, able to provide input on specific areas of expertise).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within geography.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within geography.
3. Creates research, scholarship, or performance that makes a substantive contribution.
4. Demonstrates breadth within their learning experiences.
5. Advances contributions of geography to society.
6. Communicates complex ideas in a clear and understandable manner.
7. Fosters ethical and professional conduct.

# GEOSCIENCE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Geoscience, MS (p. 950)
- Geoscience, PhD (p. 953)

# GEOSCIENCE, MS

The Department of Geoscience provides opportunity for advanced study leading to the master of science and the doctor of philosophy degrees. Broad research interests and numerous fields of specialization among the members of the faculty provide research opportunities in all major fields of earth science including geochemistry, geophysics, hydrogeology, microbial geoscience, mineralogy, nano-geoscience, paleontology, paleoclimatology/paleooceanography, petrology, quaternary geology, sedimentology, structural geology, and tectonics.

The graduate student is expected to acquire a broad foundation in geoscience and in the supporting sciences before specializing. Courses are selected by the student in consultation with a three-member guidance and evaluation committee. Individual research and scholarship is required in all graduate work. It is expected that the candidate for an advanced degree will make original contributions, develop new ideas, and complete a dissertation suitable for publication in a peer-reviewed journal, book, or report. Students may also obtain a joint master's degree in geoscience and water resources management if approved by both programs and the Graduate School.

The department maintains a variety of cutting-edge laboratories in Lewis G. Weeks Hall for the Geological Sciences. Strong connections also exist between the geoscience and geological engineering programs. Library and research facilities are available for advanced work in all important branches

of the science. Geological survey offices in the Madison area, both state and federal, provide opportunities for cooperation with Survey geologists and the use of Survey facilities.

The program prepares students for teaching and research in academic positions, research work in state and federal organizations, and research and development in industry. The department coordinates interviews with potential employers several times during the year and maintains information on career placement. Students are actively involved in teaching and research programs and other scholarly activities of the department.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 4 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Graduate students may enter the degree program with a bachelor's degree in geology or a related earth science, or some other field relevant to the intended field of specialization. In addition to meeting the minimum admission requirements of the Graduate School, candidates must have had one year each of college chemistry, physics, and calculus. Graduate students in paleobiology are allowed to substitute statistics courses for the calculus requirement. A student entering the program with an undergraduate degree in geology is expected to have completed a 6–8 credit course in geologic field mapping.

Applicants will not normally be admitted with deficiencies in more than two one-semester courses in the required cognate subjects (for example, a prospective student could be missing one semester of physics and one semester of calculus). Such deficiencies should be removed within the first year of graduate study. A deficiency in field geology normally must be removed before commencing graduate study. Promising students with excessive deficiencies may be advised to take courses as a Special student before becoming eligible to enter graduate studies. They cannot, however, receive financial aid while a Special student.

Applicants seeking admissions in spring and summer must contact the program.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Financial assistance sufficient to meet the ordinary expenses of graduate school is available to qualified students in the form of fellowships and teaching or research assistantships. Prospective students should contact the department for information on available financial aid.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Contact the program for information on required assessments and examinations. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Courses are selected by the student in consultation with a three-member Guidance and Evaluation Committee.

| Code | Title | Credits |
|---|---|---|
| **Coursework** | | |
| Courses are selected by the student in consultation with a three-member Guidance and Evaluation Committee. | | 1-30 |
| **Research** | | |
| Students may complete sufficient credits of Geosci 990 to reach the 30-credit minimum. | | 1-30 |
| GEOSCI 990 | Research | |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

Qualified prospective students are considered for financial support in the form of graduate assistantships or fellowships at the same time they are considered for admission.

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the scientific theories, scientific hypotheses, research methods, and approaches to inquiry or schools of practice in geoscience.
2. Identifies sources and assembles evidence pertaining to questions or challenges in geoscience.
3. Demonstrates understanding of geoscience in historical, social, or global context.
4. Selects and/or utilizes the most appropriate methodologies and practices.
5. Evaluates or synthesizes information pertaining to questions or challenges in geoscience.
6. Communicates clearly in ways appropriate to the geological sciences.
7. Recognizes and applies principles of ethical and professional conduct.

# GEOSCIENCE, PHD

The Department of Geoscience provides opportunity for advanced study leading to the master of science and the doctor of philosophy degrees. Broad research interests and numerous fields of specialization among the members of the faculty provide research opportunities in all major fields of earth science including geochemistry, geophysics, hydrogeology, microbial geoscience, mineralogy, nano-geoscience, paleontology, paleoclimatology/paleooceanography, petrology, quaternary geology, sedimentology, structural geology, and tectonics.

The graduate student is expected to acquire a broad foundation in geoscience and in the supporting sciences before specializing. Courses are selected by the student in consultation with a three-member guidance and evaluation committee. Individual research and scholarship is required in all graduate work. It is expected that the candidate for an advanced degree will make original contributions, develop new ideas, and complete a dissertation suitable for publication in a peer-reviewed journal, book, or report. Students may also obtain a joint master's degree in geoscience and water resources management if approved by both programs and the Graduate School.

The department maintains a variety of cutting-edge laboratories in Lewis G. Weeks Hall for the Geological Sciences. Strong connections also exist between the geoscience and geological engineering programs. Library and research facilities are available for advanced work in all important branches of the science. Geological survey offices in the Madison area, both state and federal, provide opportunities for cooperation with Survey geologists and the use of Survey facilities.

The program prepares students for teaching and research in academic positions, research work in state and federal organizations, and research and development in industry. The department coordinates interviews with potential employers several times during the year and maintains information on career placement. Students are actively involved in teaching and research programs and other scholarly activities of the department.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 4 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Graduate students may enter the degree program with a bachelor's degree in geology or a related earth science, or some other field relevant to the intended field of specialization. In addition to meeting the minimum admission requirements of the Graduate School, candidates must have had one year each of college chemistry, physics, and calculus. Graduate students in paleobiology are allowed to substitute statistics courses for the calculus requirement. A student entering the program with an undergraduate degree in geology is expected to have completed a 6–8 credit course in geologic field mapping.

Applicants will not normally be admitted with deficiencies in more than two one-semester courses in the required cognate subjects (for example, a prospective student could be missing one semester of physics and one semester of calculus). Such deficiencies should be removed within the first year of graduate study. A deficiency in field geology normally must be removed before commencing graduate study. Promising students with excessive deficiencies may be advised to take courses as a University Special student before becoming eligible to enter graduate studies. They cannot, however, receive financial aid while a University Special student.

Applicants seeking admissions in spring and summer must contact the program.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Financial assistance sufficient to meet the ordinary expenses of graduate school is available to qualified students in the form of fellowships and teaching or research assistantships. Prospective students should contact the department for information on available financial aid.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Courses are selected by the student in consultation with a three-member Guidance and Evaluation Committee.

| Code | Title | Credits |
|---|---|---|
| **Coursework** | | |
| Courses are selected by the student in consultation with a three-member Guidance and Evaluation Committee. | | 1-42 |
| **Breadth** | | |
| The student must successfully complete a minor program selected for its relevance to their specialty. The purpose of the minor is to give breadth to a Ph.D. major. A minimum of 9 credits is required. | | 9 |
| **Research** | | |
| Students may complete sufficient credits of Geosci 990 to reach the 51-credit minimum. | | 1-42 |
| GEOSCI 990 | Research | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 15 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

Qualified prospective students are considered for financial support in the form of graduate assistantships or fellowships at the same time they are considered for admission.

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Formulates and plans original research.
2. Formulates scientific hypotheses, ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within geoscience.
3. Creates research and scholarship that makes a substantive contribution.
4. Demonstrates breadth within their learning experiences, gaining a broad awareness of the status of contemporary research beyond the student's area of specialization.
5. Advances contributions of geoscience to society.
6. Communicates complex ideas in a clear and understandable manner, including the ability to engage and communicate with research professionals in geoscience.
7. Fosters ethical and professional conduct.

# GERMAN, NORDIC, AND SLAVIC

DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES


- Folklore, Doctoral Minor (p. 957)
- German, Doctoral Minor (p. 957)
- German, MA (p. 957)
- German, PhD (p. 961)
- Polish, Doctoral Minor (p. 965)
- Russian, Doctoral Minor (p. 966)
- Scandinavian Studies, Doctoral Minor (p. 966)
- Scandinavian Studies, MA (p. 966)
- Scandinavian Studies, PhD (p. 971)
- Slavic Languages and Literatures, Doctoral Minor (p. 976)
- Slavic Languages and Literatures, MA (p. 976)
- Slavic Languages and Literatures, PhD (p. 980)


# FOLKLORE, DOCTORAL MINOR

ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Interested students should consult with the graduate coordinator, and have the minor plan approved by the Program Leader of Folklore.

REQUIREMENTS

## REQUIREMENTS

Students must complete 9 credits, including three advanced-level folklore program (FOLKLORE (https://guide.wisc.edu/courses/folklore/)) courses numbered 300 or above.

# GERMAN, DOCTORAL MINOR

ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Interested students should consult with the graduate coordinator.

REQUIREMENTS

## REQUIREMENTS

Students must complete 9 credits, including three graduate-level courses with at least two courses numbered 600 or above in German (GERMAN (https://guide.wisc.edu/courses/german/)).

Students should have the minor plan approved by the Graduate Director.

# GERMAN, MA

The graduate program in German is recognized internationally for its comprehensive coverage of German studies and the thorough preparation of candidates for its graduate degrees. The German program is consistently among the most highly rated in the country and is near the top of the list of North American institutions in number of total graduate degrees granted in German. Graduates teach in colleges and universities

across the country and around the world, affirming the department's reputation and significance.

The department is the home of the quarterly Monatshefte (https://uwpress.wisc.edu/journals/journals/m.html), founded in 1899 and one of the leading peer-reviewed international scholarly journals in the field of German literature and culture. The Journal of Germanic Linguistics, journal of the Society for Germanic Linguistics, is also produced in the department. In addition, the department provides an editorial home for Diachronica (https://benjamins.com/catalog/dia/), an international journal covering all aspects of historical and comparative linguistics. The Max Kade Institute (http://mki.wisc.edu/) for German-American Studies, founded in 1983, is an international center for research on German-American history, language, and culture. Its research and outreach missions aim to provide better understanding of how German-speaking immigrants to this country helped shape their new environment and how they have been shaped by it. The Center for German and European Studies (http://daadcenter.wisc.edu/) (CGES), one of a handful of DAAD-sponsored centers in the U.S., is helping educate a new generation of experts on Germany and the new Europe across a wide variety of disciplines. It supports collaborative research and teaching of interdisciplinary and graduate seminars, and provides fellowships for graduate students interested in German and European studies.

The department offers a broadly inclusive and flexible curriculum in the entire range of medieval through contemporary literature and culture, a full spectrum of linguistics and philology, and a program in Dutch language, literature, and culture. The program is unsurpassed in comprehensive representation of the entire field of the study of German through individual faculty members' specializations and research publications, including: early modern and medieval studies; film and media studies; multicultural literature and cosmopolitanism; Gegenwartsliteratur; literary and cultural theory; Holocaust studies; poetics, stylistics, and narratology; 18th-century studies; literature in its sociocultural context; literary and cultural theory; Dutch literature and linguistics; historical and synchronic linguistics; applied linguistics, second language acquisition, and foreign language education. Offerings include interdisciplinary areas such as literature and other arts (especially image/text, visual culture, and literature/music), German-Americana, literature and philosophy, and German–Jewish relations.

Graduate students are encouraged to pursue inter- and multidisciplinary work beyond the Department of German in such areas as art history, communication arts/cinema, comparative literature, history, linguistics, musicology, Scandinavian studies, visual studies, and women and gender studies. The department cooperates closely with the interdepartmental programs in European studies, Medieval studies, Jewish studies, and Second Language Acquisition.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 2 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants are expected to demonstrate a strong record of prior and potential academic achievement in addition to excellent German language skills. Applicants with a BA in German must have a cumulative undergraduate GPA of at least 3.0 (on a 4.0 scale) on the equivalent of the last 60 semester credits and a GPA of at least 3.50 in German courses beyond the second-year level. Applicants with an MA in German must have a GPA in graduate work of at least 3.7 on a 4.0 scale. In special cases, applicants who do not fulfill the above expectations may be admitted on probation.

All applicants must submit unofficial transcripts of all university course work (or equivalents, including study abroad), list of courses in progress, Graduate Record Exam (GRE) scores (if submitted, scores should be no older than five years), a personal statement explaining the reasons for graduate study, a current CV or resume, a writing sample in German (5–15 pages), and three letters of recommendation that evaluate previous study and potential for graduate study.

Applicants should contact the department early in the fall if they wish additional information. Visits to the UW–Madison campus are welcomed by faculty and graduate students.

Reentry applicants will need to contact the program before applying for admission.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Find information about funding on the program website (https://gns.wisc.edu/german-graduate-program/#financial-support).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.50 GPA required. |
| Other Grade Requirements | If a student's GPA falls below 3.50 in any given semester, the cumulative average by the end of the following full-time semester must be 3.50.<br><br>The grade of C is considered unsatisfactory in the Department of German, Nordic, and Slavic: it is not counted in fulfilling the course requirements and may not be offset by a grade of A or AB in another course.<br><br>An incomplete received in the Fall Semester must be removed by the end of the following summer session. An incomplete received in the Spring Semester must be removed by the end of the following Fall Semester. An incomplete received in the summer session must be removed within six months. Failure to meet these deadlines constitutes unsatisfactory progress. |
| Assessments and Examinations | Students entering the program at the MA level are required to take the Goethe Certificate C1 (German-language proficiency) during the first year of their studies unless they are a native German speaker.<br><br>At least one substantial course contribution written in German is required each year during the entire period of a student's graduate coursework. This might be a paper or a lengthy take-home examination. If a student is taking only courses outside the department in a given year, the requirement will be waived for that year.<br><br>An MA examination with a written and oral component. |
| Language Requirements | n/a |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GERMAN 650 | History of the German Language | 3 |
| GERMAN 720 | College Teaching of German | 1 |
| GERMAN 722 | Theory of Teaching German | 2 |
| **Survey of German Literature** | | **3** |
| Students must select one of the following options to complete 3 credits in the survey of German literature. | | |
| GERMAN 612 | German Literary Movements Since 1750 | |
| Or, select other surveys of German literature as approved by the advisor. | | |
| **German Electives** | | **15** |
| In consultation with advisor, students select courses numbered 500 and above in GERMAN. GNS 700 may fulfill 3 credits of this requirement. | | |
| GNS 700 | Graduate Seminar in Professional Development | |
| **Outside Electives** | | **6** |

| | |
|---|---|
| Students must complete 6 credits outside of the department. Courses are chosen in consultation with advisor. | |
| **Total Credits** | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students are generally not allowed to transfer graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students may transfer up to 7 credits of coursework numbered 600 or above taken as a UW-Madison undergraduate. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer up to 15 credits of coursework numbered 600 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Students admitted on probation must maintain a GPA of at least 3.50 in graduate work done during each of their first two full-time semesters or the equivalent at this university, otherwise they will be dropped from the program. After performing satisfactorily during the probation period, students are expected to perform as well as students granted admission in full standing.

Current students should refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All incoming MA candidates are advised by the department graduate advisor (DGA) during the first year of study. MA candidates are expected to select (by mutual consent) their individual graduate advisor during the third semester of coursework. The individual graduate advisor is likely to be chair of the MA examination committee, the PhD preliminary examination committee, and the dissertation committee.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

The MA examination must be completed by the end of the fourth semester in the German program.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Selects and/or utilizes the most appropriate methodologies and practices.
2. Evaluates or synthesizes information pertaining to questions or challenges in the field of study.
3. Communicates clearly in ways appropriate to the field of study.
4. Recognizes and practices principles of effective foreign language teaching.
5. Recognizes and applies principles of ethical and professional conduct.
6. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in the field of study.
7. Identifies sources and assembles evidence pertaining to questions or challenges in the field of study.
8. Demonstrates understanding of the primary field of study in a historical, social or global context.

# GERMAN, PHD

The graduate program in German is recognized internationally for its comprehensive coverage of German studies and the thorough preparation of candidates for its graduate degrees. The German program is consistently among the most highly rated in the country and is near the top of the list of North American institutions in number of total graduate degrees granted in German. Graduates teach in colleges and universities across the country and around the world, affirming the department's reputation and significance.

The department is the home of the quarterly Monatshefte (https://uwpress.wisc.edu/journals/journals/m.html), founded in 1899 and one of the leading peer-reviewed international scholarly journals in the field of German literature and culture. The Journal of Germanic Linguistics, journal of the Society for Germanic Linguistics, is also produced in the department. In addition, the department provides an editorial home for Diachronica (https://benjamins.com/catalog/dia/), an international journal covering all aspects of historical and comparative linguistics. The Max Kade Institute (http://mki.wisc.edu/) for German-American Studies, founded in 1983, is an international center for research on German-American history, language, and culture. Its research and outreach missions aim to provide better understanding of how German-speaking immigrants to this country helped shape their new environment and how they have been shaped by it. The Center for German and European Studies (http://daadcenter.wisc.edu/) (CGES), one of a handful of DAAD-sponsored centers in the U.S., is helping educate a new generation of experts on Germany and the new Europe across a wide variety of disciplines. It supports collaborative research and teaching

of interdisciplinary and graduate seminars, and provides fellowships for graduate students interested in German and European studies.

The department offers a broadly inclusive and flexible curriculum in the entire range of medieval through contemporary literature and culture, a full spectrum of linguistics and philology, and a program in Dutch language, literature, and culture. The program is unsurpassed in comprehensive representation of the entire field of the study of German through individual faculty members' specializations and research publications, including: early modern and medieval studies; film and media studies; multicultural literature and cosmopolitanism; Gegenwartsliteratur; literary and cultural theory; Holocaust studies; poetics, stylistics, and narratology; 18th-century studies; literature in its sociocultural context; literary and cultural theory; Dutch literature and linguistics; historical and synchronic linguistics; applied linguistics, second language acquisition, and foreign language education. Offerings include interdisciplinary areas such as literature and other arts (especially image/text, visual culture, and literature/music), German-Americana, literature and philosophy, and German–Jewish relations.

Graduate students are encouraged to pursue inter- and multidisciplinary work beyond the Department of German in such areas as art history, communication arts/cinema, comparative literature, history, linguistics, musicology, Scandinavian studies, visual studies, and women and gender studies. The department cooperates closely with the interdepartmental programs in European studies, medieval studies, Jewish studies, and second language acquisition.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 2 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants are expected to demonstrate a strong record of prior and potential academic achievement in addition to excellent German language skills. Applicants with a BA in German must have a cumulative undergraduate GPA of at least 3.0 (on a 4.0 scale) on the equivalent of the last 60 semester credits and a GPA of at least 3.50 in German courses beyond the second-year level. Applicants with an MA in German must have a GPA in graduate work of at least 3.7 on a 4.0 scale. In special cases, applicants who do not fulfill the above expectations may be admitted on probation.

All applicants must submit unofficial transcripts of all university course work (or equivalents, including study abroad), list of courses in progress, Graduate Record Exam (GRE) scores (if submitted, scores should be no older than five years), a personal statement explaining the reasons for graduate study, a current CV or resume, a writing sample in German (5–15 pages), and three letters of recommendation that evaluate previous study and potential for graduate study. If applying for a teaching assistantship, a ten-minute recording with a sample of the applicant's spoken English.

Applicants should contact the department early in the fall if they wish additional information. Visits to the UW–Madison campus are welcomed by faculty and graduate students.

Reentry applicants will need to contact the program before applying for admission.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Find information about funding on the program website (https://gns.wisc.edu/german-graduate-program/#financial-support).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.5 GPA required for courses taken in the department; 3.00 GPA for work done in the minor. |
| Other Grade Requirements | If a student's GPA falls below 3.50 in any given semester, the cumulative average by the end of the following full-time semester must be 3.50.<br><br>The grade of C is considered unsatisfactory in the Department of German, Nordic, and Slavic: it is not counted in fulfilling the course requirements and may not be offset by a grade of A or AB in another course.<br><br>An incomplete received in the fall semester must be removed by the end of the following summer session. An incomplete received in the spring semester must be removed by the end of the following fall semester. An incomplete received in the summer session must be removed within six months. Failure to meet these deadlines constitutes unsatisfactory progress. |
| Assessments and Examinations | All students must demonstrate German language proficiency (if German is not their first language) by passing the Goethe Institut C1 exam or presenting a clearly equivalent certification of proficiency before taking their prelims.<br><br>At least one substantial course contribution written in German is required each year during the entire period of a student's graduate coursework. This might be a paper or a lengthy take-home examination. If a student is taking only courses outside the department in a given year, the requirement will be waived for that year.<br><br>An oral preliminary examination and a dissertation proposal must be completed after all required PhD coursework. |
| Language Requirements | In addition to German, students must demonstrate reading knowledge in a second foreign language, equivalent to at least four semesters of college work in that language, before proceeding to the preliminary examination. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GERMAN 650 | History of the German Language | 3 |
| GERMAN 720 | College Teaching of German | 1 |
| GERMAN 722 | Theory of Teaching German | 2 |
| **Survey of German Literature** | | **3** |
| Students must select one of the following options to complete 3 credits in survey of German literature. | | |
| GERMAN 612 | German Literary Movements Since 1750 | |
| Or select other surveys of German literature as approved by the advisor. | | |
| **German Electives** | | **27** |

| | | |
|---|---|---|
| In consultation with advisor, students select courses numbered 500 and above in GERMAN. GNS 700 may fulfill 3 credits of this requirement. | | |
| GNS 700 | Graduate Seminar in Professional Development | |
| **Research** | | **6** |
| GERMAN 990 | Individual Research in Literature | |
| or GERMAN 991 | Individual Research Linguistics and Germanic Philology | |
| **Breadth** | | **9** |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students are allowed to transfer no more than 13 credits of prior graduate coursework from other institutions if applicable to program requirements. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW–Madison undergraduate degree are allowed to count toward the PhD degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 15 credits of coursework numbered 600 or above taken as a UW–Madison University Special student. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Students admitted on probation must maintain a GPA of at least 3.50 in graduate work done during each of their first two full-time semesters or the equivalent at this university, otherwise they will be dropped from the program. After performing satisfactorily during the probation period, students are expected to perform as well as students granted admission in full standing.

Current students should refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students joining the program with an MA degree will either be advised by the department graduate advisor (DGA) and choose their individual advisor before the end of their second semester of coursework in consultation with the department graduate advisor (DGA) or be assigned an individual advisor when they enter the program. The individual advisor will be the chair of the PhD preliminary examination committee and the dissertation committee.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

PhD candidates should take the two-hour oral preliminary examination no sooner than upon completion of the second semester of the PhD coursework and may take it no later than three weeks after the beginning of the fifth full-time semester (or its equivalent) after the MA.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of study.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of study.
3. Creates research and scholarship that makes a substantive contribution.
4. Communicates complex ideas in a clear and understandable manner.
5. Recognizes and practices principles of effective foreign language teaching and program coordination.
6. Has adequate German language skills to function effectively in a professional capacity consistent with a Ph.D. in the field.
7. Fosters ethical and professional conduct.
8. Functions well at professional conferences: presents research, engages in professional dialogue.

# POLISH, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

| Code | Title | Credits |
|---|---|---|
| **Advanced Polish Language (Complete at least one course below.)** | | **3-6** |
| SLAVIC 331 | Fourth Year Polish I | |
| SLAVIC 332 | Fourth Year Polish II | |

| | | |
|---|---|---|
| **Literature and Culture Courses (Choose from the list below.)** | | **6-9** |
| SLAVIC 470 | History of Polish Literature until 1863 | |
| SLAVIC 799 | Independent Study (up to 3 credits) | |
| Topics Courses in Polish (with advisor approval) | | |
| **Total Credits** | | **12** |

# RUSSIAN, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Students are encouraged to contact the graduate coordinator before adding the doctoral minor. Students will also need to consult with the director of graduate studies to discuss a plan of study.

## REQUIREMENTS

## REQUIREMENTS

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete at least 6 credits in Slavic courses numbered 700 or 900 in Russian literature. | | 6 |
| **Remaining Credits** | | |
| Remaining credits may be taken in Slavic courses in Russian literature numbered 400 and above. Students may choose one of the following courses to fulfill up to 3 credits. | | 6 |
| SLAVIC 321 | Fourth Year Russian I | |
| SLAVIC 322 | Fourth Year Russian II | |
| SLAVIC 802 | The Structure of Russian | |
| **Total Credits** | | **12** |

# SCANDINAVIAN STUDIES, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

A prospective minor in Scandinavian Studies must have a program approved in advance by the graduate advisor, and is urged to discuss the entire doctoral minor with this advisor at the earliest possible opportunity.

## REQUIREMENTS

## REQUIREMENTS

Students are required to complete at least 12 credits in Scandinavian Studies (SCAND ST (https://guide.wisc.edu/courses/scand_st/)) at the graduate level, and reading proficiency in one Scandinavian language (including old or modern Icelandic) or in Finnish or Sámi.

# SCANDINAVIAN STUDIES, MA

Candidates for the master of arts in Scandinavian studies will specialize in one of the following three fields: literary and cultural studies, philology, or area studies.

Scandinavian studies is in the oldest such program in the Americas, tracing its roots to 1875. Department faculty have received numerous awards and other marks of recognition for their teaching and scholarship. The department offers the master of arts and the doctor of philosophy in Scandinavian studies. A doctoral minor is also available. The program offers the possibility to attain a broad education in Scandinavian culture that has proven to be extremely useful in students' professional careers. Students will become well-versed in theory and methodology as well as in cultural history. The department possesses particular strengths in Scandinavian literature and film, Old Norse philology, and Nordic folklore. Within these broader categories, students may pursue interests in such topics as mythology, Sámi studies, saints' lives, modernism, sagas, gender studies, immigration studies, national identity—to name only a few. Languages offered in the department include Danish, Finnish, Icelandic, Norwegian, Sámi, and Swedish. The department has an excellent record of placing its PhD graduates in good positions in the field.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 2 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants should have a BA degree from an accredited institution in a field of humanities or social studies. Applicants are expected to have preparation equivalent to an undergraduate major in Scandinavian Studies at UW–Madison and should preferably either have taken three years of a Scandinavian language or must demonstrate (by examination) equivalent competence in one Scandinavian language or Finnish. A GPA of 3.25 (on a 4.0 scale) is required for admission; students with a GPA below 3.25 but above 3.00 may be considered for admission on probation. A writing sample (in English or a Scandinavian language) is required.

Reentry students need to contact the program before applying for admission to terms outside of the fall term.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The department has a number of scholarships, fellowships, teaching assistantships, and readerships at its disposal and makes a serious effort to provide qualified students with adequate financial assistance and teaching experience throughout their graduate careers.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | All MA pathways require a comprehensive written and oral examination and offer a thesis option. |
| Language Requirements | All pathways require an advanced competency in a modern Scandinavian language. If the modern Scandinavian Language is Finnish or Icelandic, a working knowledge of Norwegian, Swedish, or Danish is required.<br><br>For all pathways a minimal competency in German or another research language approved by the department is required.<br><br>The philology pathway requires two semesters of Old Norse. For the literature pathway a competency in Old Norse is encouraged. |

## REQUIRED COURSES

Each pathway has specific course requirements to be met.

## Literary and Cultural Studies Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| SCAND ST 401 | Contemporary Scandinavian Languages | 3 |
| Select one of the following: | | 3-4 |
| SCAND ST/ MEDIEVAL 407 | Introductory Old Norse | |
| SCAND ST/ MEDIEVAL 430 | The Vikings | |
| SCAND ST/ LITTRANS 435 | The Sagas of Icelanders in English Translation | |
| Select one of the following: | | 3 |
| SCAND ST/ HISTORY 431 | History of Scandinavia to 1815 | |
| SCAND ST/ HISTORY 432 | History of Scandinavia Since 1815 | |
| SCAND ST/ HISTORY 577 | Contemporary Scandinavia: Politics and History | |
| Select one of the following, depending on individual circumstances and determined in consultation with the graduate advisor: | | 3 |
| SCAND ST 634 | Survey of Scandinavian Literature: 1500-1800 | |
| SCAND ST 635 | Survey of Scandinavian Literature: 1800-1890 | |
| SCAND ST 901 | Seminar in Special Topics [2] | |
| **Professional Development:** | | **3** |
| GNS 700 | Graduate Seminar in Professional Development | |
| **Electives:** | | **14-15** |
| Students consult with their advisor to select courses numbered 300 and above. Recommended courses may be found below. | | |
| Recommended courses: | | |
| SCAND ST 419 | Scandinavian Children's Literature | |
| SCAND ST 422 | The Drama of Henrik Ibsen | |
| SCAND ST 424 | Nineteenth-Century Scandinavian Fiction | |
| SCAND ST 426 | Kierkegaard and Scandinavian Literature | |
| SCAND ST 427 | Contemporary Scandinavian Literature | |
| SCAND ST/ LITTRANS 428 | Memory and Literature from Proust to Knausgard | |
| SCAND ST 434 | The Art of Isak Dinesen/Karen Blixen | |
| SCAND ST/ FOLKLORE/ MEDIEVAL 446 | Celtic-Scandinavian Cultural Interrelations | |
| SCAND ST 450 | Scandinavian Decadence in its European Context | |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Students must take SCAND ST/HISTORY 577 and SCAND ST 901 for 3 credits to count toward these requirements.

## Philology Pathway [1]

| Code | Title | Credits |
|---|---|---|
| The following are departmental guidelines for a philology specialization, though ultimately everything must be approved by the graduate advisor. | | |
| **Core** | | |
| SCAND ST 401 | Contemporary Scandinavian Languages | 3 |
| SCAND ST/ MEDIEVAL 407 & SCAND ST/ MEDIEVAL 408 | Introductory Old Norse and Intermediate Old Norse | 6 |
| SCAND ST 410 | Introduction to Scandinavian Linguistics | 3 |
| Select one of the following: | | |
| SCAND ST 415 | History of the Scandinavian Languages II: Standard Languages | 3 |
| or SCAND ST 510 | Topics in Scandinavian Linguistics | |
| Select one of the following: | | |
| SCAND ST/ MEDIEVAL 409 | Survey of Old Norse-Icelandic Literature | 3 |
| **Professional Development** | | **3** |
| GNS 700 | Graduate Seminar in Professional Development | |
| **Electives** | | **9** |
| Students consult with their advisor to select courses numbered 300 and above. Recommended courses may be found below. | | |
| Recommended Courses: | | |
| SCAND ST/ LITTRANS 435 | The Sagas of Icelanders in English Translation | |
| SCAND ST/ FOLKLORE/ MEDIEVAL 446 | Celtic-Scandinavian Cultural Interrelations | |
| GERMAN/ MEDIEVAL 755 | Old Germanic Languages | |
| ENGL/ MEDIEVAL 520 | Old English | |
| ENGL 417 | History of the English Language | |
| ENGL/HISTORY/ RELIG ST 360 | Early Medieval England | |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Area Studies Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Select one of the following:** | | **3** |
| 1. One Seminar in the student's emphasis area. | | |
| SCAND ST 901 | Seminar in Special Topics | |
| 2. A thesis of ca. 40-50 pages on a topic agreed upon by the student and advisor. | | |
| SCAND ST 799 | Independent Study | |
| **Required Courses:** | | |
| One course in Scandinavian literature or literary history. | | 3-4 |
| SCAND ST 401 | Contemporary Scandinavian Languages | 3 |
| **Professional Development:** | | **3** |
| GNS 700 | Graduate Seminar in Professional Development | |
| **Electives:** | | **17-18** |
| Students consult with their advisor to select courses numbered 300 and above. Recommended courses may be found below. | | |
| Recommended courses: | | |
| SCAND ST/ HISTORY 431 | History of Scandinavia to 1815 | |
| SCAND ST/ HISTORY 432 | History of Scandinavia Since 1815 | |
| SCAND ST/ LITTRANS 435 | The Sagas of Icelanders in English Translation | |
| SCAND ST/ FOLKLORE 440 | Scandinavian American Folklore | |
| SCAND ST/ FOLKLORE 443 | Sami Culture, Yesterday and Today | |
| SCAND ST/ MEDIEVAL 444 | Kalevala and Finnish Folk-Lore | |
| SCAND ST/ FOLKLORE/ MEDIEVAL 446 | Celtic-Scandinavian Cultural Interrelations | |
| Possible courses of interest: | | |
| FOLKLORE 320 | Folklore of Wisconsin | |
| FOLKLORE/ RELIG ST 326 | The Supernatural in the Modern World | |
| FOLKLORE 460 | Folk Epics | |
| FOLKLORE/ COM ARTS 522 | Digital Storytelling for Social Media | |
| FOLKLORE 540 | Local Culture and Identity in the Upper Midwest | |
| ART HIST 364 | History of American Art: Art, Material Culture, and Constructions of Identity, 1607-present | |
| ART HIST 601 | Introduction to Museum Studies I | |
| ENGL/HISTORY/ RELIG ST 360 | Early Medieval England | |
| ENGL/ MEDIEVAL 427 | Chaucer's Canterbury Tales | |
| GEOG 342 | Geography of Wisconsin | |
| GERMAN 650 | History of the German Language | |
| GERMAN/ MEDIEVAL 651 | Introduction to Middle High German | |
| GERMAN/ MEDIEVAL 755 | Old Germanic Languages | |
| HISTORY 359 | History of Europe Since 1945 | |
| HISTORY/ SCAND ST 577 | Contemporary Scandinavia: Politics and History | |
| LAND ARC 677 | Cultural Resource Preservation and Landscape History | |
| LAND ARC/ ANTHRO/ ART HIST/DS/ HISTORY 764 | Dimensions of Material Culture | |
| RELIG ST/ FOLKLORE 352 | Shamanism | |
| **Total Credits** | | **30** |

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## POLICIES

# GRADUATE SCHOOL POLICIES

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

In order to encourage progress toward the degree and to determine the status of a student's program, the department requests an annual activities report from all continuing students to be submitted by the end of January. In the case of first-year students, this report will, of course, only cover work done during the fall semester. A copy of this report will be placed in the student's permanent file. Students are expected to consult regularly on their progress with their advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their

website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in the field of study.
2. Identifies sources and assembles evidence pertaining to questions or challenges in the field of study.
3. Demonstrates understanding of the primary field of study in a historical, social, or global context.
4. Selects and/or utilizes the most appropriate methodologies and practices.
5. Evaluates or synthesizes information pertaining to questions or challenges in the field of study.
6. Communicates clearly in ways appropriate to the field of study.
7. Possesses an advanced competency in a Nordic language and a serviceable master of an additional research language.
8. Recognizes and applies principles of ethical and professional conduct.

# SCANDINAVIAN STUDIES, PHD

The PhD degree is offered in the fields of literature, folklore, and philology. The basic requirements for all students entering the PhD program correspond to the requirements for the MA degree in Scandinavian Studies with concentration in literature, area studies, or philology, as appropriate. Every incoming graduate student should consult with the general graduate advisor upon arrival at UW–Madison. They will discuss the student's academic and career plans, and between them will decide which faculty member will most appropriately act as a committee chair.

Scandinavian Studies is the oldest such department in the Americas, tracing its roots to 1875. Department faculty have received numerous awards and other marks of recognition for their teaching and scholarship. The department offers the master of arts and the doctor of philosophy in Scandinavian Studies. A doctoral minor is also available. The program offers the possibility to attain a broad education in Scandinavian culture that has proven to be extremely useful in students' professional careers. Students will become well-versed in theory and methodology as well as in cultural history. The department possesses particular strengths in Scandinavian literature, Old Norse philology, and Nordic folklore. Within these broader categories, students may pursue interests in such topics as mythology, Sámi studies, saints' lives, modernism, sagas, gender criticism, immigration studies, national identity—to name only a few. Languages offered in the department include Danish, Finnish, Icelandic, Norwegian, Sámi, and Swedish. The department has an excellent record of placing its PhD graduates in good positions in the field.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 2 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants should have an MA in a related field. New PhD students will be expected to acquire competencies equivalent to the MA in Scandinavian Studies, and this will be assessed at the time of the preliminary exam. The application requires a writing sample.

Applicants without an MA should apply to the MA program.

Reentry applicants will need to contact the program before applying for admission.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The department has a number of scholarships, fellowships, teaching assistantships, and readerships at its disposal and makes a serious effort to provide qualified students with adequate financial assistance and teaching experience throughout their graduate careers.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.5 GPA required. |
| Other Grade Requirements | PhD candidates should maintain a 3.5 GPA in all courses.<br><br>If a student's grades drop below the average indicated, the GPA must be brought up to the minimum by the end of the following semester.<br><br>Incompletes must be removed within the following semester or summer session of residence. |
| Assessments and Examinations | All pathways require a comprehensive written and oral examination and dissertation. |
| Language Requirements | Unless already completed for the UW-Madison Scandinavian Studies MA requirements, all pathways require an advanced competency in a modern Scandinavian language. If the modern Scandinavian Language is Finnish or Icelandic, a working knowledge of Norwegian, Swedish, or Danish is required.<br><br>For all pathways, a minimal competency in German and another research language approved by the department is required in German or another research language.<br><br>The philology pathway requires two semesters of Old Norse. For the literature pathway a competency in Old Norse is encouraged. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Each pathway has specific course requirements to be met.

### Literary and Cultural Studies Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| SCAND ST 401 | Contemporary Scandinavian Languages | 3 |
| Select one of the following: | | 3-4 |
| SCAND ST/ MEDIEVAL 407 | Introductory Old Norse | |
| SCAND ST/ MEDIEVAL 430 | The Vikings | |
| SCAND ST/ LITTRANS 435 | The Sagas of Icelanders in English Translation | |
| Select one of the following: | | 3 |
| SCAND ST/ HISTORY 431 | History of Scandinavia to 1815 | |
| SCAND ST/ HISTORY 577 | Contemporary Scandinavia: Politics and History [2] | |
| SCAND ST/ HISTORY 432 | History of Scandinavia Since 1815 | |
| Select one of the following, depending on individual circumstances and determined in consultation with the graduate advisor: | | 3 |

| | | |
|---|---|---|
| SCAND ST 901 | Seminar in Special Topics [2] | |
| SCAND ST 634 | Survey of Scandinavian Literature: 1500-1800 | |
| SCAND ST 635 | Survey of Scandinavian Literature: 1800-1890 | |
| **Professional Development** | | |
| GNS 700 | Graduate Seminar in Professional Development | 3 |
| **Breadth** | | **9** |
| **Electives** | | |
| Students consult with their advisor to select courses numbered 300 or above. Recommended courses may be found below. SCAND ST 990 does not count toward elective credits. | | 12 |
| **Additional Coursework** | | |
| Students must complete additional credits to meet minimum credit requirement, this may include SCAND ST 990 research credits. | | 14-15 |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Students must take SCAND ST/HISTORY 577 and SCAND ST 901 for 3 credits to satisfy these requirements.

### Recommended Courses

| Code | Title | Credits |
|---|---|---|
| SCAND ST 422 | The Drama of Henrik Ibsen | 4 |
| SCAND ST/ LITTRANS 320 | The Nordic Child | 3 |
| SCAND ST 424 | Nineteenth-Century Scandinavian Fiction | 3-4 |
| SCAND ST 426 | Kierkegaard and Scandinavian Literature | 3 |
| SCAND ST 427 | Contemporary Scandinavian Literature | 4 |
| SCAND ST/ LITTRANS 428 | Memory and Literature from Proust to Knausgard | 3 |
| SCAND ST 434 | The Art of Isak Dinesen/Karen Blixen | 4 |
| SCAND ST/ FOLKLORE/ MEDIEVAL 446 | Celtic-Scandinavian Cultural Interrelations | 3 |
| SCAND ST 348 | The Second World War in Nordic Culture | 3 |
| SCAND ST/ GEN&WS/ LITTRANS 438 | Sexual Politics in Scandinavia | 3 |
| SCAND ST 439 | Nordic Filmmakers | 3 |
| SCAND ST/ FOLKLORE 443 | Sami Culture, Yesterday and Today | 4 |
| SCAND ST/ MEDIEVAL 444 | Kalevala and Finnish Folk-Lore | 4 |

## Philology Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| SCAND ST/ MEDIEVAL 407 | Introductory Old Norse | 3 |
| SCAND ST/ MEDIEVAL 408 | Intermediate Old Norse | 3 |
| SCAND ST 511 | Paleography and Philology - Old Norse | 3 |
| Select one of the following: | | 3 |
| SCAND ST 415 | History of the Scandinavian Languages II: Standard Languages | |
| SCAND ST 510 | Topics in Scandinavian Linguistics | |
| SCAND ST/ MEDIEVAL 409 | Survey of Old Norse-Icelandic Literature | |
| **Professional Development** | | |
| GNS 700 | Graduate Seminar in Professional Development | 3 |
| **Breadth** | | **9** |
| **Electives** | | |
| Students consult with their advisor to select courses numbered 300 and above. | | 12 |
| **Additional Coursework** | | |
| Students must complete additional credits to meet minimum credit requirement, this may include SCAND ST 990 research credits. | | 15 |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Folklore Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| In consultation with advisors, students should select courses that provide a detailed knowledge of the folklore of one Nordic culture and a general knowledge of Nordic with a firm command of the folklore of Nordic Americans. Familiarity with the history, institutions and cultural history of the Nordic countries is fundamental to this pathway. Students should select courses numbered 300 and above. Recommended courses may be found below. SCAND ST 990 may be applied to total minimum credit requirements. | | 39 |
| **Professional Development** | | |
| GNS 700 | Graduate Seminar in Professional Development | 3 |
| **Breadth** | | |
| Students complete a doctoral minor (Option B) focused on folklore, including the following course: | | 9 |
| FOLKLORE/ L I S 490 | Field Methods and the Public Presentation of Folklore | |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

**Recommended Courses**

| Code | Title | Credits |
|---|---|---|
| SCAND ST/ HISTORY 431 | History of Scandinavia to 1815 | 3 |
| SCAND ST/ HISTORY 432 | History of Scandinavia Since 1815 | 3 |
| SCAND ST/ LITTRANS 435 | The Sagas of Icelanders in English Translation | 3 |
| SCAND ST/ FOLKLORE 440 | Scandinavian American Folklore | 3 |
| SCAND ST/ FOLKLORE 443 | Sami Culture, Yesterday and Today | 4 |
| SCAND ST/ MEDIEVAL 444 | Kalevala and Finnish Folk-Lore | 4 |
| SCAND ST/ FOLKLORE/ MEDIEVAL 446 | Celtic-Scandinavian Cultural Interrelations | 3 |
| **Possible Courses of Interest** | | |
| FOLKLORE 320 | Folklore of Wisconsin | 3 |
| FOLKLORE/ RELIG ST 326 | The Supernatural in the Modern World | 3 |
| FOLKLORE 460 | Folk Epics | 3 |
| FOLKLORE/ COM ARTS 522 | Digital Storytelling for Social Media | 3 |
| FOLKLORE 540 | Local Culture and Identity in the Upper Midwest | 3 |
| ART HIST 364 | History of American Art: Art, Material Culture, and Constructions of Identity, 1607-present | 3-4 |
| ART HIST 601 | Introduction to Museum Studies I | 3 |
| ENGL/HISTORY/ RELIG ST 360 | Early Medieval England | 3 |
| ENGL/ MEDIEVAL 427 | Chaucer's Canterbury Tales | 3 |
| GEOG 342 | Geography of Wisconsin | 3 |
| GERMAN 650 | History of the German Language | 3 |
| GERMAN/ MEDIEVAL 651 | Introduction to Middle High German | 3 |
| GERMAN/ MEDIEVAL 755 | Old Germanic Languages | 3 |
| HISTORY 359 | History of Europe Since 1945 | 3-4 |
| HISTORY/ SCAND ST 577 | Contemporary Scandinavia: Politics and History | 3-4 |
| LAND ARC 677 | Cultural Resource Preservation and Landscape History | 3 |
| LAND ARC/ ANTHRO/ART HIST/ DS/HISTORY 764 | Dimensions of Material Culture | 4 |
| RELIG ST/ FOLKLORE 352 | Shamanism | 3 |

# POLICIES

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### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

If a student at any time fails to meet the criteria for satisfactory progress in the Graduate Program Handbook, they are placed on probation. If, by the end of the following semester, progress has not been brought to a satisfactory level, a committee of three faculty members will be established to determine whether any circumstance exists that prevent the dropping of the student from the program.

## ADVISOR / COMMITTEE

In order to encourage progress toward the degree and to determine the status of a student's program, the department requests an annual activities report from all continuing students to be submitted at the end of January. In the case of first-year students, this report will, of course, only cover work done during the fall semester. A copy of this report will be placed in the student's permanent file. Students are expected to consult regularly on their progress with their advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of study.
2. Formulates ideas, concepts, and techniques beyond the current boundaries of knowledge within the field of study.
3. Creates research and scholarship that makes a substantive contribution.
4. Demonstrates breadth within their learning experiences.
5. Advances contributions of the field of study to society.
6. Communicates complex ideas in a clear and understandable manner.
7. Possesses an advanced competency in a Nordic language and a serviceable mastery of one or more research languages.
8. Fosters ethical and professional conduct.

# SLAVIC LANGUAGES AND LITERATURES, DOCTORAL MINOR

**The Slavic Languages and Literatures doctoral minor no longer admits new students after Summer 2024 and the program will be discontinued Fall 2027.** Students already admitted may only complete and be awarded this minor through Summer 2027. If you have any questions, please contact the department (see contact box).

## ADMISSIONS

# ADMISSIONS

**The Slavic Languages and Literatures doctoral minor no longer admits new students after Summer 2024 and the program will be discontinued Fall 2027.** Students already admitted may only complete and be awarded this minor through Summer 2027. If you have any questions, please contact the department (see contact box).

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

### Doctoral Minor Pathway in Polish [1]

Students complete 12 credits as follows:

| Code | Title | Credits |
|---|---|---|
| **Required** | | |
| SLAVIC 470 | History of Polish Literature until 1863 | 3 |
| SLAVIC 799 | Independent Study | 1-6 |
| SLAVIC 331 | Fourth Year Polish I | 3 |
| or SLAVIC 332 | Fourth Year Polish II | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this minor. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# SLAVIC LANGUAGES AND LITERATURES, MA

Slavic languages and literature at the University of Wisconsin–Madison is a national leader of doctoral programs in the field, and welcomes students with a BA/BS or MA who are interested in all areas of Russian and comparative Slavic prose, poetry, drama, and philosophy. The curriculum offers breadth and depth in a variety of areas of Slavic philology, literature, and culture, and is known for offering a balanced approach to training in teaching, writing, and research.

The program is fortunate to count among its faculty specialists in Czech, Polish, Russian, and Serbo-Croatian languages, literature, and culture, award-winning authors and teachers, and members of editorial boards of leading journals and publication series. Information regarding faculty biographical sketches are available on the program website. In addition to their excellence in teaching and research, professors are unparalleled mentors to graduate students. Students work closely with faculty members on writing, teaching, and publishing. Graduate students are expected to produce publishable articles during their graduate careers, and are provided the guidance and feedback to do so.

The department places high expectations on graduate students to achieve and maintain professional-level proficiency in the Russian language in all four modalities: speaking, writing, listening, and reading. All students who are not native speakers of Russian will be tested in those modalities –plus Russian grammar–when they enter the program, and periodically throughout their tenure. Appropriate competency must be demonstrated before receiving a teaching assistantship and before passing from MA to PhD candidacy.

Graduate students in the program receive exceptional training in teaching both language and literature. The department has a thriving undergraduate program in Slavic languages with strong enrollments in language, literature and culture, providing many opportunities for teaching experience, working closely with master teachers among the faculty and academic staff. In addition to teaching assignments in first- through fourth-semester Russian language (and occasionally in other Slavic languages), as well as in the two-semester undergraduate survey of Russian literature course, the department has also instituted an apprenticeship program for adequately prepared graduate students in the teaching of advanced literature and language classes. The program's graduate teaching assistants regularly win prestigious campus awards for their excellence in the classroom.

Please note that the Slavic department does not typically award a terminal MA degree. Rather, the MA is earned as part of studies toward the PhD (p. 980). Students who are admitted already holding an MA in Slavic from another institution are required to complete a qualifying exam no

later than the first semester in residence, or to fulfill all UW–Madison MA requirements as well.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD. (p. 980)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Most students receive funding for multiple years in the form of fellowships, teaching assistantships, or project assistantships. These positions include a stipend as well as tuition remission and a generous health plan. Additional hourly employment is also often available.

Students are typically admitted with four- to five-year funding guarantees contingent on satisfactory progress and ability to perform assigned responsibilities well. Funding packages combine fellowships, teaching assistantships, and project assistantships at the level of at least 33%. All such positions include a stipend as well as tuition remission and a generous health plan. Funding beyond the initial guarantee period is often available for one or two years.

See the program website (https://gns.wisc.edu/) and the Graduate School's funding information page (http://grad.wisc.edu/studentfunding/) for more information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 21 credits |
| Minimum Graduate Coursework Requirement | 20 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.60 GPA required. |
| Other Grade Requirements | n/a |

| | |
|---|---|
| Assessments and Examinations | Passing grades (no lower than B) on three of the program's six written Foundation examinations in the history of Russian literature courses:<br>• SLAVIC 701<br>• SLAVIC 702<br>• SLAVIC 703<br>• SLAVIC 707<br>• SLAVIC 708<br>• SLAVIC 709<br><br>Exams may be taken irrespective of enrollment in the courses.<br><br>Passing at least three out of five Russian language proficiency examinations in reading, writing, speaking, listening, and grammar. Passing level for the first four exams: Advanced Low on ACTFL scale; passing score for grammar test: 80%.<br><br>A Gateway exercise: the full faculty review of student's progress to date and assessment of potential to succeed in the PhD track is conducted upon the award of the MA. At least one senior faculty member must express willingness ultimately to serve as dissertation advisor. Students who do not pass the Gateway exercise may not continue for PhD. |
| Language Requirements | For Russian language proficiency requirements see "Assessments and Examinations." |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| Students must complete the following course. | | |
| SLAVIC 800 | Proseminar-Slavic Literature and Culture | 1 |
| Students must select at least two of the following: | | 4-5 |
| SLAVIC 801 | Slavic Critical Theory and Practice | |
| SLAVIC 802 | The Structure of Russian | |
| SLAVIC 804 | Methods of Teaching Slavic Languages | |
| **Seminar** | | |
| Students must complete the following courses. | | |
| SLAVIC 900 | Seminar: Slavic Literature and Culture | 3 |
| SLAVIC 900 | Seminar: Slavic Literature and Culture | 3 |
| **Electives** | | **18-19** |
| Students must complete additional courses to meet the minimum credit requirement, choosen in consultation with advisor. Additional enrollments in SLAVIC 900 above the 6-credit requirement may be applied to the electives requirement. | | |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students are not allowed to transfer graduate coursework from other institutions to fulfill degree requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students may transfer up to 7 credits numbered 700 and above taken in the Slavic program while pursuing a UW–Madison undergraduate degree. Undergraduate coursework from other institutions is not allowed. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer up to 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

A semester GPA below 3.25 will result in the student being placed on academic probation. If a semester GPA of 3.25 is not attained during the subsequent semester of full-time enrollment the student may be dismissed from the program.

## ADVISOR / COMMITTEE

All students meet with graduate advisor once a semester (in November and April) to discuss their progress and to plan their coursework for the subsequent semester.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
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- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

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A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. (Critical Thinking and Writing Skills) Demonstrate: analytic, interpretive, and critical thinking skills; knowledge of research protocols; and understanding of the specificity of the literary object as well as its historical and cultural context.
2. Develop broad knowledge of Russian literary history, the major writers and movements, from the origins to the present day. Demonstrate this knowledge in relation to periods and movements, courses in which are offered during their time in the program. These include: Old Russian

Literature; 18th-Century Russian Literature; Romanticism (ca. 1790s to 1840s); Realism (ca. 1840s to 1890s); Modernism (ca. 1890s to 1920s); Soviet, Emigre, and Post-Soviet Periods (ca. 1930s to the present).

3. (Language proficiency) Demonstrate Advanced Russian language proficiency on the ACTFL (American Council on the Teaching of Foreign Languages) scale across three modalities (speaking, listening, reading, or writing). Demonstrate advanced knowledge of the structure of contemporary Russian.
4. Recognize and apply principles of ethical and professional conduct in the context of Slavic studies.

# SLAVIC LANGUAGES AND LITERATURES, PHD

Slavic languages and literature at the University of Wisconsin–Madison is a national leader of doctoral programs in the field, and welcomes students with a BA/BS or MA who are interested in all areas of Russian and comparative Slavic prose, poetry, drama, and philosophy. The curriculum offers breadth and depth in a variety of areas of Slavic philology, literature, and culture, and is known for offering a balanced approach to training in teaching, writing, and research.

The program is fortunate to count among its faculty specialists in Czech, Polish, Russian, and Serbo-Croatian languages, literature, and culture, award-winning authors and teachers, and members of editorial boards of leading journals and publication series. Information regarding faculty biographical sketches is available on the program website. In addition to their excellence in teaching and research, professors are unparalleled mentors to graduate students. Students work closely with faculty members on writing, teaching, and publishing. Graduate students are expected to produce publishable articles during their graduate careers, and are provided the guidance and feedback to do so.

The department places high expectations on graduate students to achieve and maintain professional-level proficiency in the Russian language in all four modalities: speaking, writing, listening, and reading. All students who are not native speakers of Russian will be tested in those modalities —plus Russian grammar—when they enter the program, and periodically throughout their tenure. Appropriate competency must be demonstrated before receiving a teaching assistantship and before passing from MA to PhD candidacy.

Graduate students in the program receive exceptional training in teaching both language and literature. The department has a thriving undergraduate program in Slavic languages with strong enrollments in language, literature, and culture, providing many opportunities for teaching experience, working closely with master teachers among the faculty and academic staff. In addition to teaching assignments in first- through fourth-semester Russian language (and occasionally in other Slavic languages), as well as in the two-semester undergraduate survey of Russian literature course, the department has also instituted an apprenticeship program for adequately prepared graduate students in the teaching of advanced literature and language classes. The program's graduate teaching assistants regularly win prestigious campus awards for their excellence in the classroom.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 2 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

For admission to the graduate program, the Slavic department requires the equivalent of a BA degree in Russian and a GPA of at least 3.0 on a 4.0 scale. Applicants who have carried out graduate work at another institution must have a graduate GPA of 3.25. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

Applicants who have spent at least a semester studying in a Russian-speaking setting are best prepared to continue graduate-level study in Russian. Admitted applicants with deficiencies, especially in Russian, are required to make up such deficiencies.

Applications for admission to the graduate program are accepted at any time, but only complete applications received by the deadline will be considered for fellowships and other forms of funding for the following fall semester. More information regarding graduate program admission may be found on the program website (https://gns.wisc.edu/slavic-graduate-program/#degrees).

If an applicant chooses to submit GRE scores, these should be sent electronically from ETS (use institution code 1846).

Reentry applicants must contact the program before applying for admission.

Note that we do not admit applicants seeking a terminal MA. Prospective students who are interested in a terminal master's degree are encouraged to consider the interdisciplinary master's degree in Russian, East

European, and Central Asian Studies (p. 1152) (REECAS) through the Center for Russia, Eastern Europe and Central Asia (CREECA).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Most students receive funding for multiple years in the form of fellowships, teaching assistantships or project assistantships. These positions include a stipend as well as tuition remission and a generous health plan. Additional hourly employment is also often available.

Students are typically admitted with four- to five-year funding guarantees contingent on satisfactory progress and ability to perform assigned responsibilities well. Funding packages combine fellowships, teaching assistantships and project assistantships at the level of at least 33%. All such positions include a stipend as well as tuition remission and a generous health plan. Funding beyond the initial guarantee period is often available for one or two years.

See the program website (https://gns.wisc.edu/) and the Graduate School's funding information page (http://grad.wisc.edu/studentfunding/) for more information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 36 credits |
| Minimum Graduate Coursework Requirement | 34 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.6 GPA required |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students must earn passing grades (no lower than B) on all six written Foundation examinations in the history of Russian literature by the end of the sixth semester of coursework This includes those passed as an MA student. For students admitted with MA degree, the same requirements need to be fulfilled by the end of their fourth semester.<br><br>Students must pass all five Russian language proficiency examinations (including those passed as an MA student) by the end of the sixth semester (end of the fourth semester for students admitted with MA degree).<br><br>Students must complete a review of a capstone dossier (all six Foundation examinations and two major seminar papers) by the graduate faculty in the beginning of the seventh semester in the program (fifth semester for students admitted with MA degree).<br><br>Students must pass an oral examination (defense of a dissertation proposal) by the end of the seventh semester in the program (fifth semester for students admitted with MA degree).<br><br>Defense of PhD dissertation. |

| | |
|---|---|
| Language Requirements | For Russian language proficiency requirements see "Assessments and Examinations".<br><br>Students must demonstrate proficiency of language through coursework or placement test/examination. Knowledge equivalent to two years of college-level study of either:<br>• French or German OR<br>• a second Slavic language<br><br>In well-grounded cases, when a different language is necessary for student's research, it may be applied towards fulfillment of the language requirement. A student will submit a respective petition to DGS, which will be discussed and decided upon by all Slavic graduate faculty. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| SLAVIC 800 | Proseminar-Slavic Literature and Culture | 1 |
| SLAVIC 803 | Introduction to Old Church Slavonic and the History of Russian Literary Language | 2 |
| SLAVIC 801 | Slavic Critical Theory and Practice | 3 |
| SLAVIC 802 | The Structure of Russian | 2 |
| SLAVIC 804 | Methods of Teaching Slavic Languages | 2 |
| **Seminar** | | |
| Students must complete the following course. | | |
| SLAVIC 900 | Seminar: Slavic Literature and Culture (taken three times for 3 credits each) | 9 |
| **Breadth** | | **9** |
| **Electives** | | **23** |
| Students must complete additional courses to meet the minimum credit requirement, chosen in consultation with advisor. Additional enrollments of SLAVIC 900 may be applied to satisfy this requirement. | | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students are generally not allowed to transfer credits earned at other institutions to fulfill degree requirements. Exceptions are students who are admitted to pursue a PhD degree after completing their MA degree at another institution, and who confirmed their MA degree in the department by passing a qualifying examination. Students may transfer up to 15 credits of MA coursework to satisfy PhD degree requirements. Up to 9 credits of prior graduate coursework may be applied towards the breadth requirement (Option B -- Distributed Minor). Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 7 credits numbered 700 and above taken in the Slavic department while pursuing a UW–Madison undergraduate degree are allowed to transfer. Undergraduate coursework from other institutions is not allowed. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

A semester GPA below 3.25 will result in the student being placed on academic probation. If a semester GPA of 3.25 is not attained during the subsequent semester of full time enrollment the student may be dismissed from the program.

## ADVISOR / COMMITTEE

Prior to being admitted to candidacy, all students meet with graduate advisor once a semester (in November and April) to discuss their progress and to plan their coursework for the subsequent semester.

No later than by the end of their sixth semester students choose their dissertation advisor.

After being admitted to candidacy, all students are required to submit brief written yearly progress reports to their thesis committee by the end of January.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students must fulfill all coursework requirements and pass oral examination by the end of the seventh semester in the program (fifth semester for students admitted with MA degree).

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Critical Thinking and Writing Skills) Demonstrate: analytic, interpretative, and critical thinking skills; knowledge of research protocols; and understanding of the specificity of the literary object as well as its historical and cultural context.
2. (Literature) Develop comprehensive knowledge of Russian literary history, the major writers and movements, from the origins to the present day. Demonstrate this knowledge in relation to the following periods and movements: Old Russian Literature; 18th-Century Russian Literature; Romanticism (ca. 1790s to 1840s); Realism (ca. 1840s to 1890s); Modernism (ca. 1890s to 1920s); Soviet, Emigre, and Post-Soviet Periods (ca. 1930s to the present).
3. (Language proficiency) Demonstrate Advanced Russian language proficiency on the ACTFL (American Council on the Teaching of Foreign Languages) scale across all modalities (speaking, listening, reading, writing). Demonstrate advanced knowledge of the structure of contemporary Russian. Develop, at minimum, reading proficiency in languages essential for research in the field, including a second Slavic language and either French or German.
4. (Ph.D. Minor) Demonstrate intellectual breadth and the ability to synthesize cross-cultural and interdisciplinary perspectives through the completion of a doctoral minor.
5. (Ph.D. Dissertation) A successful Ph.D. candidate will have written a dissertation that synthesizes knowledge of relevant disciplines and develops it to create an original contribution to scholarship. The candidate will be able to present the results of her or his research both to experts in the field as well as to a wider public.
6. (Teacher-Trainer) Demonstrate, both in theory and through instructional practice, foundational knowledge of second-language teaching, including the concepts of proficiency-oriented instruction and communicative language teaching; principles behind the design, integration, and delivery of classroom instruction and appropriate assessment instruments for all four modalities (speaking, listening, reading, writing), structure, and culture.
7. Recognize, apply, and foster principles of ethical and professional conduct in the context of Slavic studies.

# GRADUATE - SCHOOL-WIDE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Biophysics, Doctoral Minor (p. 984)
- Biophysics, MS (p. 985)
- Biophysics, PhD (p. 988)
- Cellular and Molecular Biology, MS (p. 992)
- Cellular and Molecular Biology, PhD (p. 996)
- Distributed, Doctoral Minor (p. 1000)
- Higher Education Teaching and Learning, Graduate/Professional Certificate (p. 1001)
- Special Graduate Committee, MA (p. 1002)
- Special Graduate Committee, MS (p. 1003)
- Special Graduate Committee, PhD (p. 1004)


# BIOPHYSICS, DOCTORAL MINOR

Students enrolled in a UW–Madison doctoral program can pursue a doctoral minor in Biophysics. The doctoral minor offers substantial training in Biophysics and can serve as a supplement to training in a broad range of disciplines in which biology, chemistry, physics, and medicine intersect. The Biophysics minor will give students a rigorous understanding of quantitative approaches to biological, physical, and chemical problems in the life sciences. Course offerings that provide pedagogical instruction for Biophysics students form the basis of the Biophysics minor.

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| CHEM 665 | Biophysical Chemistry | 3 |

| | | |
|---|---|---|
| CHEM 668 | Biophysical Spectroscopy | 3 |
| **Advanced Elective Courses** | | |
| Choose one or more of the following to reach the required minimum 9 credits. Students may also choose any course used to satisfy the advanced elective requirement for the Biophysics PhD program: | | 3 |
| BIOCHEM 601 | Protein and Enzyme Structure and Function | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | |
| **Total Credits** | | **9** |

# BIOPHYSICS, MS

The Biophysics Program admits students to the PhD program only; it does not offer admission to a terminal master's degree. A master's degree may be earned under certain circumstances by students enrolled in the PhD program. For more information, see the Biophysics Handbook (http://www.biophysics.wisc.edu/handbook/).

Biophysics is an interdisciplinary PhD program in the biosciences. It brings together students from diverse backgrounds (including biology, biochemistry, chemistry, physics, bioengineering, computational biology, neuroscience, cell biology, and so on) who are interested in research at the intersection of these disciplines.

Our broad interdepartmental program includes nearly 70 faculty trainers (https://biophysics.wisc.edu/labs/) from departments across five schools and colleges at UW–Madison: the College of Letters & Science, the College of Agricultural & Life Sciences, the College of Engineering, the School of Medicine and Public Health, and the School of Pharmacy. This highly collaborative environment provides a wide range of opportunities, including protein structure/function, and engineering; nucleic acid and membrane biophysics; neuroscience; virology; and synthetic and systems biology applied to both bacterial and eukaryotic organisms. These research areas share the goal of understanding biological systems in physical and mechanistic terms, utilizing advanced quantitative instrumental methods, and often integrating computation and machine learning. An overview of our research areas (https://biophysics.wisc.edu/research/) is available on our website.

UW–Madison is a hub of excellence in structural biology, equipped with major facilities, including the National Magnetic Resonance Facility, the CryoEM Research Center, and the Midwest Center for Cryo-Electron Tomography. Trainers at these centers provide outstanding research opportunities for students aiming to become experts in the application and/or development of structural biology.

Furthermore, many other accessible facilities and equipment in our trainers' laboratories offer advanced training in spectroscopy, microscopy, single-molecule imaging, high-throughput methods, Artificial Intelligence, and the integration of experimental and computational techniques used for analyzing and modeling macromolecules and biological systems.

The Biophysics Program houses the Molecular Biophysics Training Program (https://biophysics.wisc.edu/mbtp/) (MBTP), an NIH National Research Service Award (T32) from the National Institute of General Medical Sciences. The MBTP offers fellowships to twelve graduate students each year, funding interdisciplinary training at the intersection of the biological and physical sciences.

Biophysics is a diverse and collaborative scientific community whose goal is to prepare students from diverse academic backgrounds with rigorous interdisciplinary and quantitative training for careers in research and teaching across academia, industry, and other fields. Additionally, the program is flexible in its course requirements, emphasizing excellence in research and allowing coursework selection to be customized to meet a student's specific research interests and needs.

For more information, please visit the Biophysics Graduate Program website (https://biophysics.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (p. 988).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Credits are not counted from courses in which a grade of BC or below is obtained for the Biophysics core courses. In the event of an unsatisfactory grade, the student must repeat the course and obtain a grade of B or better if they want to count the class towards their Biophysics GPA and course requirements. |
| Assessments and Examinations | Students take two rounds of exams in order to achieve dissertator status. At the end of students' second year, they are required to take their written preliminary exam. Once this exam is passed, students must take their preliminary exam by the end of their third year. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The following coursework is completed on the way to earning the Biophysics PhD and is the minimum required for the master's:

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| CHEM 665 | Biophysical Chemistry | 3 |
| CHEM 668 | Biophysical Spectroscopy | 3 |
| **Biophysics Advanced Electives** | | |
| Students must take at least 6 credits of advanced electives from at least two different categories using the following list of classes (alternative classes may be substituted with approval from the Biophysics Program Curriculum Committee): | | 6 |
| *Structure* | | |
| BIOCHEM 601 | Protein and Enzyme Structure and Function | |
| BIOCHEM 625 | Mechanisms of Action of Vitamins and Minerals | |
| CHEM 622 | Organic Analysis | |
| CHEM 675 | Introductory Quantum Chemistry | |
| MICROBIO/ BMOLCHEM 668 | Microbiology at Atomic Resolution | |
| ONCOLOGY 673 | Purification and Characterization of Protein and Protein Complexes | |
| *Modeling & Theory* | | |
| CHEM 661 | Chemical and Statistical Thermodynamics | |
| MATH/B M I/ BIOCHEM/ BMOLCHEM 609 | Mathematical Methods for Systems Biology | |
| *Molecular Biology* | | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| *Neuroscience* | | |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | |
| *Spectroscopy & Microscopy* | | |
| BMOLCHEM 700 | Practical Biophysics | |
| B M E/ MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life | |
| B M E 751 | Biomedical Optics and Biophotonics | |
| CHEM 636 | Topics in Chemical Instrumentation: Introduction to NMR | |
| CHEM 860 | Selected Topics in Physical Chemistry (Topic: Spectroscopy of Individual Molecules and Particles) | |
| BIOCHEM 729 | Advanced Topics (Topic: Advanced Topics in NMR) | |
| *Computation, Statistics & Bioinformatics* | | |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| ONCOLOGY 778 | Bioinformatics for Biologists | |
| **Speciality Courses** | | |

| | |
|---|---|
| To fulfill the remainder of required credits, students can take specialty courses. It is recommended to take courses in areas such as biotechnology, computer science, electrical and computer engineering, molecular biology, or physics. Students should consult with their thesis advisor and thesis committee members about appropriate specialty courses to take pertaining to individual training goals. | 18 |
| **Total Credits** | **30** |

### Biophysics Advanced Electives

To meet the 6-credit minimum, all elective courses must be at least 2 credits. That means that students can, for example, take two 3-credit courses, three 2-credit courses, or one 2-credit and one 4-credit course to satisfy this requirement. The above list of courses were approved as elective course options by the Biophysics Steering Committee. If you are interested in a different course to count as an elective course towards your Biophysics graduate degree, the course needs to be approved by the Curriculum Committee. To request a course approval, please use this form (https://biophysics.wisc.edu/advanced-elective-approval-form/) (you will need a syllabus from the course and a short paragraph detailing why the class is relevant to your research).

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students are required to have an advisor by the end of their first semester in the program. Thesis committees must be formed prior to their preliminary exam. The committee consists of at least four other faculty members and the student's advisor. After gaining dissertator status, students are required to hold yearly progress report meetings with their committee until graduation.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances.

## OTHER

Fall semester enrollment only. First semester, program-sponsored lab rotations lead to thesis lab selection and research assistantship through the thesis advisor.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in the field of study.
2. Identifies sources and assembles evidence pertaining to questions or challenges in the field of study.
3. Understands the primary field of study in a historical, social or global context.
4. Selects and/or utilizes the most appropriate methodologies and practices.
5. Evaluates or synthesizes information pertaining to questions or challenges in the field of study.
6. Communicates clearly in ways appropriate to the field of study.
7. Recognizes and applies principles of ethical conduct.

# BIOPHYSICS, PHD

Biophysics is an interdisciplinary PhD program in the biosciences. It brings together students from diverse backgrounds (including biology, biochemistry, chemistry, physics, bioengineering, computational biology, neuroscience, cell biology, and so on) who are interested in research at the intersection of these disciplines.

Our broad interdepartmental program includes nearly 70 faculty trainers (https://biophysics.wisc.edu/labs/) from departments across five schools and colleges at UW–Madison: the College of Letters & Science, the College of Agricultural & Life Sciences, the College of Engineering, the School of Medicine and Public Health, and the School of Pharmacy. This highly collaborative environment provides a wide range of opportunities, including protein structure/function, and engineering; nucleic acid and membrane biophysics; neuroscience; virology; and synthetic and systems biology applied to both bacterial and eukaryotic organisms. These research areas share the goal of understanding biological systems in physical and mechanistic terms, utilizing advanced quantitative instrumental methods, and often integrating computation and machine learning. An overview of our research areas (https://biophysics.wisc.edu/research/) is available on our website.

UW–Madison is a hub of excellence in structural biology, equipped with major facilities, including the National Magnetic Resonance Facility, the CryoEM Research Center, and the Midwest Center for Cryo-Electron Tomography. Trainers at these centers provide outstanding research opportunities for students aiming to become experts in the application and/or development of structural biology.

Furthermore, many other accessible facilities and equipment in our trainers' laboratories offer advanced training in spectroscopy, microscopy, single-molecule imaging, high-throughput methods, Artificial Intelligence, and the integration of experimental and computational techniques used for analyzing and modeling macromolecules and biological systems.

The Biophysics Program houses the Molecular Biophysics Training Program (https://biophysics.wisc.edu/mbtp/) (MBTP), an NIH National Research Service Award (T32) from the National Institute of General Medical Sciences. The MBTP offers fellowships to twelve graduate students each year, funding interdisciplinary training at the intersection of the biological and physical sciences.

Biophysics is a diverse and collaborative scientific community whose goal is to prepare students from diverse academic backgrounds with rigorous interdisciplinary and quantitative training for careers in research and teaching across academia, industry, and other fields. Additionally, the program is flexible in its course requirements, emphasizing excellence in research and allowing coursework selection to be customized to meet a student's specific research interests and needs.

For more information, please visit the Biophysics Graduate Program website (https://biophysics.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

### EVALUATION PHILOSOPHY

The Biophysics Admissions Committee will carefully evaluate the potential of candidates to be successful in the Biophysics program by taking all components of the application into consideration. Applications will be reviewed holistically, and all aspects of training will be taken into account,

including research experience, letters of recommendation, personal statement and academic transcripts.

## APPLICANT CONSIDERATIONS

To qualify for admission to the program, an applicant must complete a bachelor's degree at a recognized, accredited college or university, or a comparable degree from an international institution. Biophysics is a broadly interdisciplinary program. We encourage applications from students from a wide variety of undergraduate training experiences in biology, biochemistry, chemistry, physics, computer science, computational biology, bioengineering, cell and molecular biology, neuroscience, or other biological or medical sciences. A successful candidate will have substantial prior research experience. Some level of experience in one or more of the biological disciplines through coursework or prior research is also highly beneficial.

Biophysics at the University of Wisconsin Madison is committed to building a diverse and inclusive community and strongly encourages candidates from underrepresented groups to apply. Applicants are encouraged to include in their statements information about how their background and life experiences shaped their interests in pursuing a research-oriented career and will make them successful in this program.

## APPLICATION MATERIALS

A complete application (https://grad.wisc.edu/apply/) (Graduate School website) includes:

- A resume or CV.
- Reasons for graduate study (address, in narrative essay form, your research experiences, reasons and goals for graduate study, and how earning a PhD will help you achieve your goals).
- Transcripts must be submitted from each institution that you have attended and listed on your graduate school application (undergraduate and graduate). Records from international institutions must be in the original language with an official English translation. Copies of transcripts must be uploaded to the online application.
- Three letters of recommendation:
  - Qualified references include faculty and/or supervisors, who have familiarity with your intellectual, academic, and research-oriented capabilities, accomplishments, and personality. Recommendations are included as part of your online application.
- A $75 non-refundable application fee. The application fee covers an application to three different graduate programs at UW-Madison. We encourage you to apply for the programs that best encompass your research interests, but you need to keep in mind that you will need to submit all application materials by the first program deadline. The UW Graduate School offers a limited number of application fee grants (https://grad.wisc.edu/apply/fee-grant/) to eligible students.
- Graduate Record Exam (GRE) scores are NOT required as part of the application submitted to the Biophysics Program. You can choose to include scores if you wish, but a lack of scores will not impact consideration of your application.

Candidates must meet the general requirements of the UW–Madison Graduate School, including an undergraduate GPA of 3.0 out of 4.0 in the last 60 semester hours. For more information, please visit the Prospective Students (https://biophysics.wisc.edu/prospective-students/) page on the Biophysics program's website.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Biophysics Graduate Degree Program offers a yearly stipend in the form of traineeships or research assistantships to all PhD candidates and assists those with outstanding records in competing for university and national awards (fellowships). The program guarantees a full stipend for all its PhD candidates who remain in good standing. In addition to the stipend, all students receive tuition remission and are eligible for comprehensive health insurance.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Degree requirements are not satisfied from courses in which a grade of BC or below is obtained for the Biophysics core courses. In the event of an unsatisfactory grade, the student must repeat the course and obtain a grade of B or better if they want to count the class towards their degree course requirements. |
| Assessments and Examinations | Students are required to complete an oral preliminary exam. The oral exam should be completed no later than the end of the student's third fall semester in the program. This exam consists of an oral defense of a written research proposal. The format of the research proposal is based on the format for an NIH F31 predoctoral grant application. If the student feels they need more time to complete the oral exam, they must request an extension from the Biophysics Office. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | No doctoral minor or graduate/professional certificate required. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Required by the time oral prelim is taken** | | |
| CHEM 665 | Biophysical Chemistry | 3 |
| CHEM 668 | Biophysical Spectroscopy | 3 |
| **Biophysics Advanced Electives** | | |
| Students must take at least 6 credits of advanced electives from at least two different categories using the following list of classes (alternative classes may be substituted with approval from the Biophysics Program Curriculum Committee): | | 6 |
| *Structure* | | |
| BIOCHEM 601 | Protein and Enzyme Structure and Function | |
| BIOCHEM 625 | Mechanisms of Action of Vitamins and Minerals | |
| CHEM 622 | Organic Analysis | |
| CHEM 675 | Introductory Quantum Chemistry | |
| MICROBIO/ BMOLCHEM 668 | Microbiology at Atomic Resolution | |
| ONCOLOGY 673 | Purification and Characterization of Protein and Protein Complexes | |
| *Modeling* | | |
| CHEM 661 | Chemical and Statistical Thermodynamics | |
| MATH/B M I/ BIOCHEM/ BMOLCHEM 609 | Mathematical Methods for Systems Biology | |
| *Molecular Biology* | | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| *Neuroscience* | | |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | |
| *Spectroscopy & Microscopy* | | |
| BMOLCHEM 700 | Practical Biophysics | |
| B M E/ MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life | |
| B M E 751 | Biomedical Optics and Biophotonics | |
| CHEM 636 | Topics in Chemical Instrumentation: Introduction to NMR | |
| CHEM 860 | Selected Topics in Physical Chemistry (Topic: Spectroscopy of Individual Molecules and Particles) | |
| BIOCHEM 729 | Advanced Topics (Topic: Advanced Topics in NMR) | |
| *Computation, Statistics & Bioinformatics* | | |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | |
| ONCOLOGY 778 | Bioinformatics for Biologists | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| **Ethics Course** | | |
| BIOCHEM 729 | Advanced Topics (Resp Conduct of Research) | 1-3 |
| **Seminar Courses** | | |
| 1st and 2nd year students are required to take CHEM/ BIOCHEM 872 (Topic: Macromolecular and Biophysical Chemistry) each semester during the first two years in the program. 3rd year students are required to take CHEM/ BIOCHEM 872 for one semester (either Fall or Spring) and a different seminar course in the other semester. 4th year and beyond are required to attend four (4) more seminar classes before graduation. These are typically 900-level one-credit courses based on the presentation and discussion of journal articles or individual research. | | 5-9 |
| CHEM/ BIOCHEM 872 | Selected Topics in Macromolecular and Biophysical Chemistry | |

| | |
|---|---|
| **Additional Coursework** | **33-36** |
| *Specialty Courses* | |
| Students can take specialty courses. It is recommended to take courses in areas such as biotechnology, computer science, electrical and computer engineering, molecular biology, or physics. Students should consult with their Thesis Advisor and thesis committee members about appropriate specialty courses to take pertaining to individual training goals. | |
| *Research Credits* | |
| Students are expected to register for 990 research credits every semester. These are the courses in which students will be conducting their independent research. First semester students will register for 990 research credits in the department of the Biophysics Program Director. Once a thesis lab is chosen, these credits will be conducted in the thesis advisor's home department. | |
| **Total Credits** | **51** |

### Advanced Electives Requirement

To meet the 6-credit minimum, all elective courses must be at least 2 credits. That means that students can, for example, take two 3-credit courses, three 2-credit courses, or one 2-credit and one 4-credit course to satisfy this requirement. The above list of courses were approved as elective course options by the Biophysics Steering Committee. If you are interested in a different course to count as an elective course towards your Biophysics graduate degree, the course needs to be approved by the Curriculum Committee. To request a course approval, please use this form (https://biophysics.wisc.edu/advanced-elective-approval-form/) (you will need a syllabus from the course and a short paragraph detailing why the class is relevant to your research).

### Ethics Requirement

Students are required to take an ethics course that covers all of the items considered necessary by the NIH for ethical and professional scientific training. It is strongly recommended that students take the ethics course during their first year. The recommended ethics course is: BIOCHEM 729 Advanced Topics (Responsible Conduct of Research). The Biophysics Program also conducts a mandatory ethics refresher seminar for all students that is held at the end of every spring semester.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students are required to have an advisor by the end of their first semester in the program. Thesis committees must be formed at the end of a student's first year in the program. The committee consists of at least four other faculty members and the student's advisor and faculty must represent at least two different departments on campus. After gaining dissertator status, students are required to hold yearly progress report meetings with their committee until graduation.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances.

### OTHER

Fall semester enrollment only. First semester, program-sponsored lab rotations lead to thesis lab selection and research assistantship through the thesis advisor.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates challenges, frontiers and limits with respect to theory, knowledge or practice within the field of study.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of study.
3. Creates research, scholarship or performance that makes a substantive contribution.
4. Demonstrates breadth within their learning experiences.
5. Communicates complex or ambiguous ideas in a clear and understandable manner.
6. Evaluates the implications of the discipline to broader social concerns.
7. Fosters ethical conduct and professional guidelines.

# CELLULAR AND MOLECULAR BIOLOGY, MS

Students are not admitted into the Cellular and Molecular Biology (CMB) Program for a terminal master's degree. However, a master's degree is officially offered. For more information, see the Cellular and Molecular Biology Handbook (link in Contact Information).

Graduate study in cellular and molecular biology at the University of Wisconsin–Madison is a research-oriented interdisciplinary program leading to the PhD degree. The university has one of the largest and most prestigious biology facilities in the world, well-noted for its cooperation and collaboration across department boundaries. The Cellular and Molecular Biology Program is an important part of that interdepartmental strength, providing students with the opportunity to work with more than 190 faculty members in 40 departments.

A major strength of the program is that it provides the opportunity for groups of investigators to work together on research topics of common interest. Research topic areas, identified as focus groups, are composed of faculty and students studying common research areas. Each group is held together by participation of both students and faculty at regular research presentations and by the participation of faculty on thesis committees of many students in the group. Because of the diverse nature of most research areas and the cross-fertilization among focus groups, many faculty and students participate in the activities of multiple focus groups.

The focus groups are: cancer biology; cell adhesion and cytoskeleton; cellular and molecular metabolism; developmental biology and regenerative medicine; immunology; membrane biology and protein trafficking; molecular and genome biology of microbes; physiology; plant biology; RNA biology; systems biology; transcriptional mechanisms; and virology.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD. (p. 996)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | See PhD requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

All Cellular and Molecular Biology course requirements must be completed by the end of the student's second year, before completing the preliminary exam and obtaining dissertator status.

| Code | Title | Credits |
|---|---|---|
| **Course Requirements** [1] | | |
| Students must complete 11 credits from the following categories. | | 11 |
| *Molecular Biology Core* | | |
| At minimum, complete one of the following: | | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses | |
| *Cell Biology Core* | | |
| At minimum, complete one of the following: | | |
| BOTANY 860 | Plant Cell Biology | |
| ZOOLOGY/ NEURODPT 765 | Developmental Neuroscience | |
| PATH 750 | Cellular and Molecular Biology/ Pathology | |
| ONCOLOGY 703 | Carcinogenesis and Tumor Cell Biology | |
| GENETICS/ CRB 710 | Developmental Genetics | |
| GENETICS/ BOTANY/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | |
| *Ethics Core* | | |
| At minimum, complete 1 credit from following: | | |
| BIOCHEM 729 | Advanced Topics | |
| COMP BIO/PATH-BIO 812 | Research Ethics and Career Development | |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | |
| PHARMACY 800 | Research Ethics: Scientific Integrity and the Responsible Conduct of Research | |
| MED HIST 730 | Topics in Bioethics | |
| *Elective Courses* | | |
| Students may complete elective courses or additional courses from above to satisfy 11-credit course requirement. | | |
| B M E 510 | Introduction to Tissue Engineering | |
| B M E 520 | Stem Cell Bioengineering | |
| B M E 545 | Engineering Extracellular Matrices | |
| B M I/ COMP SCI 576 | Introduction to Bioinformatics | |
| B M I/STAT 541 | Introduction to Biostatistics | |
| B M I 773 | Clinical Research Informatics | |
| B M I/ COMP SCI 775 | Computational Network Biology | |
| B M I/STAT 877 | Statistical Methods for Molecular Biology | |
| BIOCHEM/B M I/ BMOLCHEM/ MATH 609 | Mathematical Methods for Systems Biology | |
| BIOCHEM/ BOTANY 621 | Plant Biochemistry | |
| BIOCHEM/ NUTR SCI 619 | Advanced Nutrition: Intermediary Metabolism of Macronutrients | |
| BIOCHEM 601 | Protein and Enzyme Structure and Function | |
| BIOCHEM/ NUTR SCI 645 | Molecular Control of Metabolism and Metabolic Disease | |
| BMOLCHEM 700 | Practical Biophysics | |
| BOTANY/ ENTOM/ PL PATH 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects | |

| | |
|---|---|
| BOTANY/ PL PATH 563 | Phylogenetic Analysis of Molecular Data |
| CRB/ MEDICINE 701 | Cell Signaling and Human Disease |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology |
| CRB 670 | Biology of Cardiac Function and Disease |
| CRB 720 | Experimental Approaches to Development and Organogenesis: Methods, Techniques, and Insights |
| F&W ECOL/ STAT 571 | Statistical Methods for Bioscience I |
| PLANTSCI 550 | Molecular Approaches for Crop Improvement |
| GENETICS 588 | Immunogenetics |
| GENETICS/ BIOCHEM 631 | Plant Genetics and Development |
| GENETICS 633 | Population Genetics |
| GENETICS/ MD GENET 662 | Cancer Genetics |
| GENETICS 885 | Advanced Genomic and Proteomic Analysis |
| M M & I/PATH-BIO 528 | Immunology |
| M M & I 740 | Mechanisms of Microbial Pathogenesis |
| MICROBIO 626 | Microbial and Cellular Metabolomics |
| MICROBIO 657 | Bioinformatics for Microbiologists |
| NEURODPT/NTP/ PSYCH 611 | Systems Neuroscience |
| M M & I/PATH-BIO 750 | Host-Parasite Relationships in Vertebrate Viral Disease |
| MICROBIO/ BMOLCHEM 668 | Microbiology at Atomic Resolution |
| ONCOLOGY 675 | Advanced or Special Topics in Cancer Research |
| ONCOLOGY 778 | Bioinformatics for Biologists |
| OPHTHALM 750 | Ocular Diseases of the Mammalian Vision System |
| PATH 751 | Biology of Aging |
| PATH 803 | Pathogenesis of Major Human Diseases |
| PATH 807 | Immunopathology: The Immune System in Health and Disease |
| PATH-BIO 675 | Special Topics |
| ZOOLOGY 604 | Computer-based Gene and Disease/Disorder Research Lab |
| **Research Requirement** | |
| A minimum of 30 credits taken in graduate level courses are required: the 11 above, and the remaining credits can be 990 research credits. | 19 |
| **Total Credits** | **30** |

[1] EXCEPTION: MD/PhD students are only required to take 3 credits from the Core Curriculum or the Elective Courses list.

[2] EXCEPTION: MD/PhD students are not required to take an ethics course because they received this training in their MD courses.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

On a case by case basis, this program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

On a case by case basis, this program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

On a case by case basis, this program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy

### Credits Earned as a University Special student at UW–Madison

On a case by case basis, this program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

The thesis advisor will assist the graduate student throughout the duration of their studies. Upon choosing a thesis advisor, the student should formulate goals and expectations when starting in a permanent lab home. The student and thesis advisor should work together to ensure that mutual goals and expectations are met. The thesis advisor will monitor and guide the student's progress toward their degree, provide the student with advice about how and when to meet the degree requirements of the program, and help the student decide on appropriate coursework during their studies.

After joining a thesis lab, students are required to form a thesis committee. The purpose of the thesis committee is to: guide the student through the process of earning their degree and meeting all Cellular and Molecular Biology program requirements; assist the student in developing as an independent scientist in the student's area of research; provide the

student with an array of ideas and opportunities regarding the direction of their research and thesis project; and evaluate the student's research proposal, attend curriculum certification, preliminary exam, annual progress report, and thesis defense.

The thesis committee consists of five faculty members, including the thesis advisor. All committee members must be readers when the student defends their dissertation. Three committee members, including the thesis advisor, must be faculty trainers in the Cellular and Molecular Biology program. Two committee members must be outside the student's direct area of expertise.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Overview

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (CMB Program Administration or Chair, Lab Department Administration or Chair, Lab Manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages for more information. If such procedures exist at the local level, these should be investigated first. For more information, see the Graduate School Academic Policies and Procedures. (http://grad.wisc.edu/acadpolicy/#grievancesandappeals)

### Procedure

Procedures for proper accounting of student grievances within the CMB Program:

- The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved interpersonally at this level.
- Should satisfactory resolution not be achieved, the student should contact the CMB Office and the CMB Program Chair to discuss the grievance. The program will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help the student informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisor or thesis committee members if appropriate.
- If the issue is not resolved to the student's satisfaction, the student can submit a formal grievance in writing to the CMB Office and CMB Program Chair. The written formal grievance must be submitted within 60 days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened within 10 working days by the CMB Program to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
- Within 10 working days of being convened, the faculty committee will make a decision regarding the grievance. The CMB Program will report on the committee's decision and any action taken by the committee in writing to both the student and the party toward whom the complaint was directed.
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The Graduate School has procedures for students wishing to further appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures. (https://grad.wisc.edu/documents/grievances-and-appeals/)

## OTHER

Cellular and Molecular Biology students all earn a stipend that is set by the program each year, and tuition is covered. First year rotating students are funded through the Cellular and Molecular Biology program during the first semester. After the first semester, students are typically funded by their thesis advisor. In some cases, students earn individual fellowships or training grant slots and are funded through these mechanisms. Please contact the Cellular and Molecular Biology program for specific questions about stipend level, etc.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Gain a broad understanding of the cellular and molecular principles that underlie biological processes.
2. Develop proficiency in a chosen area of cellular and molecular biology.
3. Learn to think critically and problem solve to address research challenges using a broad range of theories, research methods, and approaches to scientific inquiry.
4. Create research and scholarship that makes a substantive contribution to the field of cellular and molecular biology.
5. Experience collaboration with scientists within the lab, the department, the program, the university, and beyond.
6. Clearly and effectively communicate scientific ideas and research to both scientists and non-scientists in written and oral forms.
7. Exhibit and foster ethical and professional conduct.
8. Gain exposure to potential career paths and develop leadership and professional skills that will prepare them for a successful and rewarding career.
9. Develop and apply skills to foster a climate of inclusion for diverse members of the scientific community.

# CELLULAR AND MOLECULAR BIOLOGY, PHD

The graduate program in Cellular and Molecular Biology (CMB) has been a pioneer in graduate education fields of cell biology and molecular biology at the University of Wisconsin–Madison since 1961. The program is research-oriented and interdisciplinary leading to the PhD degree. UW–Madison has one of the largest and most prestigious biology facilities in the world, well-noted for its cooperation and collaboration across department boundaries. Cellular and Molecular Biology (CMB) is an important part of that interdepartmental strength, providing students with the opportunity to work with more than 200 faculty members in 40 departments.

Research and coursework experience allow students to obtain a solid foundation in cell biology and molecular biology that is tailored to their professional objectives. Research focus groups are composed of students and faculty studying a common research area. The focus groups are: cancer biology, cell adhesion and cytoskeleton, cellular and molecular metabolism, developmental biology and regenerative medicine, immunology, membrane biology and protein trafficking, molecular and genome biology of microbes, physiology, plant biology, RNA biology, systems biology, transcriptional mechanisms, and virology.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission to the program is highly competitive. Admission is based on demonstrated ability and interest in biology, chemistry, and the physical sciences; three letters of recommendation; and the personal statement. Previous research experience is required. All application materials must be received by the fall deadline in order to be reviewed by the Cellular and Molecular Biology Admissions Committee. More information about Cellular and Molecular Biology Admissions can be found on the Cellular Molecular Biology website (https://cmb.wisc.edu/admissions/).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

All students accepted into the PhD degree program receive financial support from Graduate School fellowships, interdepartmental training grants, and/or research assistantships. The program strives to maintain

a nationally competitive stipend. Students are guaranteed a stipend each year in addition to tuition remission. The current stipend rate can be found on the Financial (https://cmb.wisc.edu/financial-health-insurance/) page of the CMB handbook. Graduate students are also eligible for comprehensive health insurance; individual or family coverage is available at a minimal cost. Students are strongly encouraged to apply for a National Science Foundation Graduate Fellowship at the time of application to graduate school and/or during the first or second year on campus.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 51 credits credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination at the end of their second year. In order to complete their preliminary exam, students must have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | Doctoral students in the CMB program are not required to complete a doctoral minor or graduate/professional certificate, but may choose to. |

## REQUIRED COURSES

All Cellular and Molecular Biology course requirements must be completed by the end of the student's second year, before completing the preliminary exam and obtaining dissertator status.

| Code | Title | Credits |
|---|---|---|
| **Course Requirements** [1] | | |
| Students must complete 11 credits from the following categories. | | 11 |
| *Molecular Biology Core* | | |
| At minimum, complete one of the following: | | |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses | |
| *Cell Biology Core* | | |
| At minimum, complete one of the following: | | |
| BOTANY 860 | Plant Cell Biology | |
| ZOOLOGY/ NEURODPT 765 | Developmental Neuroscience | |
| PATH 750 | Cellular and Molecular Biology/ Pathology | |
| ONCOLOGY 703 | Carcinogenesis and Tumor Cell Biology | |
| GENETICS/ CRB 710 | Developmental Genetics | |
| GENETICS/ BOTANY/M M & I/ PL PATH 655 | Biology and Genetics of Fungi | |
| *Ethics Core* | | |
| At minimum, complete 1 credit from following: | | |
| BIOCHEM 729 | Advanced Topics | |
| COMP BIO/PATH-BIO 812 | Research Ethics and Career Development | |

| | |
|---|---|
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency |
| PHARMACY 800 | Research Ethics: Scientific Integrity and the Responsible Conduct of Research |
| MED HIST 730 | Topics in Bioethics |
| *Elective Courses* | |
| Students may complete elective courses or additional courses from above to satisfy 11-credit course requirement. | |
| B M E 510 | Introduction to Tissue Engineering |
| B M E 520 | Stem Cell Bioengineering |
| B M E 545 | Engineering Extracellular Matrices |
| B M I/ COMP SCI 576 | Introduction to Bioinformatics |
| B M I/STAT 541 | Introduction to Biostatistics |
| B M I 773 | Clinical Research Informatics |
| B M I/STAT 877 | Statistical Methods for Molecular Biology |
| B M I/ COMP SCI 775 | Computational Network Biology |
| BIOCHEM/B M I/ BMOLCHEM/ MATH 609 | Mathematical Methods for Systems Biology |
| BIOCHEM/ BOTANY 621 | Plant Biochemistry |
| BIOCHEM/ NUTR SCI 619 | Advanced Nutrition: Intermediary Metabolism of Macronutrients |
| BIOCHEM 601 | Protein and Enzyme Structure and Function |
| BOTANY/ ENTOM/ PL PATH 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects |
| BIOCHEM/ NUTR SCI 645 | Molecular Control of Metabolism and Metabolic Disease |
| BMOLCHEM 700 | Practical Biophysics |
| BOTANY/ PL PATH 563 | Phylogenetic Analysis of Molecular Data |
| CRB/ MEDICINE 701 | Cell Signaling and Human Disease |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology |
| CRB 670 | Biology of Cardiac Function and Disease |
| CRB 720 | Experimental Approaches to Development and Organogenesis: Methods, Techniques, and Insights |
| F&W ECOL/ STAT 571 | Statistical Methods for Bioscience I |
| PLANTSCI 550 | Molecular Approaches for Crop Improvement |
| GENETICS 588 | Immunogenetics |
| GENETICS/ BIOCHEM 631 | Plant Genetics and Development |
| GENETICS 633 | Population Genetics |
| GENETICS/ MD GENET 662 | Cancer Genetics |
| GENETICS 885 | Advanced Genomic and Proteomic Analysis |
| M M & I/PATH-BIO 528 | Immunology |
| M M & I 677 | Advanced Topics in Medical Microbiology |
| M M & I 740 | Mechanisms of Microbial Pathogenesis |
| MICROBIO 626 | Microbial and Cellular Metabolomics |
| MICROBIO 657 | Bioinformatics for Microbiologists |
| NEURODPT/NTP/ PSYCH 611 | Systems Neuroscience |
| M M & I/PATH-BIO 750 | Host-Parasite Relationships in Vertebrate Viral Disease |
| MICROBIO/ BMOLCHEM 668 | Microbiology at Atomic Resolution |
| NEURODPT/ NTP 610 | Cellular and Molecular Neuroscience |
| ONCOLOGY 675 | Advanced or Special Topics in Cancer Research |
| ONCOLOGY 778 | Bioinformatics for Biologists |
| OPHTHALM 750 | Ocular Diseases of the Mammalian Vision System |
| PATH 751 | Biology of Aging |
| PATH 803 | Pathogenesis of Major Human Diseases |
| PATH 807 | Immunopathology: The Immune System in Health and Disease |
| PATH-BIO 675 | Special Topics |
| ZOOLOGY 604 | Computer-based Gene and Disease/Disorder Research Lab |
| **Research Requirement** | |
| A minimum of 51 credits taken in graduate level courses are required: the 11 above, and the remaining credits can be 990 research credits. | 40 |
| **Total Credits** | **51** |

[1] EXCEPTION: MD/PhD students are only required to take 3 credits from the Core Curriculum or the Elective Courses list.

[2] EXCEPTION: MD/PhD students are not required to take an ethics course because they received this training in their MD courses.

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

On a case-by-case basis, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

On a case-by-case basis, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

On a case-by-case basis, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

On a case-by-case basis, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

The thesis advisor will assist the graduate student throughout the duration of their PhD studies. Upon choosing a thesis advisor, the student should formulate goals and expectations when starting in a permanent lab home. The student and thesis advisor should work together to ensure that mutual goals and expectations are met. The thesis advisor will monitor and guide the student's progress toward the PhD degree, provide the student with advice about how and when to meet the degree requirements of the program, and help the student decide on appropriate coursework during PhD studies.

After joining a thesis lab, students are required to form a thesis committee. The purpose of the thesis committee is to: guide the student through the process of earning the PhD degree and meeting all Cellular and Molecular Biology program requirements; assist the student in developing as an independent scientist in the student's area of research; provide the student with an array of ideas and opportunities regarding the direction of the research and thesis project; and evaluate the student's research proposal, attend curriculum certification, preliminary exam, annual progress report, and thesis defense.

The thesis committee consists of five faculty members, including the thesis advisor. All committee members must be readers when the student defends their dissertation. Three committee members, including the thesis advisor, must be faculty trainers in the Cellular and Molecular Biology program. Two committee members must be outside the student's direct area of expertise.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
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## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The CMB program offers and encourages participation in many professional development opportunities. The student-led Professional Development Committee plans events such as visiting speakers, panelists, and an annual mock interview event. The program shares information about alumni and their current employment with CMB students and encourages collaboration between the two groups. At the annual student retreat, students hear a panel featuring CMB alumni working in academic and non-academic positions. Program requirements such as an annual oral presentation and an annual thesis committee meeting foster professional development skills. Students also have opportunities to participate in program governance and leadership roles in other program activities such as advising and orientation, recruiting, admissions, the Diversity, Equity & Inclusion Committee, and the Coordinating Committee. A weekly email newsletter publicizes other relevant upcoming professional development opportunities. More information can be found on the CMB Professional Development page (https://cmb.wisc.edu/professional-development/).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Gain a broad understanding of the cellular and molecular principles that underlie biological processes.
2. Develop proficiency in a chosen area of cellular and molecular biology.
3. Learn to think critically and problem solve to address research challenges using a broad range of theories, research methods, and approaches to scientific inquiry.
4. Create research and scholarship that makes a substantive contribution to the field of cellular and molecular biology.
5. Experience collaboration with scientists within the lab, the department, the program, the university, and beyond.
6. Clearly and effectively communicate scientific ideas and research to both scientists and non-scientists in written and oral forms.
7. Exhibit and foster ethical and professional conduct.
8. Gain exposure to potential career paths and develop leadership and professional skills that will prepare them for a successful and rewarding career.
9. Develop and apply skills to foster a climate of inclusion for diverse members of the scientific community.

# DISTRIBUTED, DOCTORAL MINOR

The distributed doctoral minor is one option for meeting the Graduate School breadth requirement. Distributed minors are administered by the student's major program advisor. Specific course requirements for the distributed minor must follow the Graduate School policy.

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to the distributed minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the distributed minor.

## REQUIREMENTS

# REQUIREMENTS

Breadth is a required component of doctoral training at UW–Madison. Given there are multiple paths to breadth, the Graduate School leaves the choice of whether students achieve breadth through a doctoral minor (two options as described below), graduate/professional certificate, or other means up to the specific graduate program. The specific Breadth Requirement Policy, including information on certificates, is found here: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/)

Minor options are as follows:

**Option A** (external): Requires a minimum of 9 credits in a minor program (single disciplinary or multi-disciplinary). Fulfillment of this option requires the approval of the minor program.

**Option B** (distributed): Requires a minimum of 9 credits in one or more programs forming a coherent topic, and can include coursework in the program. Fulfillment of this option requires the approval of the major program.

The Graduate School's minimum course requirements for the minor include:

- An average GPA of 3.00 on all minor coursework;
- Coursework must be graded courses numbered 300 or above; no audits or pass/fail;
- Maximum 3 credits of independent study (e.g., 699, 799, 899, 999);
- Research and thesis cannot be used to satisfy the minor (e.g., 790, 890, 990);
- No more than 5 credits of coursework completed more than 5 years prior to admission to the doctoral program; coursework taken 10 years ago or more may not be used.

# HIGHER EDUCATION TEACHING AND LEARNING, GRADUATE/PROFESSIONAL CERTIFICATE

Completing the Certificate in Higher Education Teaching and Learning represents your commitment to excellence as an educator. This certificate prepares you to become a leader in teaching and learning, promoting inclusive and effective educational experiences at the college level. Through this program, you will gain the skills and confidence needed to thrive as an instructor and mentor, be competitive for faculty positions and other academic roles, and contribute to the advancement of teaching and learning practices in your discipline.

Within this certificate program, you will:

- Build foundational knowledge and skills in evidence-based teaching
- Develop strategies to foster inclusive and equitable learning experiences
- Engage with a community that values teaching and learning in higher education
- Become a more confident and effective instructor and mentor
- Prepare for success in the academic job market

Graduate students in any disciplinary area are encouraged to engage in this certificate program, with or without previous teaching experience.

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

Students are encouraged to contact the certificate administrator (info@delta.wisc.edu) as soon as they are interested in the program. Students should add the certificate before completing more than four credits towards the certificate.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses: | | |
| E P D 654 | Teaching in Science and Engineering | 2 |
| or INTEGSCI 650 | College Science Teaching | |
| ELPA 662 | Expeditions in Evidence-based Teaching and Learning | 2 |
| ELPA 663 | Capstone Seminar in Teaching and Learning | 1 |
| **Electives** | | |
| Students must complete at least four credits from the electives course list. Courses outside of this list may be approved by the program. | | 4 |
| **Total Credits** | | **9** |

### Electives

| Code | Title | Credits |
|---|---|---|
| INTEGSCI 640 | Public Service in STEM | 1 |
| INTEGSCI 660 | Research Mentor Training Practicum (students must be concurrently mentoring to take this course) | 1 |
| INTEGSCI 675 | Special Topics | 1-3 |
| ELPA 502 | Workshop in Educational Leadership and Policy Analysis (Delta Internship Seminar) | 2 |
| INTEREGR 797 | Improv to Improve Science Communication and Teaching | 1 |
| ELPA 701 | Introduction to Higher and Post-Secondary Education | 3 |

| | | |
|---|---|---|
| COUN PSY 601 | Best Practices in Community-Engaged Scholarship | 2 |

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Use principles of backward design to develop and align evidence-based, student-centered learning objectives, assessments, and learning activities for college students.
2. Describe and design approaches to creating a successful learning community among diverse groups of learners.
3. Integrate pedagogical knowledge and skills within disciplinary content knowledge to design effective and inclusive learning experiences for higher education learners.
4. Develop a continuing practice of professional development and reflective growth in evidence-based and inclusive teaching.
5. Demonstrate commitment and knowledge in higher education teaching through creating materials that integrate pedagogical knowledge and skills and align with career(s) of interest.

# SPECIAL GRADUATE COMMITTEE, MA

(via Graduate School Academic Policies & Procedures (https://grad.wisc.edu/acadpolicy/#specialgraduatecommitteedegrees))

The Graduate School can authorize special committees to supervise master's or doctoral programs for students whose needs cannot be met within an established program. Students must first be accepted into a graduate-degree-granting program and establish one semester of full-time graduate work at UW–Madison, and then the faculty advisor should submit a proposal for a special committee degree. Students should check with the Graduate School and the individual faculty member with whom they are interested in working.

Special graduate committee degrees are one-of-a-kind degrees built around unique needs of individual students that cannot be satisfied by approved programs (e.g., by existing major program/minor combinations, joint degrees, distributed minors, etc.) and may permit individual degrees in new and emerging fields or combinations of disciplines. A higher degree of independence is required on the part of the student, since easily available guidance provided by programs is often more difficult to obtain, and there is not the usual collegial group of students in closely related research and coursework.

## ADMISSIONS

## ADMISSIONS

(via Graduate School Academic Policies & Procedures (https://grad.wisc.edu/acadpolicy/#specialgraduatecommitteedegrees))

The master's and doctoral special graduate committee guidelines are:

1. Prospective students who may have an interest in a special graduate committee degree should apply to the degree program that is closest to their program interest.
2. Upon receipt of an application on which a prospective student has expressed interest in a special graduate committee degree, the program will follow all relevant program admission requirements.
3. Students may not be admitted directly to a special graduate committee degree program. They must be accepted for admission by an established department or program and be attending classes at UW–Madison before a proposal for a special graduate committee degree will be considered by the Graduate School.
4. The department or program admitting the student must be prepared to see the student through an established degree program. No commitments are made to provide a special graduate committee degree until after the student is enrolled and the proposal for the special degree and the student's ability at the graduate level have been evaluated and approved.
5. The student's advisor authors and submits the special graduate committee degree proposal on behalf of the student as early in the student's program as possible. Proposals submitted after a substantial portion of the program has been completed will not be accepted. Doctoral proposals must be submitted by the end of the first year of graduate work. Master's proposals must be submitted after the equivalent of the first full-time semester of graduate work. The proposal should consist of the following elements:
   - The reasons the special graduate committee program is needed and an explanation of why the student's needs cannot be met within existing programs.
   - The exact title of the proposed degree program (which should be brief and descriptive).
   - The proposed course and seminar program of graduate work on this campus. Include the course title, program, course number, credits, grade, and semester taken/to be taken.
   - Any specific requirements of the dissertation or thesis (language, equipment, etc.).
   - The nature and scope of preliminary examinations for the doctoral degree, or the examination procedure for the master's degree.
   - The nature of the dissertation or thesis (general subject area).
   - The names of the faculty members who, in addition to the advisor, are willing to share the responsibility of supervising the student's program. Including the advisor, the doctoral degree requires five members (including four UW–Madison graduate faculty members), and the master's degree requires three members (including two UW–Madison graduate faculty members). Approval signatures of the committee members are required on the proposal.
6. The Graduate School will carefully review proposals to determine whether or not the program can be carried out within an established department or program, joint degrees, appropriate use of minors, or other available mechanisms. The suitability and degree of commitment of the committee for the proposed program will be examined.
7. The chairperson of the committee (usually the advisor) should be a member of the program to which the student originally had been admitted. That program should remain the keeper of the student's records and should make all appropriate nominations for financial aid.
8. The Graduate School is concerned about maintaining active participation by all members of special degree committees in the ongoing program of the student and asks the individual members of the committee to assume program responsibilities provided institutionally in a conventional program. Faculty members who are willing to serve on these committees should be prepared to participate fully in all aspects of the student's program from the beginning,

especially where they must provide the necessary expertise in their particular areas of interest.

## REQUIREMENTS

### MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

### MAJOR REQUIREMENTS

Since the curriculum of the special graduate committee degree will vary, students must work closely with their faculty advisor and committee to make sure they are completing all necessary coursework and other requirements.

# SPECIAL GRADUATE COMMITTEE, MS

(via Graduate School Academic Policies & Procedures (https://grad.wisc.edu/acadpolicy/#specialgraduatecommitteedegrees))

The Graduate School can authorize special committees to supervise master's or doctoral programs for students whose needs cannot be met within an established program. Students must first be accepted into a graduate-degree-granting program and establish one semester of full-time graduate work at UW–Madison, and then the faculty advisor should submit a proposal for a special committee degree. Students should check with the Graduate School and the individual faculty member with whom they are interested in working.

Special graduate committee degrees are one-of-a-kind degrees built around unique needs of individual students that cannot be satisfied by approved programs (e.g., by existing major program/minor combinations, joint degrees, distributed minors, and so on) and may permit individual degrees in new and emerging fields or combinations of disciplines. A higher degree of independence is required on the part of the student, since easily available guidance provided by programs is often more difficult to obtain, and there is not the usual collegial group of students in closely related research and coursework.

## ADMISSIONS

### ADMISSIONS

(via Graduate School Academic Policies & Procedures (https://grad.wisc.edu/acadpolicy/#specialgraduatecommitteedegrees))

The master's and doctoral special graduate committee guidelines are:

1. Prospective students who may have an interest in a special graduate committee degree should apply to the degree program that is closest to their program interest.
2. Upon receipt of an application on which a prospective student has expressed interest in a special graduate committee degree, the program will follow all relevant program admission requirements.
3. Students may not be admitted directly to a special graduate committee degree program. They must be accepted for admission by an established department or program and be attending classes at UW–Madison before a proposal for a special graduate committee degree will be considered by the Graduate School.
4. The department or program admitting the student must be prepared to see the student through an established degree program. No commitments are made to provide a special graduate committee degree until after the student is enrolled and the proposal for the special degree and the student's ability at the graduate level have been evaluated and approved.
5. The student's advisor authors and submits the special graduate committee degree proposal on behalf of the student as early in the student's program as possible. Proposals submitted after a substantial portion of the program has been completed will not be accepted. Doctoral proposals must be submitted by the end of the first year of graduate work. Master's proposals must be submitted after the equivalent of the first full-time semester of graduate work. The proposal should consist of the following elements:
   - The reasons the special graduate committee program is needed and an explanation of why the student's needs cannot be met within existing programs.
   - The exact title of the proposed degree program (which should be brief and descriptive).
   - The proposed course and seminar program of graduate work on this campus. Include the course title, program, course number, credits, grade, and semester taken/to be taken.
   - Any specific requirements of the dissertation or thesis (language, equipment, etc.).
   - The nature and scope of preliminary examinations for the doctoral degree, or the examination procedure for the master's degree.
   - The nature of the dissertation or thesis (general subject area).
   - The names of the faculty members who, in addition to the advisor, are willing to share the responsibility of supervising the student's program. Including the advisor, the doctoral degree requires five members (including four UW–Madison graduate faculty members), and the master's degree requires three members (including two UW–Madison graduate faculty members). Approval signatures of the committee members are required on the proposal.
6. The Graduate School will carefully review proposals to determine whether or not the program can be carried out within an established department or program, joint degrees, appropriate use of minors, or other available mechanisms. The suitability and degree of commitment of the committee for the proposed program will be examined.
7. The chairperson of the committee (usually the advisor) should be a member of the program to which the student originally had been admitted. That program should remain the keeper of the student's records and should make all appropriate nominations for financial aid.
8. The Graduate School is concerned about maintaining active participation by all members of special degree committees in the ongoing program of the student and asks the individual members of the committee to assume program responsibilities provided institutionally in a conventional program. Faculty members who are willing to serve on these committees should be prepared to participate fully in all aspects of the student's program from the beginning, especially where they must provide the necessary expertise in their particular areas of interest.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

Since the curriculum of the special graduate committee degree will vary, students must work closely with their faculty advisor and committee to make sure they are completing all necessary coursework and other requirements.

# SPECIAL GRADUATE COMMITTEE, PHD

(via Graduate School Academic Policies & Procedures (https://grad.wisc.edu/acadpolicy/#specialgraduatecommitteedegrees))

The Graduate School can authorize special committees to supervise master's or doctoral programs for students whose needs cannot be met within an established program. Students must first be accepted into a graduate-degree-granting program and establish one semester of full-time graduate work at UW–Madison, and then the faculty advisor should submit a proposal for a special committee degree. Students should check with the Graduate School and the individual faculty member with whom they are interested in working.

Special graduate committee degrees are one-of-a-kind degrees built around unique needs of individual students that cannot be satisfied by approved programs (e.g., by existing major program/minor combinations, joint degrees, distributed minors, and so on) and may permit individual degrees in new and emerging fields or combinations of disciplines. A higher degree of independence is required on the part of the student, since easily available guidance provided by programs is often more difficult to obtain, and there is not the usual collegial group of students in closely related research and coursework.

## ADMISSIONS

# ADMISSIONS

(via Graduate School Academic Policies & Procedures (https://grad.wisc.edu/acadpolicy/#specialgraduatecommitteedegrees))

The master's and doctoral special graduate committee guidelines are:

1. Prospective students who may have an interest in a special graduate committee degree should apply to the degree program that is closest to their program interest.
2. Upon receipt of an application on which a prospective student has expressed interest in a special graduate committee degree, the program will follow all relevant program admission requirements.
3. Students may not be admitted directly to a special graduate committee degree program. They must be accepted for admission by an established department or program and be attending classes at UW–Madison before a proposal for a special graduate committee degree will be considered by the Graduate School.
4. The department or program admitting the student must be prepared to see the student through an established degree program. No commitments are made to provide a special graduate committee degree until after the student is enrolled and the proposal for the special degree and the student's ability at the graduate level have been evaluated and approved.
5. The student's advisor authors and submits the special graduate committee degree proposal on behalf of the student as early in the student's program as possible. Proposals submitted after a substantial portion of the program has been completed will not be accepted. Doctoral proposals must be submitted by the end of the first year of graduate work. Master's proposals must be submitted after the equivalent of the first full-time semester of graduate work. The proposal should consist of the following elements:
   - The reasons the special graduate committee program is needed and an explanation of why the student's needs cannot be met within existing programs.
   - The exact title of the proposed degree program (which should be brief and descriptive).
   - The proposed course and seminar program of graduate work on this campus. Include the course title, program, course number, credits, grade, and semester taken/to be taken.
   - Any specific requirements of the dissertation or thesis (language, equipment, etc.).
   - The nature and scope of preliminary examinations for the doctoral degree, or the examination procedure for the master's degree.
   - The nature of the dissertation or thesis (general subject area).
   - The names of the faculty members who, in addition to the advisor, are willing to share the responsibility of supervising the student's program. Including the advisor, the doctoral degree requires five members (including four UW–Madison graduate faculty members), and the master's degree requires three members (including two UW–Madison graduate faculty members). Approval signatures of the committee members are required on the proposal.
6. The Graduate School will carefully review proposals to determine whether or not the program can be carried out within an established department or program, joint degrees, appropriate use of minors, or other available mechanisms. The suitability and degree of commitment of the committee for the proposed program will be examined.
7. The chairperson of the committee (usually the advisor) should be a member of the program to which the student originally had been admitted. That program should remain the keeper of the student's records and should make all appropriate nominations for financial aid.
8. The Graduate School is concerned about maintaining active participation by all members of special degree committees in the ongoing program of the student and asks the individual members of the committee to assume program responsibilities provided institutionally in a conventional program. Faculty members who are willing to serve on these committees should be prepared to participate fully in all aspects of the student's program from the beginning, especially where they must provide the necessary expertise in their particular areas of interest.

REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

Since the curriculum of the special graduate committee degree will vary, students must work closely with their faculty advisor and committee to make sure they are completing all necessary coursework and other requirements.

# HISTORY

DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- History of Science, Medicine and Technology, Doctoral Minor (p. 1005)
- History of Science, Medicine and Technology, MA (p. 1005)
- History of Science, Medicine and Technology, PhD (p. 1011)
- History, Doctoral Minor (p. 1019)
- History, MA (p. 1019)
- History, PhD (p. 1025)
- Medieval Studies, Doctoral Minor (p. 1031)

# HISTORY OF SCIENCE, MEDICINE AND TECHNOLOGY, DOCTORAL MINOR

Students in other degree programs who wish to pursue a minor in the History of Science, Medicine, and Technology (HSMT) degree program must reach an agreement on an appropriate plan of study with an HSMT faculty member, who serves as the minor advisor. The "Minor Agreement for Non-History Majors" form can be found on the Department of History's website (https://history.wisc.edu/wp-content/uploads/sites/202/2018/07/graduate-minoragreement-nonhistorymajors.pdf), and must be approved by the Graduate Program Manager and the Director of Graduate Studies prior to the beginning of coursework.

ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

REQUIREMENTS

## REQUIREMENTS

Credits Required: 9

Any History of Science (HIST SCI) (https://guide.wisc.edu/courses/hist_sci/) courses that fit within the following criteria may be used to fulfill the nine-credit requirement:

- At least 6 credits in graduate seminars, and no more than 3 credits in courses numbered 300-699 without the graduate designation (Grad 50%).
- HIST SCI 990 Research and Thesis may not be used to fulfill the minor requirement.
- The minor field may include up to 3 credits of HIST SCI 999 Independent Work, provided that the student produces at least 15 pages of written work.

# HISTORY OF SCIENCE, MEDICINE AND TECHNOLOGY, MA

One of the oldest, most prestigious academic programs of its kind in the United States, History of Science, Medicine, and Technology (HSMT) draws together faculty members in History and in Medical History and Bioethics (http://medhist.wisc.edu/). Collectively, we offer broad coverage of the field, with expertise that spans Europe, the United States, Africa, and the Caribbean, stretches from the Middle Ages to the recent past, and ranges across the physical, biological, and social sciences to medicine and technology.

Our degree program in the History of Science, Medicine, and Technology is designed to meet the needs of the PhD candidate, and we only offer funding (https://history.wisc.edu/our-graduate-program/prospective-students/funding/) to students who intend to pursue the PhD. However, we welcome applications from students who wish to earn only the MA if they have external funding. Students with doctoral training in one of the health professions may earn an MA in History of Medicine. It is also possible to earn a combined MD/PhD degree through the School of Medicine and Public Health's Medical Scientist Training Program (https://www.med.wisc.edu/education/md-phd/) and the HSMT degree program.

History of Science, Medicine, and Technology at UW–Madison is known for the strength and diversity of its areas of study and its warm, collegial environment. All historical aspects of science, medicine, and technology receive attention—from their internal development to their broader institutional, philosophical, religious, and literary contexts, as well as

their relationships with print culture, visual culture, and material culture. Students and faculty regularly participate in the program's weekly Brown Bag and monthly colloquium series, both of which provide opportunities to present work, discuss professional issues, and engage with a wide range of on-campus and outside speakers.

Graduate students come to the History of Science, Medicine, and Technology degree program from a variety of backgrounds in the sciences and humanities and with diverse professional goals. The program maintains a policy of maximum flexibility and, insofar as possible, tailors the work required for the degree to fit the individual. Students are encouraged to undertake work in related programs such as history, philosophy, science, and technology studies and the various sciences.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(*https://grad.wisc.edu/apply/requirements/*) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION MATERIALS

To apply, applicants must include the following in the Graduate School's online application (https://grad.wisc.edu/apply/):

### History Supplemental Application

This section of the application asks applicants to provide information about research interests, declare preferred faculty advisors, and outline prior language preparation (if any).

### Writing Sample

Provide a sample that best illustrates the quality of an applicant's written work (optimally no more than 50 pages, double-spaced; maximum file size 6 MB).

### Transcripts

Upload an unofficial copy of transcript from all institutions attended, showing any undergraduate and graduate degrees awarded. If recommended for admission, the Graduate School will ask for official transcripts from each institution.

### CV or Resumé

This should highlight an applicant's accomplishments and qualifications including academic honors or distinctions; professional, research, and/or teaching experience; and any publications.

### Letters of Recommendation

Provide contact information for the three individuals who will furnish recommendations on an applicant's behalf (they will receive an upload link by email). Letter writers need not be historians, but they should be able to speak to an applicant's academic preparation to pursue historical studies at the graduate level.

### Statement of Purpose

The Statement of Purpose (2-3 pages, double-spaced, pdf file format) explains an applicant's reasons for graduate study. It may be the hardest part of the application to write, but it is also the most important. While an applicant will likely include some autobiographical information, its primary purpose is to acquaint us with how an applicant's mind works. We want to know, for example, what kinds of intellectual problems and issues interest an applicant, whose stories intrigue them, what sorts of analytical or narrative approaches they'd like to pursue, which historical writings they admire—and their reasons for these various preferences. Please help us understand the applicant's decision to enter the historical profession and how they see their own role in it. An applicant can feel free to explain how their background and life experiences, including cultural, geographical, financial, educational, or other opportunities or challenges have motivated their decision to pursue a graduate degree at the University of Wisconsin. There is no single right way to approach this part of the application, but we suggest that applicant's bear in mind the usual cautions for personal writing: speak straightforwardly, in their own voice, and write as well as they know how.

## INTERNATIONAL APPLICANTS

All international applicants must also meet the **English Proficiency** requirements (https://grad.wisc.edu/admissions/requirements/) set forth by the Graduate School.

For additional detail about the admissions process, please visit the Prospective Student (https://history.wisc.edu/our-graduate-program/prospective-students/) pages on our website.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

We offer funding only to students who intend to pursue the PhD—an application for admission to our PhD program, therefore, is an application for funding. We also welcome applications from students who have external funding or are self-funded, including those pursuing the MA only.*

### Multi-year funding package

If you apply to the History of Science, Medicine, and Technology (HSMT) PhD degree program without external or self-funding and are accepted, you will be offered a multi-year support package, which begins in your first year. The details of our support guarantees may vary by funding source, field of study, and other circumstances, and the guarantee is, of course, contingent on satisfactory progress and performance. Most of our support packages offer five years of support and begin with a fellowship year from the UW–Madison Graduate School, generously funded by the Wisconsin Alumni Research Foundation (http://www.warf.org/stewardship/grants-support/current/current-grant.cmsx).

Additional years of guaranteed funding will come from employment as teaching assistants or project assistants or additional fellowships.

### Competing for additional support

All students in good standing can apply for writing prizes, conference travel awards, and supplements to external awards. Once graduate students have passed their preliminary examination and advanced to candidacy, they may apply for various departmental fellowships and research travel funding.

Further funding opportunities are available to students who have reached the advanced stages of dissertation writing. Advanced dissertators may apply for teaching fellowships that give them the opportunity to design and teach an undergraduate course—the Merle Curti Teaching Fellowship (https://history.wisc.edu/our-graduate-program/current-students/funding-opportunities/merle-curti-teaching-fellowship/) (open field), the George L. Mosse Teaching Fellowship in European History (https://mosseprogram.wisc.edu/), and the William J. Courtenay Teaching Fellowship in ancient, medieval, or early modern European history. The William Coleman Dissertation Fellowship in the History of Science (https://history.wisc.edu/our-graduate-program/current-students/funding-opportunities/) supports one semester of advanced dissertation writing, as does the David and Greta Lindberg Distinguished Graduate Fellowship.

In addition, UW–Madison offers a wealth of other opportunities to compete for funding offered, for example, by the International Division (http://international.wisc.edu/funding-your-international-experiences/), the Institute for Research in the Humanities (https://irh.wisc.edu/), and the UW Graduate School (research and conference travel awards (https://grad.wisc.edu/studentfunding/grantscomp/)).

More details on our funding for current/continuing students are available here (https://history.wisc.edu/our-graduate-program/current-students/funding-opportunities/).

* If you wish to apply only for the HSMT MA (also known as the terminal MA) or for the MA in History of Medicine for Health Professionals, please describe your sources of support on the History Supplemental Application. For information on the cost of graduate study at UW–Madison here (https://grad.wisc.edu/admissions/cost/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 18 credits |
| Minimum Graduate Coursework Requirement | 22 credits must be completed in graduate-level coursework in the HSMT graduate program. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 (3.25 after 4th semester of full-time study). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | In order to receive the History of Science, Medicine, and Technology MA, students must pass the Second-Year Review (SYR). |

| | |
|---|---|
| Language Requirements | Demonstrate, at a minimum, reading knowledge of at least one language other than English. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| HISTORY 701 | History in a Global Perspective | 1 |
| HIST SCI 720 | Proseminar: Historiography and Methods | 3 |
| HISTORY 800 | Research Seminar in History (or an equivalent research seminar) | 3 |
| **Six Distribution Areas** | | |
| Students must complete coursework in each of the following distribution areas. Courses may count towards more than one distribution area. | | 12 |
| *Temporal* | | |
| 1. Pre 1800 | | |
| 2. 1800 to the Present | | |
| *Topical* | | |
| 3. Science/Technology | | |
| 4. Medicine/Public Health | | |
| *Geographic* | | |
| 5. Global/Non-Western | | |
| 6. Euro-American | | |
| List of all HIST SCI courses (https://guide.wisc.edu/courses/hist_sci/) | | |
| **Electives** | | |
| Work with faculty mentors to complete additional elective credits in seminars numbered 700 and above. | | 11 |
| **Total Credits** | | **30** |

### Distribution Area Courses

| Code | Title | Credits |
|---|---|---|
| **Temporal Distribution Areas** | | |
| *1. Pre 1800* | | |
| HIST SCI/ HISTORY 323 & HIST SCI 623 | The Scientific Revolution: From Copernicus to Newton and Studies in Early Modern Science | 4 |
| HIST SCI/ S&A PHM 401 | History of Pharmacy | 2 |
| HIST SCI 903 | Seminar: Medieval, Renaissance, and 17th Century Science | 3 |
| HIST SCI 911 | Seminar-Eighteenth Century Science (Early Modern Translation) | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History | 3 |
| *2. 1800 to the Present* | | |
| HIST SCI 404 | A History of Disease | 3-4 |
| HIST SCI/HISTORY/ MED HIST 508 | Health, Disease and Healing II | 3-4 |
| HIST SCI/ AFROAMER/ MED HIST 523 | Race, American Medicine and Public Health | 3 |
| HIST SCI/GEN&WS/ MED HIST 531 | Women and Health in American History | 3 |
| HIST SCI/GEN&WS/ MED HIST 532 | The History of the (American) Body | 3 |
| HIST SCI/HISTORY/ MED HIST 564 | Disease, Medicine and Public Health in the History of Latin America and the Caribbean | 3 |
| HIST SCI/ MED HIST 509 | The Development of Public Health in America | 3 |
| MED HIST/HIST SCI/ POP HLTH 553 & MED HIST 753 | International Health and Global Society and International Health and Global Society | 4 |
| HIST SCI 555 | Undergraduate Seminar in History of Science (Digital Capitalism) | 3 |
| PHM SCI 563 | Drug History: Dangerous Drugs and Magic Bullets | 2 |
| PHM SCI 564 | Psychedelic History: Sacred Plants, Science & Psychotherapy | 3 |
| HIST SCI 907 | Seminar: History of Technology | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History | 3 |
| HIST SCI 921 | Seminar-Special Topics | 3 |
| **Topical Distribution Areas** | | |
| *3. Science/Technology* | | |
| HIST SCI/ HISTORY 323 & HIST SCI 623 | The Scientific Revolution: From Copernicus to Newton and Studies in Early Modern Science | 4 |
| HIST SCI 555 | Undergraduate Seminar in History of Science | 3 |
| PHM SCI 564 | Psychedelic History: Sacred Plants, Science & Psychotherapy | 3 |
| HIST SCI 903 | Seminar: Medieval, Renaissance, and 17th Century Science | 3 |
| HIST SCI 911 | Seminar-Eighteenth Century Science (Early Modern Translation) | 3 |
| HIST SCI 907 | Seminar: History of Technology | 3 |
| HIST SCI 921 | Seminar-Special Topics | 3 |
| *4. Medicine/Public Health* | | |
| HIST SCI/ S&A PHM 401 | History of Pharmacy | 2 |
| HIST SCI 404 | A History of Disease | 3-4 |
| HIST SCI/HISTORY/ MED HIST 508 | Health, Disease and Healing II | 3-4 |
| HIST SCI/ MED HIST 509 | The Development of Public Health in America | 3 |
| HIST SCI/ AFROAMER/ MED HIST 523 | Race, American Medicine and Public Health | 3 |
| HIST SCI/GEN&WS/ MED HIST 531 | Women and Health in American History | 3 |
| HIST SCI/GEN&WS/ MED HIST 532 | The History of the (American) Body | 3 |
| MED HIST/HIST SCI/ POP HLTH 553 & MED HIST 753 | International Health and Global Society and International Health and Global Society | 4 |

| | | |
|---|---|---|
| PHM SCI 563 | Drug History: Dangerous Drugs and Magic Bullets | 2 |
| HIST SCI/HISTORY/ MED HIST 564 | Disease, Medicine and Public Health in the History of Latin America and the Caribbean | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History | 3 |
| **Geographic Distribution Areas** | | |
| *5. Global/Non-Western* | | |
| HIST SCI/ HISTORY 323 & HIST SCI 623 | The Scientific Revolution: From Copernicus to Newton and Studies in Early Modern Science | 4 |
| HIST SCI/ S&A PHM 401 | History of Pharmacy | 2 |
| MED HIST/HIST SCI/ POP HLTH 553 & MED HIST 753 | International Health and Global Society and International Health and Global Society | 4 |
| HIST SCI/HISTORY/ MED HIST 564 | Disease, Medicine and Public Health in the History of Latin America and the Caribbean | 3 |
| HIST SCI 903 | Seminar: Medieval, Renaissance, and 17th Century Science | 3 |
| HIST SCI 911 | Seminar-Eighteenth Century Science | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History (Flesh and Metal: A History of Bodies, Race, Labor, and Capital) | 3 |
| HIST SCI 921 | Seminar-Special Topics | 3 |
| *6. Euro-American* | | |
| HIST SCI 404 | A History of Disease | 3-4 |
| HIST SCI/HISTORY/ MED HIST 508 | Health, Disease and Healing II | 3-4 |
| HIST SCI/ MED HIST 509 | The Development of Public Health in America | 3 |
| HIST SCI/ AFROAMER/ MED HIST 523 | Race, American Medicine and Public Health | 3 |
| HIST SCI/GEN&WS/ MED HIST 531 | Women and Health in American History | 3 |
| HIST SCI/GEN&WS/ MED HIST 532 | The History of the (American) Body | 3 |
| HIST SCI 555 | Undergraduate Seminar in History of Science | 3 |
| PHM SCI 563 | Drug History: Dangerous Drugs and Magic Bullets | 2 |
| PHM SCI 564 | Psychedelic History: Sacred Plants, Science & Psychotherapy | 3 |
| HIST SCI 907 | Seminar: History of Technology | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History | 3 |

### History of Medicine Pathway [1]

This pathway within the MA degree program is intended for students with doctoral training in one of the health professions who wish to pursue a master's degree in the history of medicine.

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| HIST SCI 720 | Proseminar: Historiography and Methods | 3 |
| HIST SCI/HISTORY/ MED HIST 508 | Health, Disease and Healing II | 3-4 |
| HIST SCI/ MED HIST 509 | The Development of Public Health in America | 3 |
| STS 901 | Science, Technology and Medicine in Society | 3 |
| **Additional History of Medicine coursework** | | **6** |
| All Medical History Courses (https://guide.wisc.edu/courses/med_hist/) | | |
| **Additional History of Science coursework (numbered 300-600 or above)** | | **3** |
| All History of Science Courses (https://guide.wisc.edu/courses/hist_sci/) | | |
| **Electives** | | **9** |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathways names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Total credits transferred for the MA degree may not exceed 6 credits. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. No credits with a grade below B may be applied toward graduate credit requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a previous undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer up to 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. No credits with a grade below B are transferable.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their

website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

Part time enrollment is permitted, full time preferred.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Department of History is committed to training our students to develop skills required for a variety of careers both in and outside the academy. Although a large network of our alumni teach at colleges and universities in the U.S. and across the world, a number of our PhDs have enjoyed considerable success outside the academy. They include recent graduates who are currently a museum curator, teachers at prestigious preparatory academies, a historian with the U.S. Secretary of Defense's POW/Missing Persons Agency, a CEO of an investment firm, an analyst for a defense contractor, an editor at a small press, and consultants working with non-profits in the human services, education, and public policy fields. In recent years we have undertaken a number of initiatives, detailed below, to broaden the training of our students for a wide array of careers.

Much of the preparation for the job market occurs informally and over the course of the student's graduate career—in the mentoring relationship between faculty advisor and student, in the presentation of student research in department venues, in the student's participation in professional conferences, and in early forms of professional publication. Coursework, such as for the minor requirement or certificates, can be an avenue to expanded competencies. Be sure to explore the Graduate School's resources such as "The Versatile PhD (https://grad.wisc.edu/pd/versatilephd/)" and its Professional Development pages (http://grad.wisc.edu/pd/).

Whatever career paths interest you, we encourage you to plan ahead and discuss your options—early and often—with your faculty advisor(s), with the Director of Graduate Studies, or with the Graduate Coordinator.

#### Professional Development Seminars

The Professional Development topics seminar is offered every semester (see Requirements (p. 1014) for course number). It emphasizes building skills that are valuable both inside and outside the academy, such as managing the writing process, teaching college history, or communicating historical research to a broad, nonspecialist audience. Since it is a topics course, more than one may be offered in a given semester. Recent topics include "Writing for Academy and Beyond," "Digital History," and "On the Job Market."

#### Professional Development Events

Throughout the year, the Graduate Program sponsors various workshops intended to help students negotiate specific milestones of graduate study and to assist them in preparing for and going on the job market as they near completion of the PhD. Our programming currently includes:

#### Preliminary Examination Workshop

This offers a discussion of the various requirements for preliminary examinations: how to assemble committees, compiling reading lists, Graduate School requirements, and more.

#### Curriculum Vitae Workshops

These workshops are designed for students at all levels, ranging from first-year students writing CVs for campus positions to advanced dissertators on the job market.

#### Mock Interviews

The Graduate Program offers a series of opportunities to practice with a committee of our faculty for AHA interviews and on-campus job talks. They are open to a limited number of students who expect to be actively on the job market in the fall.

#### Careers in History Workshops

Our program is committed to helping its graduates seek and secure employment following the completion of their PhDs. Since the financial crisis in 2008, the academic job market has softened markedly. While the Graduate Program continues to provide outstanding preparation for academic jobs, we also encourage our students to think more broadly about their career prospects and the transferability of their skills. As funds permit, we occasionally bring to campus History graduates who are working in the non-profit, private, or public sector to meet with current graduate students and share their experiences. We also offer opportunities to learn best practices for post-doctoral fellowship applications.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry in HSMT.
2. Identifies sources and assembles evidence pertaining to questions or problems in HSMT.
3. Demonstrates understanding of science, medicine, and technology in a range of historical, social, cultural, and global contexts.
4. Chooses the most appropriate methodologies and practices for a chosen research project.
5. Demonstrates the ability to situate a historical question in relation to the existing literature, and to evaluate and synthesize information pertaining to questions or problems in HSMT.
6. Is able to construct a persuasive historical argument that makes an original contribution to historical knowledge.
7. Communicates clearly, in both written and oral form.
8. Recognizes and applies established principles of ethical and professional conduct.

# HISTORY OF SCIENCE, MEDICINE AND TECHNOLOGY, PHD

One of the oldest, most prestigious academic programs of its kind in the United States, History of Science, Medicine, and Technology (HSMT) draws together faculty members in History and in Medical History & Bioethics (http://medhist.wisc.edu/). Collectively, we offer broad coverage of the field, with expertise that spans Europe, the United States, Africa,

and the Caribbean, stretches from the Middle Ages to the recent past, and ranges across the physical, biological, and social sciences to medicine and technology.

Our degree program in the History of Science, Medicine, and Technology is designed to meet the needs of the PhD candidate, and we offer funding (https://history.wisc.edu/our-graduate-program/prospective-students/funding/) only to students who intend to pursue the PhD. However, we also welcome applications from students who wish to earn only the MA if they have external funding. Students with doctoral training in one of the health professions may earn an MA in History of Medicine. It is also possible to earn a combined MD/PhD degree through the School of Medicine & Public Health's Medical Scientist Training Program (https://www.med.wisc.edu/education/md-phd/) and the HSMT degree program.

History of Science, Medicine, and Technology at UW–Madison is known for the strength and diversity of its areas of study and its warm, collegial environment. All historical aspects of science, medicine, and technology receive attention—from their internal development to their broader institutional, philosophical, religious, and literary contexts, as well as their relationships with print culture, visual culture, and material culture. Students and faculty regularly participate in the program's weekly Brown Bag and monthly colloquium series, both of which provide opportunities to present work, discuss professional issues, and engage with a wide range of on-campus and outside speakers.

Graduate students come to the HSMT degree program from a variety of backgrounds in the sciences and humanities and with diverse professional goals. The program maintains a policy of maximum flexibility and, insofar as possible, tailors the work required for the degree to fit the individual. Students are encouraged to undertake work in related programs such as history, philosophy, science and technology studies, and the various sciences. Joint degrees in HSMT and another degree program are also possible (see below). Our graduates pursue research and teaching careers in the history of science, medical history, history of technology, intellectual and cultural history, science in general education programs, science writing, and museum work.

## JOINT PHD IN HISTORY AND HISTORY OF SCIENCE, MEDICINE, AND TECHNOLOGY

Students who wish to obtain a joint PhD in History and the History of Science, Medicine, and Technology are initially admitted to one of the degree programs, and should indicate interest in the joint PhD program at that time. After completion of a master's degree in History or History of Science, Medicine, and Technology, the student applies for admission to the other degree program and, at the same time, to a standing committee of the two programs for admission to the joint program.

Having been admitted to the other degree program and to the joint PhD program, the student then applies to the Graduate School for approval of the joint PhD (see the Graduate School's academic policy regarding joint degrees (http://grad.wisc.edu/acadpolicy/) for more information and deadlines). The student's application to the standing committee should take the same form as required by the Graduate School and should be prepared in close consultation with department faculty/staff.

Students in the joint PhD program are assigned a home degree program and follow the regulations of that degree program with regard to seminar requirements, language requirements, financial aid, and regulations for satisfactory progress. Since the joint PhD meets the doctoral minor requirement of the Graduate School, no formal minor is required of students receiving a joint PhD. However, students who wish to have a minor field recorded on the transcript may complete a regular Option A or Option B minor, or the internal minor of the department.

The joint PhD student's work is supervised by a committee consisting of three faculty members (two from the home degree program). The preliminary examinations test the student's competence in both history and history of science, medicine, and technology, balancing the material and fields between the two departments (e.g. two in each, or three in one and two in the other). The number of prelim fields must equal the number required of students majoring exclusively in history or in history of science, medicine, and technology, plus one. Preparation of the PhD dissertation is guided by the student's supervising committee. Satisfactory completion and defense of the dissertation constitute the final requirements for the joint PhD degree.

## JOINT PHD WITH OTHER DEGREE PROGRAMS

Students in the History of Science, Medicine, and Technology degree program who wish to pursue a joint PhD (one degree, two majors) with another degree program must first be admitted to the other degree program. The proposal for the degree must be approved by the Department of History's Graduate Council before it is submitted to the Graduate School. Students admitted to a joint PhD will satisfy all the normal requirements of their field in History except the minor requirement.

In past years, HSMT students have successfully completed a joint PhD with the Philosophy, Classics, Psychology, History, Chemistry, Mathematics, and Physics degree programs. For more information on joint PhD options, please contact the Graduate Program Manager.

## PROGRAM IN GENDER AND WOMEN'S HISTORY (PGWH)

Working under the supervision of a PGWH faculty member, History of Science, Medicine, and Technology students may organize their studies to emphasize gender, women's history, or sexuality. They meet all their HSMT requirements, take the PGWH core seminar on transnational gender history, and take at least two additional History or HSMT graduate seminars that are gender-specific.

Applicants to the HSMT degree program who wish to be considered for the concentration in gender and women's history should indicate this on their Graduate School application. For more details, see Program in Gender and Women's History (https://history.wisc.edu/fields-programs-and-working-groups/program-in-gender-and-womens-history/) or contact the Graduate Program Manager.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION MATERIALS

To apply, applicants must include the following in the Graduate School's online application (https://grad.wisc.edu/apply/):

### History Supplemental Application

This section of the application asks applicants to provide information about research interests, declare preferred faculty advisors, and outline prior language preparation (if any).

### Writing Sample

Provide a sample that best illustrates the quality of applicant's written work (optimally no more than 50 pages, double-spaced; maximum file size 6 MB).

### Transcripts

Upload an unofficial copy of transcript from all institutions attended, showing any undergraduate and graduate degrees awarded. If recommended for admission, the Graduate School will ask for official transcripts from each institution.

### CV or Resumé

This should highlight an applicant's accomplishments and qualifications including academic honors or distinctions; professional, research, and/or teaching experience; and any publications.

### Letters of Recommendation

Provide contact information for the three individuals who will furnish recommendations on an applicant's behalf (they will receive an upload link by email). Letter writers need not be historians, but they should be able to speak to an applicant's academic preparation to pursue historical studies at the graduate level.

### Statement of Purpose

The Statement of Purpose (2-3 pages, double-spaced, pdf file format) explains an applicant's reasons for graduate study. It may be the hardest part of the application to write, but it is also the most important. While an applicant will likely include some autobiographical information, its primary purpose is to acquaint us with how an applicant's mind works. We want to know, for example, what kinds of intellectual problems and issues interest the applicant, whose stories intrigue them, what sorts of analytical or narrative approaches they'd like to pursue, which historical writings the applicant admires—and the reasons for these various preferences. Please help us understand the applicant's decision to enter the historical profession and how the applicant sees their own role in it. Applicants can feel free to explain how their background and life experiences, including cultural, geographical, financial, educational, or other opportunities or challenges have motivated their decision to pursue a graduate degree at the University of Wisconsin. There is no single right way to approach this part of the application, but we suggest that the applicant bears in mind the usual cautions for personal writing: speak straightforwardly, in their own voice, and write as well as they know how.

## INTERNATIONAL APPLICANTS

All international applicants must also meet the **English Proficiency** requirements (https://grad.wisc.edu/apply/requirements/) set forth by the Graduate School.

For additional detail about the admissions process, please visit the Prospective Student (https://history.wisc.edu/our-graduate-program/prospective-students/) pages on our website.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

We offer funding only to students who intend to pursue the PhD—an application for admission to our PhD program, therefore, is an application for funding. We also welcome applications from students who have external funding or are self-funded, including those pursuing the MA only.*

### Multi-Year Funding Package

If you apply to the History of Science, Medicine, and Technology (HSMT) PhD degree program without external or self-funding and are accepted, you will be offered a multi-year support package, which begins in your first year. The details of our support guarantees may vary by funding source, field of study, and other circumstances, and the guarantee is, of course, contingent on satisfactory progress and performance. Most of our support packages offer 5 years of support and begin with a fellowship year from the UW–Madison Graduate School, generously funded by the Wisconsin Alumni Research Foundation (http://www.warf.org/stewardship/grants-support/current/current-grant.cmsx).

Additional years of guaranteed funding will come from employment as teaching assistants or project assistants or additional fellowships.

### Competing For Additional Support

All students in good standing can apply for writing prizes, conference travel awards, and supplements to external awards. Once graduate students have passed their preliminary examination and advanced to candidacy, they may apply for various departmental fellowships and research travel funding.

Further funding opportunities are available to students who have reached the advanced stages of dissertation writing. Our advanced dissertators may apply for teaching fellowships that give them the opportunity to design and teach an undergraduate course—the Merle Curti Teaching Fellowship (https://history.wisc.edu/graduate/prospective-

students/funding/merle-curti-teaching-fellowship/) (open field), the George L. Mosse Teaching Fellowship in European History (https://mosseprogram.wisc.edu/teaching/), and the William J. Courtenay Teaching Fellowship in ancient, medieval, or early modern European history. The William Coleman Dissertation Fellowship in the History of Science (https://history.wisc.edu/our-graduate-program/current-students/funding-opportunities/) supports one semester of advanced dissertation writing, as does the David and Greta Lindberg Distinguished Graduate Fellowship. (These fellowships are offered as often as endowment income permits.) Thanks to funding provided by the Doris G. Quinn Foundation (https://dorisgquinnfoundation.org/), we are also pleased to offer a dissertator Fellowship, which supports the final year of dissertation writing in any field.

In addition, UW–Madison offers a wealth of other opportunities to compete for funding offered, for example, by the International Division (http://international.wisc.edu/funding-your-international-experiences/), the Institute for Research in the Humanities (http://irh.wisc.edu), and the UW Graduate School (research and conference travel awards (https://grad.wisc.edu/studentfunding/grantscomp/)).

More details on our funding for current/continuing students are available here (https://history.wisc.edu/our-graduate-program/current-students/funding-opportunities/).

* If you wish to apply only for the HSMT MA (also known as the terminal MA) or for the MA in History of Medicine for Health Professionals, please describe your sources of support on the History Supplemental Application. For information on the cost of graduate study at UW–Madison, see this link (https://grad.wisc.edu/admissions/cost/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | In order to receive the History of Science, Medicine, and Technology PhD, all students must pass the preliminary examination and the PhD dissertation defense. |
| Language Requirements | The program requires proficiency in a language other than English and either a second language or an analytical tool (e.g. statistical methods, visual culture methods, ethnography) prior to taking the preliminary examination. Students working toward a combined MD/PhD only need to demonstrate proficiency in one language.<br><br>If a student chooses the option of an analytical tool, the student must submit a proposal to be approved by the HSMT faculty. Once approved, the student must complete 9 credits appropriate to gaining competency in the use of this analytical tool and earn at least a 3.0 (B or better) in these courses. Students may not use credits taken for the doctoral minor to count towards the required coursework for the analytical tool. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| HISTORY 701 | History in a Global Perspective | 1 |
| HIST SCI 720 | Proseminar: Historiography and Methods | 3 |
| HISTORY 800 | Research Seminar in History | 3 |
| **Six Distribution Areas** | | |
| Students must complete courses in each of the following distribution areas. Courses may fulfill more than one distribution area. | | 12 |

| | |
|---|---|
| *Temporal* | |
| 1. Pre 1800 | |
| 2. 1800 to the Present | |
| *Topical* | |
| 3. Science/Technology | |
| 4. Medicine/Public Health | |
| *Geographic* | |
| 5. Global/Non-Western | |
| 6. Euro-American | |
| **Electives** | |
| Students work with faculty advisors to complete additional elective credits in seminars numbered 700 and above. | 11 |
| **Breadth** | |
| The distributed minor in HSMT requires 12 credits of coursework. An external minor or graduate/professional certificate can require 9 credits or 12 credits depending on the program. | 9-12 |
| **Research** | |
| After passing the preliminary examination, students register for the following course each semester until they deposit their dissertation. | 3-12 |
| HIST SCI 990 Research and Thesis | 1-3 |
| **Total Credits** | **51** |

## Recommended Courses

Students are also recommended to take HIST SCI 999 Independent Work and HISTORY 710 Professional Development Seminar.

## Distribution Areas

### Temporal Distribution Area Courses

| Code | Title | Credits |
|---|---|---|
| **1. Pre 1800** | | |
| HIST SCI/ HISTORY 323 & HIST SCI 623 | The Scientific Revolution: From Copernicus to Newton and Studies in Early Modern Science | 4 |
| HIST SCI/ S&A PHM 401 | History of Pharmacy | 2 |
| HIST SCI 903 | Seminar: Medieval, Renaissance, and 17th Century Science (Early Modern Translation) | 3 |
| HIST SCI 911 | Seminar-Eighteenth Century Science (Early Modern Translation) | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History (Flesh and Metal: A History of Bodies, Race, Labor, and Capital) | 3 |
| **2. 1800 to the Present** | | |
| HIST SCI 404 | A History of Disease | 3-4 |
| HIST SCI/HISTORY/ MED HIST 508 | Health, Disease and Healing II | 3-4 |
| HIST SCI/ AFROAMER/ MED HIST 523 | Race, American Medicine and Public Health | 3 |
| HIST SCI/GEN&WS/ MED HIST 531 | Women and Health in American History | 3 |
| HIST SCI/GEN&WS/ MED HIST 532 | The History of the (American) Body | 3 |
| HIST SCI/HISTORY/ MED HIST 564 | Disease, Medicine and Public Health in the History of Latin America and the Caribbean | 3 |
| HIST SCI/ MED HIST 509 | The Development of Public Health in America | 3 |
| MED HIST 753 & MED HIST/ HIST SCI/ POP HLTH 553 | International Health and Global Society and International Health and Global Society | 4 |
| HIST SCI 555 | Undergraduate Seminar in History of Science (Digital Capitalism) | 3 |
| PHM SCI 563 | Drug History: Dangerous Drugs and Magic Bullets | 2 |
| PHM SCI 564 | Psychedelic History: Sacred Plants, Science & Psychotherapy | 3 |
| HIST SCI 907 | Seminar: History of Technology (Technology, Power, and Democracy) | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History | 3 |
| HIST SCI 921 | Seminar-Special Topics | 3 |

### Topical Distribution Area Courses

| Code | Title | Credits |
|---|---|---|
| **3. Science/Technology** | | |
| HIST SCI/ HISTORY 323 & HIST SCI 623 | The Scientific Revolution: From Copernicus to Newton and Studies in Early Modern Science | 4 |
| HIST SCI 555 | Undergraduate Seminar in History of Science | 3 |
| PHM SCI 564 | Psychedelic History: Sacred Plants, Science & Psychotherapy | 3 |
| HIST SCI 903 | Seminar: Medieval, Renaissance, and 17th Century Science (Early Modern Translation) | 3 |
| HIST SCI 911 | Seminar-Eighteenth Century Science (Early Modern Translation) | 3 |
| HIST SCI 907 | Seminar: History of Technology (Technology, Power, and Democracy) | 3 |
| HIST SCI 921 | Seminar-Special Topics | 3 |
| **4. Medicine/Public Health** | | |
| HIST SCI/ S&A PHM 401 | History of Pharmacy | 2 |
| HIST SCI 404 | A History of Disease | 3-4 |
| HIST SCI/HISTORY/ MED HIST 508 | Health, Disease and Healing II | 3-4 |
| HIST SCI/ MED HIST 509 | The Development of Public Health in America | 3 |
| HIST SCI/ AFROAMER/ MED HIST 523 | Race, American Medicine and Public Health | 3 |
| HIST SCI/GEN&WS/ MED HIST 531 | Women and Health in American History | 3 |
| HIST SCI/GEN&WS/ MED HIST 532 | The History of the (American) Body | 3 |

| | | |
|---|---|---|
| MED HIST/HIST SCI/ POP HLTH 553 & MED HIST 753 | International Health and Global Society and International Health and Global Society | 4 |
| PHM SCI 563 | Drug History: Dangerous Drugs and Magic Bullets | 2 |
| HIST SCI/HISTORY/ MED HIST 564 | Disease, Medicine and Public Health in the History of Latin America and the Caribbean | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History | 3 |

### Geographic Distribution Area Courses

| Code | Title | Credits |
|---|---|---|
| **5. Global/Non-Western** | | |
| HIST SCI/ HISTORY 323 & HIST SCI 623 | The Scientific Revolution: From Copernicus to Newton and Studies in Early Modern Science | 4 |
| HIST SCI/ S&A PHM 401 | History of Pharmacy | 2 |
| MED HIST/HIST SCI/ POP HLTH 553 & MED HIST 753 | International Health and Global Society and International Health and Global Society | 4 |
| HIST SCI/HISTORY/ MED HIST 564 | Disease, Medicine and Public Health in the History of Latin America and the Caribbean | 3 |
| HIST SCI 903 | Seminar: Medieval, Renaissance, and 17th Century Science (Early Modern Translation) | 3 |
| HIST SCI 911 | Seminar-Eighteenth Century Science (Early Modern Translation) | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History (Flesh and Metal: A History of Bodies, Race, Labor, and Capital) | 3 |
| HIST SCI 921 | Seminar-Special Topics (Science from the South) | 3 |
| HIST SCI 921 | Seminar-Special Topics (Science and Empire) | 3 |
| HIST SCI 921 | Seminar-Special Topics (Science, Race, and Nature) | 3 |
| **6. Euro-American** | | |
| HIST SCI 404 | A History of Disease | 3-4 |
| HIST SCI/HISTORY/ MED HIST 508 | Health, Disease and Healing II | 3-4 |
| HIST SCI/ MED HIST 509 | The Development of Public Health in America | 3 |
| HIST SCI/ AFROAMER/ MED HIST 523 | Race, American Medicine and Public Health | 3 |
| HIST SCI/GEN&WS/ MED HIST 531 | Women and Health in American History | 3 |
| HIST SCI/GEN&WS/ MED HIST 532 | The History of the (American) Body | 3 |
| HIST SCI 555 | Undergraduate Seminar in History of Science | 3 |
| PHM SCI 563 | Drug History: Dangerous Drugs and Magic Bullets | 2 |
| PHM SCI 564 | Psychedelic History: Sacred Plants, Science & Psychotherapy | 3 |
| HIST SCI 907 | Seminar: History of Technology (Technology, Power, and Democracy) | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History (Life and Death in American History) | 3 |
| HIST SCI/ MED HIST 919 | Graduate Studies in Medical History (Foucault for Historians) | 3 |

## History of Medicine Pathway [1]

This pathway is intended for students with doctoral training in one of the health professions.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| HIST SCI 720 | Proseminar: Historiography and Methods | 3 |
| HIST SCI/HISTORY/ MED HIST 508 | Health, Disease and Healing II | 3-4 |
| HIST SCI/ MED HIST 509 | The Development of Public Health in America | 3 |
| STS 901 | Science, Technology and Medicine in Society | 3 |
| **Additional History of Medicine Course** | | **3** |
| **Electives** | | |
| Students must complete 9 credits of electives. Medical History (MED HIST) courses satisfy this requirement. | | 9 |
| **Seminars** | | |
| Students must complete two seminars numbered 700 and above. | | |
| **Breadth** | | **9** |
| **Research** | | |
| After passing the preliminary examination, students register for the following course each semester until they deposit their dissertation. | | |
| HISTORY 990 | Research and Thesis | 1-9 |
| **Total Credits** | | **51** |

## Recommended Courses

Students are also recommended to take HISTORY 999 Independent Work and HISTORY 710 Professional Development Seminar.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The Department of History is committed to training our students to develop skills required for a variety of careers both in and outside the academy. Although a large network of our alumni teach at colleges and universities in the U.S. and across the world, a number of our PhDs have enjoyed considerable success outside the academy. They include recent graduates who are currently a museum curator, teachers at prestigious preparatory academies, a historian with the U.S. Secretary of Defense's POW/Missing Persons Agency, a CEO of an investment firm, an analyst for a defense contractor, an editor at a small press, and consultants working with non-profits in the human services, education, and public policy fields. In recent years we have undertaken a number of initiatives, detailed below, to broaden the training of our students for a wide array of careers.

Much of the preparation for the job market occurs informally and over the course of the student's graduate career—in the mentoring relationship between faculty advisor and student, in the presentation of student research in department venues, in the student's participation in professional conferences, and in early forms of professional publication. Coursework, such as for the minor requirement or certificates, can be an avenue to expanded competencies. Be sure to explore the Graduate School's resources such as "The Versatile PhD (https://grad.wisc.edu/pd/versatilephd/)" and its Professional Development pages (http://grad.wisc.edu/pd/).

Whatever career paths interest you, we encourage you to plan ahead and discuss your options—early and often—with your faculty advisor(s), with the Director of Graduate Studies, or with the Graduate Program Manager.

### Professional Development Seminars

The Professional Development topics seminar is offered every semester (see Requirements (p. 1014) for course number). It emphasizes building skills that are valuable both inside and outside the academy, such as managing the writing process, teaching college history, or communicating historical research to a broad, nonspecialist audience. Since it is a topics course, more than one may be offered in a given semester. Recent topics include “Writing for Academy and Beyond,” “Digital History,” and “On the Job Market.”

### Professional Development Events

Throughout the year, the Graduate Program sponsors various workshops intended to help students negotiate specific milestones of graduate study and to assist them in preparing for and going on the job market as they near completion of the PhD. Our programming currently includes:

#### Preliminary Examination Workshop

This offers a discussion of the various requirements for preliminary examinations: how to assemble committees, compiling reading lists, Graduate School requirements, and more.

#### Curriculum Vitae Workshops

These workshops are designed for students at all levels, ranging from first-year students writing CVs for campus positions to advanced dissertators on the job market.

#### Mock Interviews

The Graduate Program offers a series of opportunities to practice with a committee of our faculty for AHA interviews and on-campus job talks. They are open to a limited number of students who expect to be actively on the job market in the fall.

#### Careers in History Workshops

Our program is committed to helping its graduates seek and secure employment following the completion of their PhDs. Since the financial crisis in 2008, the academic job market has softened markedly. While the Graduate Program continues to provide outstanding preparation for academic jobs, we also encourage our students to think more broadly about their career prospects and the transferability of their skills. As funds permit, we occasionally bring to campus History graduates who are working in the non-profit, private, or public sector to meet with current graduate students and share their experiences. We also offer opportunities to learn best practices for post-doctoral fellowship applications.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems clearly and understands the limits of current theories, knowledge, or practices within HSMT.
2. Pushes the boundaries of current knowledge in HSMT in formulating research questions, in the selection or use of primary sources, or in interpreting evidence.
3. Demonstrates breadth within their learning experiences.
4. Communicates complex ideas in a clear and understandable manner.
5. Gains appropriate experience relating to designing and teaching university-level courses.
6. Is able to articulate the broader significance of their work and the discipline of HSMT to scholars in other fields or disciplines and to the wider public.
7. Fosters ethical and professional conduct.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Total credits transferred for the PhD requirements, including those approved for the MA, may not exceed 19 credits. No credits earned more than ten years before admission to the PhD program may be used. A

maximum of 5 credits earned between five and ten years before admission to the PhD program may transfer. No credits carrying a grade below B may be applied toward graduate credit requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a previous undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. No credits carrying a grade below B are transferable.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the

student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.

a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.

4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

# HISTORY, DOCTORAL MINOR

Students in other degree programs who wish to pursue a minor in the History degree program must reach an agreement on an appropriate plan of study with a History faculty member, who serves as the minor advisor. The "Minor Agreement for Non-History Majors" form can be found on the Department of History's website (https://history.wisc.edu/wp-content/uploads/sites/202/2018/07/graduate-minoragreement-nonhistorymajors.pdf), and must be approved by the Graduate Program Manager and the Director of Graduate Studies prior to the beginning of coursework.

## ADMISSIONS

## ADMISSIONS

All Graduate School students must use the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

### REQUIRED COURSES

Credits Required: 9

Any HISTORY (https://guide.wisc.edu/courses/history/) courses that fit within the following criteria may be used to fulfill the 9-credit requirement:

- At least 6 credits in graduate seminars, and no more than 3 credits in courses numbered 300-699 without the graduate designation (Grad 50%).
- HISTORY 990 Research and Thesis may not be used to fulfill the minor requirement
- The minor field may include up to 3 credits of HISTORY 999 Independent Work, provided that the student produces at least 15 pages of written work.

# HISTORY, MA

With some 130 graduate students and over 60 faculty members, the Department of History is home to one of the oldest, most distinguished, and most comprehensive graduate programs in the U.S., renowned for its long and valued tradition of collegiality and openness. We offer separate graduate degrees in History and in the History of Science, Medicine, and Technology. Our internationally recognized faculty (https://history.wisc.edu/people-main/faculty-listed-alphabetically/) has been mentoring distinguished historians since 1893 (https://history.wisc.edu/our-graduate-program/doctorates-awarded/).

The degree program in History is designed to meet the needs of the PhD candidate, and we offer funding (https://history.wisc.edu/graduate/prospective-students/funding/) only to students who intend to pursue the PhD. However, we also welcome applications from students who wish to earn only the MA if they have external funding.

Graduate training in the History degree program is organized by primary fields of study. Although most of our students are trained in a single field of study, students whose research interests span more than one field have the option to craft an individual plan of study (https://history.wisc.edu/graduate/individual-plan-of-study/).

We offer the following primary fields (https://history.wisc.edu/fields-programs/) in the History degree program:

- African History
- East Asian History
- European History—Ancient, Medieval, Early Modern, and Modern
- Latin American and Caribbean History
- Middle East and North African History
- South Asian History
- Southeast Asian History
- U.S./North American History

Within their primary field, students also have the opportunity to organize their studies thematically. The faculty's thematic strengths are in the following areas:

- Borderlands and diasporas
- Environmental history
- Gender and Women's History (https://history.wisc.edu/fields-programs-and-working-groups/program-in-gender-and-womens-history/)
- History of Science, Medicine, and Technology (https://history.wisc.edu/fields-programs-and-working-groups/history-of-science-medicine-and-technology/faculty-associates-affiliates/)
- Intellectual and cultural history
- Jewish History (https://history.wisc.edu/fields-programs-and-working-groups/program-in-jewish-history/)
- Labor and political economy
- Race, ethnicity, and indigeneity

- Religion and ritual
- War in Society and Culture (https://history.wisc.edu/fields-programs-and-working-groups/war-in-society-and-culture-program/)

Our faculty train resourceful researchers, committed teachers, and engaged public intellectuals. We offer a rigorous course of study that combines independent and collaborative work and emphasizes scholarly and intellectual connectedness. The department strongly supports the Wisconsin Idea (https://www.wisc.edu/wisconsin-idea/), the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work. Students pursue a variety of careers, both inside and outside the academy.

# OTHER DEGREE OPTIONS INCLUDE:

## BRIDGE PROGRAM WITH UW–MADISON'S DEPARTMENT OF AFRICAN-AMERICAN STUDIES

This academic partnership allows students to complete the MA in African American Studies and the PhD in History. It enables African American Studies students who specialize in History to meet the basic requirements of the History MA while completing a degree in African American Studies. Students may apply simultaneously to the two departments or may apply to the Department of History after they begin their graduate program in the Department of African American Studies, usually in the fall of the first or second MA year.

For details, see The Bridge Program (https://history.wisc.edu/our-graduate-program/bridge-program/) or contact the Graduate Program Manager.

# ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION MATERIALS

To apply, applicants must include the following in the Graduate School's online application (https://grad.wisc.edu/apply/):

### History Supplemental Application

This section of the application asks applicants to provide information about your research interests, declare your preferred faculty advisors, and outline your prior language preparation (if any).

### Writing Sample

Provide a sample that best illustrates the quality of applicant's written work (optimally no more than 50 pages, double-spaced; maximum file size 6 MB).

### Transcripts

Upload an unofficial copy of transcript from all institutions attended, showing any undergraduate and graduate degrees awarded. If recommended for admisison, the Graduate School will ask for official transcripts from each institution.

### CV or Resumé

This should highlight an applicant's accomplishments and qualifications including academic honors or distinctions; professional, research, and/or teaching experience; and any publications.

### Letters of Recommendation

Provide contact information for the three individuals who will furnish recommendations on an applicant's behalf (they will receive an upload link by email). Letter writers need not be historians, but they should be able to speak to an applicant's academic preparation to pursue historical studies at the graduate level.

### Statement of Purpose

The Statement of Purpose (2-3 pages, double-spaced, pdf file format) explains an applicant's reasons for graduate study. It may be the hardest part of the application to write, but it is also the most important. While an applicant will likely include some autobiographical information, its primary purpose is to acquaint us with how an applicant's mind works. We want to know, for example, what kinds of intellectual problems and issues interest an applicant, whose stories intrigue them, what sorts of analytical or narrative approaches they like to pursue, which historical writings they admire—and the reasons for these various preferences. Please help us understand the applicant's decision to enter the historical profession and how the applicant sees their own role in it. Applicants can feel free to explain how their background and life experiences, including cultural, geographical, financial, educational, or other opportunities or challenges have motivated their decision to pursue a graduate degree at the University of Wisconsin-Madison. There is no single right way to approach this part of the application, but we suggest that applicants bear in mind the usual cautions for personal writing: speak straightforwardly, in their own voice, and write as well as they know how.

## INTERNATIONAL APPLICANTS

All international applicants must also meet the English Proficiency requirements (https://grad.wisc.edu/admissions/requirements/) set forth by the Graduate School.

For additional details about the admissions process, please visit the Prospective Student (https://history.wisc.edu/our-graduate-program/prospective-students/) pages on our website.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

We offer funding only to students who intend to pursue the PhD—an application for admission to our PhD program, therefore, is an application for funding. We also welcome applications from students who have external funding or are self-funded, including those pursuing the MA only.*

### Multi-year funding package

If you apply to the History PhD degree program without external or self-funding and are accepted, you will be offered a multiyear support package, which begins in your first year. The details of our support guarantees may vary by funding source, field of study, and other circumstances, and the guarantee is, of course, contingent on satisfactory progress and performance. Most of our support packages offer five years of support and begin with a fellowship year from the UW–Madison Graduate School, generously funded by the Wisconsin Alumni Research Foundation (http://www.warf.org/stewardship/grants-support/current/current-grant.cmsx). Our most distinguished packages include two years of fellowships and may also include summer support:

- George L. Mosse fellowships in modern Jewish history, European cultural history, or LGBTQ history—offered annually or as endowment income permits
- Gerda Lerner Fellowship (https://history.wisc.edu/our-graduate-program/prospective-students/funding/) in women's history—offered as funds permit

Additional years of guaranteed funding will come from employment as teaching assistants or project assistants or additional fellowships.

### Competing for additional support

All students in good standing can apply for writing prizes, conference travel awards, and supplements to external awards. Once graduate students have passed their preliminary examination and advanced to candidacy, they may apply for various departmental fellowships and research travel funding.

For students who have reached the advanced stages of dissertation writing, further funding opportunities are available. Our advanced dissertators may apply for teaching fellowships that give them the opportunity to design and teach an undergraduate course—the Merle Curti Teaching Fellowship (https://history.wisc.edu/our-graduate-program/current-students/funding-opportunities/merle-curti-teaching-fellowship/) (any field of study), the George L. Mosse Teaching Fellowship in European History, and the William J. Courtenay Teaching Fellowship in ancient, medieval, or early modern European history. (These fellowships are offered as often as endowment income permits.) Thanks to funding provided by the Doris G. Quinn Foundation (https://dorisgquinnfoundation.org/), we are also pleased to offer a dissertator fellowship, which provides financial support for the final year of dissertation writing in any field.

In addition, UW–Madison offers a wealth of other opportunities to compete for funding offered, for example, by the International Division (http://international.wisc.edu/funding-your-international-experiences/), the Institute for Research in the Humanities (http://irh.wisc.edu), and the UW Graduate School (research and conference travel awards (https://grad.wisc.edu/studentfunding/grantscomp/)).

More details on our funding for current/continuing students are available here (https://history.wisc.edu/our-graduate-program/current-students/funding-opportunities/).

* If you wish to apply only for the History MA (also known as the terminal MA), please describe your sources of support on the History Supplemental Application. For information on the cost of graduate study at UW–Madison, see this link (https://grad.wisc.edu/admissions/cost/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |

| | |
|---|---|
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 22 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 (3.25 after 4th semester of full-time study) |
| Other Grade Requirements | n/a |
| Assessments and Examinations | In order to receive the Master's Degree in History, students must pass the Second-Year Review (SYR). |
| Language Requirements | All students must demonstrate, at a minimum, reading knowledge of at least one language other than English. Each field of study determines which languages may be used to satisfy the language requirement; see below for details. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| HISTORY 701 | History in a Global Perspective | 1 |
| HISTORY 800 | Research Seminar in History (or an equivalent research seminar in the student's field of study) [1] | 3 |
| **Electives** | | |
| Work with advisor to complete 26 credits of graduate-level courses | | 26 |
| HISTORY Courses (https://guide.wisc.edu/courses/history/) | | |
| **Total Credits** | | **30** |

[1] Alternative course options: HISTORY 855 Seminar in Japanese History for students studying East Asian History, HISTORY 861 Seminar-The History of Africa for students studying African History.

## ADDITIONAL MA REQUIREMENTS BY FIELD OF STUDY[1]

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### African History

Course Requirements: Each student must enroll in a seminar or proseminar (if available) every semester of residence. In their first year, they may enroll in History lecture courses in their area of specialization. Undergraduate lecture courses may not be taken for credit after the first year of graduate study. With approval, students can take African Cultural Studies (AFRICAN (https://guide.wisc.edu/courses/african/)) courses.

Language Requirements: Students must fulfill their MA language requirement with an African language.

### Central Asian History

No special field requirements. Students should choose courses in consultation with their advisor in History (HISTORY (https://guide.wisc.edu/courses/history/)) numbered 300 or above and with the "Grad 50%" designation. The language requirement varies according to the student's research interest.

### East Asian History

Course Requirements: Students must complete four graduate courses in East Asian history. These can be upper-division lecture courses or graduate seminars/colloquia (taken for a minimum of 12 credits). At least two of these courses should be in the major field, and at least one should be outside the major field. NOTE: Students should also begin fulfilling the course requirements that must be completed prior to taking preliminary examination. They are required to take one semester each of Chinese, Japanese, and Korean history. They may fulfill this requirement by taking a graduate seminar or an upper-division lecture course. They may also fulfill the requirement by serving as a TA in either an introductory or upper-division course. Students are also required to take HISTORY 703 History and Theory.

Language Requirements: Students must complete the eighth semester in their main language (Chinese, Japanese, or Korean) by the time they complete the Second-Year Review or their fourth semester of coursework.

### European History

Language Requirements: Students in **Ancient History** must demonstrate proficiency in French, German, Greek, and Latin. **Medieval History** students must demonstrate proficiency in either Latin or Greek and two modern languages, one of which must be German or French. Students in **Modern European History** must demonstrate proficiency in one European language and reading knowledge of a second language other than English.

### Latin American and Caribbean History

Course Requirements: Each student must enroll in a seminar or proseminar (if available) every semester of residence. Other courses will include History (HISTORY (https://guide.wisc.edu/courses/history/)) graduate seminars or similar courses in the culture area of specialization. Undergraduate lecture courses may not be taken for credit unless a faculty advisor or co-advisor approves.

### Middle East and North African History

Proficiency in two languages, at least one of which must be a language of the Middle East or North Africa, is required. There are no other specific special field requirements; students choose courses in consultation with their advisor.

### South Asian History

Course Requirements: Each student must enroll in a seminar or proseminar (if available) every semester of residence. In lieu of a History graduate course, they may substitute an independent study in History or a graduate seminar in another department. In their first year, they may enroll in History lecture courses in their area of specialization. Undergraduate lecture courses may not be taken for credit after the first year of graduate study.

Language Requirements: Students must complete two years of study in one South Asian language (or demonstrate equivalent proficiency by examination).

### Southeast Asian History

Course Requirements: MA students shall take six credits of graduate seminar in Southeast Asian history each academic year or, if not available, substitute credits of independent study with a faculty specialist in Southeast Asian history.

Language Requirements: Students must complete two years of study (or demonstrate equivalent proficiency by examination) in a Southeast Asian language or, with the approval of the Southeast Asian faculty, in a relevant colonial/imperial language.

### United States History

Course Requirements: Students must take:

- The core seminar, HISTORY 900 Introduction to History for U.S. Historians, in the fall semester of their first year. This seminar introduces students to the U.S. History faculty and their fields of research and teaches students the core skills of professional historians.
- Three three-credit seminars that cover a significant portion of the seventeenth and/or eighteenth centuries, the nineteenth century, and the twentieth century, respectively. If a seminar falls into more than one category, the student may choose the single category for which they will receive credit.

In exceptional circumstances, student may, with the consent of their advisor, take up to six credits in upper-level undergraduate courses. The instructors of such courses have the prerogative to refuse admission to graduate students.

Note that prior to completing their preliminary examination, students may use no more than six credits of HISTORY 999 Independent Work to meet the requirements of the major field. Students will probably find it useful to preserve most, if not all, of their six credits of HISTORY 999 for preliminary examination preparation.

### Program in Gender and Women's History Concentration

Course Requirements: Students must meet the requirements of their primary field of study; take HISTORY 752 Seminar in Transnational Gender History; and take at least two additional History graduate seminars that are gender-specific, i.e., that have at least a 50% focus on issues and analyses of gender, women, or sexuality.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The Department of History is committed to training our students to develop skills required for a variety of careers both in and outside the academy. Although a large network of our alumni teach at colleges and universities in the U.S. and across the world, a number of our PhDs have enjoyed considerable success outside the academy. They include recent graduates who are currently a museum curator, teachers at prestigious preparatory academies, a historian with the U.S. Secretary of Defense's POW/Missing Persons Agency, a CEO of an investment firm, an analyst for a defense contractor, an editor at a small press, and consultants working with non-profits in the human services, education, and public policy fields. In recent years we have undertaken a number of initiatives, detailed below, to broaden the training of our students for a wide array of careers.

Much of the preparation for the job market occurs informally and over the course of the student's graduate career—in the mentoring relationship between faculty advisor and student, in the presentation of student research in department venues, in the student's participation in professional conferences, and in early forms of professional publication. Coursework, such as for the minor requirement or certificates, can be an avenue to expanded competencies. Be sure to explore the Graduate School's resources such as "The Versatile PhD (https://grad.wisc.edu/pd/versatilephd/)" and its Professional Development pages (http://grad.wisc.edu/pd/).

Whatever career paths interest you, we encourage you to plan ahead and discuss your options—early and often—with your faculty advisor(s), with the Director of Graduate Studies, or with the Graduate Coordinator.

### Professional Development Seminars ( HISTORY 710)

This topics seminar is offered every semester. It emphasizes building skills that are valuable both inside and outside the academy, such as managing the writing process, teaching college history, or communicating historical research to a broad, non-specialist audience. Since it is a topics course, more than one may be offered in a given semester. Recent topics include

"Writing for Academy and Beyond," "Digital History," and "On the Job Market."

### Professional development events

Throughout the year, the Graduate Program sponsors various workshops intended to help students negotiate specific milestones of graduate study and to assist them in preparing for and going on the job market as they near completion of the PhD. Our programming currently includes:

#### Preliminary Examination Workshop

This offers a discussion of the various requirements for preliminary examinations: how to assemble committees, compiling reading lists, Graduate School requirements, and more.

#### Curriculum Vitae Workshops

These workshops are designed for students at all levels, ranging from first-year students writing CVs for campus positions to advanced dissertators on the job market.

#### Mock Interviews

The Graduate Program offers a series of opportunities to practice with a committee of our faculty for AHA interviews and on-campus job talks. They are open to a limited number of students who expect to be actively on the job market in the fall.

#### Careers in History Workshops

Our program is committed to helping its graduates seek and secure employment following the completion of their PhDs. Since the financial crisis in 2008, the academic job market has softened markedly. While the Graduate Program continues to provide outstanding preparation for academic jobs, we also encourage our students to think more broadly about their career prospects and the transferability of their skills. As funds permit, we occasionally bring to campus History graduates who are working in the non-profit, private, or public sector to meet with current graduate students and share their experiences. We also offer opportunities to learn best practices for post-doctoral fellowship applications.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates and critiques the theories, research methods, and approaches to historical inquiry in the student's primary field of study.
2. Demonstrates understanding of the primary field of study in a historical and global context.
3. Is able to identify and make appropriate use of relevant historical sources.
4. Demonstrates the ability to evaluate and synthesize large bodies of scholarship or evidence.
5. Is able to construct a significant and persuasive historical argument that makes an original contribution to historical knowledge.
6. Communicates complex ideas in a clear and understandable manner.
7. Recognizes and applies established principles of ethical and professional conduct.

# HISTORY, PHD

With some 130 graduate students and over 60 faculty members, the Department of History is home to one of the oldest, most distinguished, and most comprehensive graduate programs in the U.S., renowned for its long and valued tradition of collegiality and openness. We offer separate graduate degrees in History and in the History of Science, Medicine, and Technology. Our internationally recognized faculty (https://history.wisc.edu/people-main/faculty-listed-alphabetically/) has been mentoring distinguished historians since 1893 (https://history.wisc.edu/our-graduate-program/doctorates-awarded/).

The degree program in History is designed to meet the needs of the PhD candidate, and we offer funding (https://history.wisc.edu/graduate/prospective-students/funding/) only to students who intend to pursue the PhD. However, we also welcome applications from students who wish to earn only the MA if they have external funding.

Graduate training in the History degree program is organized by primary fields of study. Although most of our students are trained in a single field of study, students whose research interests span more than one field have the option to craft an individual plan of study (https://history.wisc.edu/graduate/individual-plan-of-study/).

We offer the following primary fields (https://history.wisc.edu/fields-programs/) in the History degree program:

- African History
- East Asian History
- European History—Ancient, Medieval, Early Modern, and Modern
- Latin American and Caribbean History
- Middle East and North African History
- South Asian History
- Southeast Asian History
- U.S./North American History

Within their primary field, students also have the opportunity to organize their studies thematically. The faculty's thematic strengths are in the following areas:

- Borderlands and diasporas
- Environmental history
- Gender and Women's History (https://history.wisc.edu/fields-programs-and-working-groups/program-in-gender-and-womens-history/)
- History of Science, Medicine, and Technology (https://history.wisc.edu/fields-programs-and-working-groups/history-of-science-medicine-and-technology/faculty-associates-affiliates/)
- Intellectual and cultural history
- Jewish History (https://history.wisc.edu/fields-programs-and-working-groups/program-in-jewish-history/)
- Labor and political economy
- Race, ethnicity, and indigeneity
- Religion and ritual
- War in Society and Culture (https://history.wisc.edu/fields-programs-and-working-groups/war-in-society-and-culture-program/)

Our faculty train resourceful researchers, committed teachers, and engaged public intellectuals. We offer a rigorous course of study that combines independent and collaborative work and emphasizes scholarly and intellectual connectedness. The department strongly supports the Wisconsin Idea (https://www.wisc.edu/wisconsin-idea/), the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the

university's work. Students pursue a variety of careers, both inside and outside the academy.

# OTHER DEGREE OPTIONS INCLUDE:

## BRIDGE PROGRAM WITH UW–MADISON'S AFRICAN AMERICAN STUDIES

This academic partnership allows students to complete the MA in African American Studies and the PhD in History. It enables African American Studies students who specialize in History to meet the basic requirements of the History MA while completing a degree in African American Studies. Students may apply simultaneously to the two departments or may apply to the Department of History after they begin their graduate program in the Department of African American Studies, usually in the fall of the first or second MA year.

For details, see The Bridge Program (https://history.wisc.edu/our-graduate-program/bridge-program/) or contact the Graduate Program Manager.

## JOINT PHD IN HISTORY AND HISTORY OF SCIENCE

Students who wish to obtain a joint PhD in History and the History of Science, Medicine, and Technology are initially admitted to one of the degree programs, and should indicate interest in the joint PhD program at that time. After completion of a master's degree in History or History of Science, Medicine, and Technology, the student applies for admission to the other degree program and, at the same time, to a standing committee of the two programs for admission to the joint program.

Having been admitted to the other degree program and to the joint PhD program, the student then applies to the Graduate School for approval of the joint PhD (See the Graduate School's academic policy regarding joint degrees (http://grad.wisc.edu/acadpolicy/) for more information and deadlines.) The student's application to the standing committee should take the same form as required by the Graduate School and should be prepared in close consultation with department faculty/staff.

Students in the joint PhD program are assigned a home degree program and follow the regulations of that degree program with regard to seminar requirements, language requirements, financial aid, and regulations for satisfactory progress. Since the joint PhD meets the doctoral minor requirement of the Graduate School, no minor is required for students receiving a joint PhD. However, students who wish to have a minor field recorded on the transcript may complete a regular Option A or Option B minor, or the internal minor of the department.

The joint PhD student's work is supervised by a committee consisting of three faculty members (two from the home degree program). The preliminary examinations test the student's competence in both history and history of science, medicine, and technology, balancing the material and fields between the two departments (e.g. two in each, or three in one and two in the other). The number of prelim fields must equal the number required of students majoring exclusively in History or in History of Science, Medicine, and Technology, plus one. Preparation of the PhD dissertation is guided by the student's supervising committee. Satisfactory completion and defense of the dissertation constitute the final requirements for the joint PhD degree.

## JOINT PHD WITH OTHER DEGREE PROGRAMS

History students who wish to pursue a joint PhD (one degree, two majors) with another degree program must first be admitted to the other degree program. The proposal for the degree must be approved by the Department of History's Graduate Council before it is submitted to the Graduate School. Students admitted to a joint PhD will satisfy all the normal requirements of their field in History except the minor requirement.

For more information on joint PhD options, please contact the graduate program coordinator.

# ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION MATERIALS

To apply, applicants must include the following in the Graduate School's online application (https://grad.wisc.edu/apply/):

### History Supplemental Application

This section of the application asks applicants to provide information about research interests, declare preferred faculty advisors, and outline prior language preparation (if any).

### Writing Sample

Provide a sample that best illustrates the quality of applicant's written work (optimally no more than 50 pages, double-spaced; maximum file size 6 MB).

### Transcripts
Upload an unofficial copy of transcript from all institutions attended, showing any undergraduate and graduate degrees awarded. If recommended for admission, the Graduate School will ask for transcripts from each institution.

### CV or Resumé
This should highlight an applicant's accomplishments and qualifications including academic honors or distinctions; professional, research, and/or teaching experience; and any publications.

### Letters of Recommendation
Provide contact information for the three individuals who will furnish recommendations on an applicant's behalf (they will receive an upload link by email). Letter writers need not be historians, but they should be able to speak to an applicant's academic preparation to pursue historical studies at the graduate level.

### Statement of Purpose
The Statement of Purpose (2-3 pages, double-spaced, pdf file format) explains an applicant's reasons for graduate study. It may be the hardest part of the application to write, but it is also the most important. While an applicant will likely include some autobiographical information, its primary purpose is to acquaint us with how an applicant's mind works. We want to know, for example, what kinds of intellectual problems and issues interest the applicant, whose stories intrigue them, what sorts of analytical or narrative approaches they'd like to pursue, which historical writings the applicant admires—and their reasons for these various preferences. Please help us understand the applicant's decision to enter the historical profession and how they see their own role in it. Applicants can feel free to explain how their background and life experiences, including cultural, geographical, financial, educational, or other opportunities or challenges have motivated their decision to pursue a graduate degree at the University of Wisconsin-Madison. There is no single right way to approach this part of the application, but we suggest that the applicant bears in mind the usual cautions for personal writing: speak straightforwardly, in their own voice, and write as well as they know how.

## INTERNATIONAL APPLICANTS
All international applicants must also meet the English proficiency requirements (https://grad.wisc.edu/apply/requirements/) set forth by the Graduate School.

For additional detail about the admissions process, please visit the Prospective Student (https://history.wisc.edu/our-graduate-program/prospective-students/) pages on our website.

# FUNDING

# FUNDING
## GRADUATE SCHOOL RESOURCES
The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES
We offer funding only to students who intend to pursue the PhD—an application for admission to our PhD program, therefore, is an application for funding. We also welcome applications from students who have external funding or are self-funded, including those pursuing the MA only.*

### Multi-Year Funding Package
If you apply to the History PhD degree program without external or self-funding and are accepted, you will be offered a multi-year support package, which begins in your first year. The details of our support guarantees may vary by funding source, field of study, and other circumstances, and the guarantee is, of course, contingent on satisfactory progress and performance. Most of our support packages offer five years of support and begin with a fellowship year from the UW–Madison Graduate School, generously funded by the Wisconsin Alumni Research Foundation (http://www.warf.org/stewardship/grants-support/current/current-grant.cmsx). Our most distinguished packages include two years of fellowships and may also include summer support:

- George L. Mosse fellowships (https://history.wisc.edu/our-graduate-program/prospective-students/funding/) in modern Jewish history, European cultural history, or LGBTQ history—offered annually or as endowment income permits
- William J. Courtenay Fellowship in Medieval history—offered as funds permit
- Gerda Lerner Fellowship (https://history.wisc.edu/our-graduate-program/prospective-students/funding/) in women's history—offered as funds permit

Additional years of guaranteed funding will come from employment as teaching assistants or project assistants or additional fellowships.

### Competing for Additional Support
All students in good standing can apply for writing prizes, conference travel awards, and supplements to external awards. Once graduate students have passed their preliminary examination and advanced to candidacy, they may apply for various departmental fellowships and research travel funding.

For students who have reached the advanced stages of dissertation writing, further funding opportunities are available. Our advanced dissertators may apply for teaching fellowships that give them the opportunity to design and teach an undergraduate course – the Merle Curti Teaching Fellowship (https://history.wisc.edu/our-graduate-program/current-students/funding-opportunities/merle-curti-teaching-fellowship/) (any field of study), the George L. Mosse Teaching Fellowship in European History, and the William J. Courtenay Teaching Fellowship in ancient, medieval, or early modern European history. (These fellowships are offered as often as endowment income permits.) Thanks to funding provided by the Doris G. Quinn Foundation (https://dorisgquinnfoundation.org/), we are also pleased to offer a dissertator fellowship, which provides financial support for the final year of dissertation writing in any field.

In addition, UW-Madison offers a wealth of other opportunities to compete for funding offered, for example, by the International Division (http://international.wisc.edu/funding-your-international-experiences/), the Institute for Research in the Humanities (http://irh.wisc.edu), and the UW Graduate School (research and conference travel awards (https://grad.wisc.edu/studentfunding/grantscomp/)).

More details on our funding for current/continuing students are available here (https://history.wisc.edu/our-graduate-program/current-students/funding-opportunities/).

* If you wish to apply only for the History MA (also known as the terminal MA), please describe your sources of support on the History Supplemental Application. For information on the cost of graduate study at UW–Madison, click here (https://grad.wisc.edu/admissions/cost/).

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | In order to receive the History PhD, all students must pass the preliminary exam and the PhD dissertation defense.<br><br>Preliminary Examination: Each field of study has its own exact requirements for prelims, but all include written exams and an oral defense of the student's research proposal and knowledge of the field.<br><br>PhD Dissertation Defense: Two-hour oral exam focusing on the student's written dissertation. |
| Language Requirements | Students must complete the language requirements specific to their field of study prior to taking the preliminary examination. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| HISTORY 701 | History in a Global Perspective | 1 |
| HISTORY 800 | Research Seminar in History (or an equivalent research seminar in the student's field of study) [1] | 3 |
| **Electives** | | |
| Students work with advisor to complete 26 credits of graduate-level courses. | | 26 |
| HISTORY courses (https://guide.wisc.edu/courses/history/) | | |
| **Breadth** | | |
| Students complete either a distributed or an external minor or grad certificate in consultation with faculty advisor(s). | | 9 |
| **Research** | | |
| After passing the preliminary examination, students register for the following course each semester until they deposit their dissertation. | | |
| HISTORY 990 | Research and Thesis | 1-9 |
| **Total Credits** | | **51** |

[1] Alternative course options: HISTORY 855 Seminar in Japanese History for students studying East Asian History, HISTORY 861 Seminar-The History of Africa for students studying African History.

#### Recommended Courses

Students are also recommended to take HISTORY 999 Independent Work and HISTORY 710 Professional Development Seminar.

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer up to 12 credits of graduate coursework from other institutions.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

On a case-by-case basis, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

On a case-by-case basis, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

On a case-by-case basis, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
- Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Department of History is committed to training our students to develop skills required for a variety of careers both in and outside the academy. Although a large network of our alumni teach at colleges and universities in the U.S. and across the world, a number of our PhDs have enjoyed considerable success outside the academy. They include recent graduates who are currently a museum curator, teachers at prestigious preparatory academies, a historian with the U.S. Secretary of Defense's POW/Missing Persons Agency, a CEO of an investment firm, an analyst for a defense contractor, an editor at a small press, and consultants working with non-profits in the human services, education, and public policy fields. In recent years we have undertaken a number of initiatives, detailed below, to broaden the training of our students for a wide array of careers.

Much of the preparation for the job market occurs informally and over the course of the student's graduate career—in the mentoring relationship between faculty advisor and student, in the presentation of student research in department venues, in the student's participation in professional conferences, and in early forms of professional publication. Coursework, such as for the minor requirement or certificates, can be an avenue to expanded competencies. Be sure to explore the Graduate School's resources such as "The Versatile PhD (https://grad.wisc.edu/pd/versatilephd/)" and its Professional Development pages (http://grad.wisc.edu/pd/).

Whatever career paths interest you, we encourage you to plan ahead and discuss your options—early and often—with your faculty advisor(s), with the Director of Graduate Studies, or with the Graduate Coordinator.

#### Professional Development Seminars ( HISTORY 710)

This topics seminar is offered every semester. It emphasizes building skills that are valuable both inside and outside the academy, such as managing the writing process, teaching college history, or communicating historical research to a broad, non-specialist audience. Since it is a topics course, more than one may be offered in a given semester. Recent topics include "Writing for Academy and Beyond," "Digital History," and "On the Job Market."

#### Professional Development Events

Throughout the year, the Graduate Program sponsors various workshops intended to help students negotiate specific milestones of graduate study and to assist them in preparing for and going on the job market as they near completion of the PhD. Our programming currently includes:

##### Preliminary Examination Workshop

This offers a discussion of the various requirements for preliminary examinations: how to assemble committees, compiling reading lists, Graduate School requirements, and more.

##### Curriculum Vitae Workshops

These workshops are designed for students at all levels, ranging from first-year students writing CVs for campus positions to advanced dissertators on the job market.

##### Mock Interviews

The Graduate Program offers a series of opportunities to practice with a committee of our faculty for AHA interviews and on-campus job talks. They are open to a limited number of students who expect to be actively on the job market in the fall.

##### Careers in History Workshops

Our program is committed to helping its graduates seek and secure employment following the completion of their PhDs. Since the financial crisis in 2008, the academic job market has softened markedly. While the Graduate Program continues to provide outstanding preparation for academic jobs, we also encourage our students to think more broadly about their career prospects and the transferability of their skills. As funds permit, we occasionally bring to campus History graduates who are working in the non-profit, private, or public sector to meet with current graduate students and share their experiences. We also offer opportunities to learn best practices for post-doctoral fellowship applications.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates research problems clearly and understands the limits of current theories, knowledge, or practices in the discipline of history.

2. Pushes the boundaries of current historical knowledge in formulating research questions, in the selection or use of primary sources, or in interpreting evidence.
3. Demonstrates breadth of historical and cultural knowledge.
4. Is able to articulate the broader significance of their work to scholars in other fields or disciplines and to the broader public.
5. Is able to design and teach courses at the undergraduate or graduate level.
6. Fosters ethical and professional conduct.

# MEDIEVAL STUDIES, DOCTORAL MINOR

The Minor in Medieval Studies is of interest and use to graduate students seeking to study the Middle Ages in a way that would complement and deepen their study of history, language, literature, art, etc. The program will allow these students to gather the broadly interdisciplinary coursework outside the student's home department or program into a meaningful credential that appears on their transcript.

## ADMISSIONS

## ADMISSIONS

A student should declare their interest to the Director of the Medieval Studies Program before beginning coursework required for the minor. See Contact Box for Director information.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

### REQUIRED COURSES

To earn a doctoral minor in Medieval Studies, students must complete a minimum of 9 credits from the courses listed below. Other graduate-level courses on medieval topics may be approved for the minor in consultation with the program director.

Students should be aware of the following when selecting courses:

- Courses must have the "Grad 50%" designation.
- At least two different subject listings are required.
- Courses must be from different subject listing than the student's home department or program.

**Course Options**

| Code | Title | Credits |
|---|---|---|
| SCAND ST/ MEDIEVAL 409 | Survey of Old Norse-Icelandic Literature | 3 |
| SCAND ST/ MEDIEVAL 430 | The Vikings | 4 |
| SCAND ST/ MEDIEVAL 444 | Kalevala and Finnish Folk-Lore | 4 |
| ART HIST 715 | Topics in Medieval Art | 3 |
| ENGL 314 | Structure of English | 3 |
| ENGL 417 | History of the English Language | 3 |
| ENGL/ MEDIEVAL 520 | Old English | 3 |
| ENGL/ MEDIEVAL 521 | Advanced Old English Literature | 3 |
| ENGL/ MEDIEVAL 803 | Topics in Medieval Literature | 3 |
| HISTORY/ MEDIEVAL/ RELIG ST 309 | The Crusades: Christianity and Islam | 3-4 |
| HISTORY 417 | History of Russia | 3-4 |
| HISTORY/ LEGAL ST 426 | The History of Punishment | 3-4 |
| HISTORY/ SCAND ST 431 | History of Scandinavia to 1815 | 3 |
| SPANISH/ MEDIEVAL 541 | Old Spanish | 3 |
| HISTORY 805 | Seminar-Medieval History | 1-3 |
| ITALIAN/ MEDIEVAL 659 | Dante's Divina Commedia | 3 |
| ITALIAN/ MEDIEVAL 671 | The 13th Century | 3 |
| LATIN/ MEDIEVAL 563 | Mediaeval Latin | 3 |
| MUSIC 411 | Survey of Music in the Middle Ages | 3 |
| MUSIC 412 | Survey of Music in the Renaissance | 3 |
| GERMAN 650 | History of the German Language | 3 |
| GERMAN/ MEDIEVAL 651 | Introduction to Middle High German | 3 |
| GERMAN/ MEDIEVAL 755 | Old Germanic Languages | 3 |

# HUMAN ECOLOGY - SCHOOL-WIDE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Human Ecology, Doctoral Minor (p. 1032)
- Human Ecology, MFA (p. 1032)
- Human Ecology, MS (p. 1037)
- Human Ecology, PhD (p. 1043)

# HUMAN ECOLOGY, DOCTORAL MINOR

Any student enrolled in a UW–Madison doctoral program, other than Human Ecology, can pursue a doctoral minor in Human Ecology. The graduate program within the School of Human Ecology (SoHE) provides rich interdisciplinary training and scholarship focused on exploring the human condition and well-being in relation to ecological settings—physical, social, community, and built surroundings. The school's philosophy is that individual development and well-being are promoted through interactions with ecological settings. Research, creativity, teaching, and outreach are directed toward a positive impact on these settings and the patterns of human behavior within them. Faculty members possess expertise in areas as diverse as longitudinal modeling, community-based research, interpretive interviewing, program evaluation, observational methods, survey methodology, action research, and ethnography.

## ADMISSIONS

## ADMISSIONS

Any graduate student outside of the School of Human Ecology interested in pursuing an option A, external doctoral minor (https://policy.wisc.edu/library/UW-1200/), as part of their breadth requirement should complete the SoHE Doctoral Minor Form (https://wisc.pb.unizin.org/sohegrad/part/doctoral-minor-human-ecology/).

All graduate students must utilize the Graduate Student Portal to add, change, or discontinue any doctoral minor. Log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

### GRADE REQUIREMENT

Students must receive a grade of B or better in each course.

### REQUIRED COURSES

The Human Ecology Doctoral Minor requires at least 9 credits taken through a combination of coursework in at least two different School of Human Ecology departments: Civil Society and Community Studies (CSCS) (https://guide.wisc.edu/courses/cscs/); Consumer Science (CNSR SCI) (https://guide.wisc.edu/courses/cnsr_sci/), Design Studies (DS) (https://guide.wisc.edu/courses/ds/), Human Development and Family Studies (HDFS) (https://guide.wisc.edu/courses/hdfs/), and Interdisciplinary–Human Ecology (INTER-HE) (https://guide.wisc.edu/courses/inter_he/). At least 6 of the 9 credits must be in courses numbered at least 700 and above. Human Ecology courses that are cross-listed with another department should be enrolled in through the respective Human Ecology department.

# HUMAN ECOLOGY, MFA

The focus of the MFA degree is on creative performance in design. Its goals are to promote strong and creative conceptual thinking, exploration, interpretation, innovation, and overall excellence in design execution.

Students interested in the MFA should refer to the named option in Design Studies (p. 1033).

## ADMISSIONS

## ADMISSIONS

Students apply to the MFA in Human Ecology through its named option:

- Design Studies (p. 1034)

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Funding opportunities for Human Ecology graduate students are available and made possible, in large part, by generous donations to SoHE. Every year, these funds are used to fund teaching or project assistantships, award academic excellence scholarships, and provide students doing their master's or doctoral research or final MFA project with conference travel scholarships and graduate research scholarships. See more funding information for the School of Human Ecology on our program website (https://grad.humanecology.wisc.edu/an-overview-of-graduate-funding/) and enrollment requirements for funding eligibility in our handbook (https://wisc.pb.unizin.org/sohegrad/chapter/enrollment-requirements-2/).

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |

| | |
|---|---|
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Required Milestones<br>• Second Year MFA Exhibition<br>• Second Year Reflection<br>• Third Year Thesis Proposal<br>• Third Year MFA Exhibition |
| Language Requirements | n/a |

### REQUIRED COURSES

Select a Named Option (p. 1033) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Fine Arts in Human Ecology must select the following named option:

View as listView as grid

- **HUMAN ECOLOGY: DESIGN STUDIES, MFA (P. 1033)**

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The School of Human Ecology Graduate Program values the professional development of graduate students and provides financial awards to those who are invited to present at professional conferences/exhibits. The purpose of the support is to encourage participation in professional development, scholarly research, and/or creative endeavor and to help cover expenses not covered by other sources. Students may receive a maximum award of $650 for travel ($750 for international travel) to support conference participation in a single academic year. Students are encouraged to seek conference and travel funding from the Graduate School as a first step and apply for supplemental funds through SoHE as needed.

In addition, each academic department within the School of Human Ecology may offer additional professional development grant opportunities. See Programming (https://grad.wisc.edu/professional-development/#programming) and the Events Calendar (https://grad.wisc.edu/uw-events/) for the most up-to-date information on professional development opportunities.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulate challenges, frontiers and limits with respect to theory, knowledge or practice within the area of study.
2. Formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within one's area of study.
3. Create research, scholarship or performance that makes a substantive contribution to one's field.
4. Foster ethical conduct and professional guidelines.

## POLICIES

## POLICIES

Students should refer to the named option for policy information:

- Design Studies (https://guide.wisc.edu/graduate/human-ecology-school-wide/human-ecology-mfa/human-ecology-design-studies-mfa/#policiestext)

# HUMAN ECOLOGY: DESIGN STUDIES, MFA

This is the only named option within the Human Ecology, MFA (p. 1032). Students interested in the Human Ecology, MFA should apply directly to this Human Ecology: Design Studies, MFA named option.

The focus of the MFA degree is on creative performance in design. Its goals are to promote strong and creative conceptual thinking, exploration, interpretation, innovation, and overall excellence in design execution.

## SPECIALIZATIONS

Students typically focus their work in one of two general areas:

- *Textile and Fashion Design (TFD):* TFD students focus on the conceptual, technical, and aesthetic possibilities of textiles and clothing.
- *Interior Architecture (IA):* IA students typically concentrate on the innovative application of aesthetic, conceptual, and expressive design strategies in interior environments.

There are many students who may work across these areas or have an even more idiosyncratic integrative focus. In every case, students formulate a plan of study to suit their individual needs.

The course of study requires the completion of a minimum of 60 credits and includes a substantial studio work component. The curriculum seeks to create a foundation with flexibility to fit student needs. Interested students can view course requirements on this page. (p. 1034)

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Human Ecology Graduate Program reviews applications once per year after the admissions deadline. The faculty admissions committee reviews all complete applications using holistic admissions criteria. Those selected for an interview will be contacted by email. All admitted students will be invited to attend the Human Ecology Graduate Programs Admitted Student Visit Day held each spring. For more information on the specifics on the timeline, process, and application materials, please see the Human Ecology Admissions Information (https://grad.humanecology.wisc.edu/admissions/) website.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding opportunities for Human Ecology graduate students are available and made possible, in large part, by generous donations to SoHE. Every year, these funds are used to fund teaching or project assistantships, award academic excellence scholarships, and provide students doing their master's or doctoral research or final MFA project with conference travel scholarships and graduate research scholarships. See more funding information for the School of Human Ecology on our program website (https://grad.humanecology.wisc.edu/an-overview-of-graduate-funding/) and enrollment requirements for funding eligibility in our handbook (https://wisc.pb.unizin.org/sohegrad/chapter/enrollment-requirements-2/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

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**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

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## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 31 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/) |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Required Milestones<br>• Second Year MFA Exhibition<br>• Second Year Reflection<br>• Third Year Thesis Proposal<br>• Third Year MFA Exhibition |
| Language Requirements | n/a |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Human Ecology Courses** | | |
| INTER-HE 792 | Theories and Perspectives in Human Ecology | 1 |
| INTER-HE 801 | Special Topics in Human Ecology (Professional Development Seminar) | 1 |
| **Material Culture, History and Criticism** | | |
| Students must complete at least 6 credits in this category. Courses may include, but are not limited to the following list. Students may also select other courses focusing on material culture, history and/or criticism from departments such as: African Cultural Studies African American Studies, American Indian Studies, Art History, Asian Languages & Literature ,Design Studies, Gender & Women's Studies, History, or other departments focusing on material culture, history and/or criticism as determined by the faculty advisor. | | 6 |
| AFROAMER/ ART HIST 801 | Historiography, Theory and Methods in Visual Culture | |
| AFROAMER/ ART HIST 802 | Visual Cultures: Topics in Visual Cultures | |
| ART HIST 603 | Curatorial Studies Colloquium | |
| ART HIST 703 | Curatorial Studies Colloquium | |
| DS 355 | History of Fashion, 1400-Present | |
| DS 421 | History of Architecture and Interiors I: Antiquity through 18th Century | |
| DS 422 | History of Architecture & Interiors II: 19th and 20th Centuries | |
| DS 430 | History of Textiles | |
| DS 501 | Special Topics (History: Object Based Learning) | |
| DS/ANTHRO/ ART HIST/ HISTORY/ LAND ARC 764 | Dimensions of Material Culture | |
| **Design Studies Seminar** | | |
| Students must complete at least 3 credits of the following course. This is fulfilled by taking at least 1 credit per year for all three years of the program. | | 3 |
| DS 920 | Seminar in Design Studies (MFA Studio Colloquium) | |
| **Non-Studio Elective Coursework** | | |
| Students must complete at least 3 credits in this category. The course should be related to the area of research but outside of the arts. Students must choose a course numbered 300 and above outside of the School of Human Ecology. | | 3 |
| **Elective Coursework** | | |
| Students must complete at least 5 credits in this category. Students may select courses numbered 300 and above from within the School of Human Ecology or other departments across campus. | | 5 |
| **Art Colloquium** | | |
| Students must complete at least 6 credits of the following course by taking 1 credit each semester (recommended). | | 6 |
| ART 508 | Colloquium in Art | |
| **General Studio Work** | | |
| Students must complete at least 9 credits to develop a strong foundation in studio-based inquiry and applied scholarship. Choose from any studio course numbered 300 or above from any of the following departments (Art, Communication Arts, Creative Writing, Design Studies, Dance, Landscape Architecture, Music, or Theater); or other studio (applied scholarship) courses as determined by the faculty advisor. | | 9 |
| **Focused Area Studio Work** | | |
| Complete 17 credits, including at least 8 credits must be with the faculty advisor (1-3 credits recommended each semester). Remaining credits may be with the faculty advisor and/or faculty members on the MFA committee. | | 17 |
| DS 990 | Research and Thesis | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer up to 18 credits of graduate coursework taken at other institutions or as a UW-Madison special student. Prior coursework taken at other institutions may not be used to satisfy the minimum graduate residence credit requirement. Credits earned ten or more years prior to admission to a master's degree are not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer up to 9 credits as a University Special student in coursework numbered 300 or above. These credits are not allowed to count toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Credits earned ten or more years prior to admission to a master's degree are not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have a faculty advisor. The faculty advisor is also the students committee chair and must be MFA graduate faculty in the Design Studies department. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

The School of Human Ecology Graduate Program Handbook (https://wisc.pb.unizin.org/sohegrad/chapter/conduct-expectations/) outlines the conduct expectations and grievance process.

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
- Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The School of Human Ecology Graduate Program values the professional development of graduate students and provides financial awards to those who are invited to present at professional conferences/exhibits. The purpose of the support is to encourage participation in professional development, scholarly research, and/or creative endeavor and to help cover expenses not covered by other sources. Students may receive a maximum award of $650 for travel ($750 for international travel) to support conference participation in a single academic year. Students are encouraged to seek conference and travel funding from the Graduate School as a first step and apply for supplemental funds through SoHE as needed.

In addition, each academic department within the School of Human Ecology may offer additional professional development grant opportunities. See Programming (https://grad.wisc.edu/professional-development/#programming) and the Events Calendar (https://grad.wisc.edu/uw-events/) for the most up-to-date information on professional development opportunities.

# HUMAN ECOLOGY, MS

## SCHOOL OF HUMAN ECOLOGY

The School of Human Ecology has a strong tradition of outreach and counts several faculty members with budgeted extension appointments among its ranks, but all faculty members devote time and resources to ensuring their work benefits others beyond the campus. These efforts reflect the Wisconsin Idea, (http://wisconsinidea.wisc.edu/) the notion that the university's boundaries are those of the state, nation, and beyond. Graduate education at SoHE encompasses this mission by stressing the integration of research with program design and implementation, administration, policy development, and evaluation.

Human ecology is the study of the complex relationships between human beings and their environments. SoHE offers the Human Ecology MS degree with two named options. The Human Ecology named option is the admitting terminal master's degrees. Students enrolled in one of the Human Ecology PhD program named options have the opportunity to earn the Human Ecology MS: Human Ecology Research (p. 1038) degree along the way to the PhD upon successful completion of coursework and research.

### ADMITTING HUMAN ECOLOGY MS OPTION:

- Master of Science in Human Ecology Program (p. 1040)

### NON-ADMITTING HUMAN ECOLOGY MS OPTION (EARNED ON THE WAY TO THE PHD)

- Master of Science in Human Ecology: Human Ecology Research (p. 1038)

## ADMISSIONS

## ADMISSIONS

Students apply to the Master of Science in Human Ecology through one of the named options:

- Human Ecology (p. 1040)
- Human Ecology Research (p. 1038)

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Funding opportunities for Human Ecology graduate students are available and made possible, in large part, by generous donations to SoHE. Every year, these funds are used to fund teaching or project assistantships, award academic excellence scholarships, and provide students doing their master's or doctoral research or final MFA project with conference travel scholarships and graduate research scholarships. See more funding information for the School of Human Ecology on our program website (https://grad.humanecology.wisc.edu/an-overview-of-graduate-funding/) and enrollment requirements for funding eligibility in our handbook (https://wisc.pb.unizin.org/sohegrad/chapter/enrollment-requirements-2/).

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No additional assessments and examinations. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 1037) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Human Ecology must select one of the following named options:

View as listView as grid

- **HUMAN ECOLOGY: HUMAN ECOLOGY RESEARCH, MS (P. 1038)**
- **HUMAN ECOLOGY: HUMAN ECOLOGY, MS (P. 1040)**


## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Human Ecology (https://guide.wisc.edu/graduate/human-ecology-school-wide/human-ecology-ms/human-ecology-human-ecology-ms/#policiestext)
- Human Ecology Research (https://guide.wisc.edu/graduate/human-ecology-school-wide/human-ecology-ms/human-ecology-human-ecology-research-ms/#policiestext)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The School of Human Ecology Graduate Program values the professional development of graduate students and provides financial awards to those who are invited to present at professional conferences/exhibits. The purpose of the support is to encourage participation in professional development, scholarly research, and/or creative endeavor and to help cover expenses not covered by other sources. Students may receive a maximum award of $650 for travel ($750 for international travel) to support conference participation in a single academic year. Students are encouraged to seek conference and travel funding from the Graduate School as a first step and apply for supplemental funds through SoHE as needed.

In addition, each academic department within the School of Human Ecology may offer additional professional development grant opportunities. See Programming (https://grad.wisc.edu/professional-development/#programming) and the Events Calendar (https://grad.wisc.edu/uw-events/) for the most up-to-date information on professional development opportunities.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate, critique, or elaborate the theories, research methods, and approaches to inquiry or schools of practice in one's area of study.
2. Identify sources and assemble evidence pertaining to questions or challenges in the area of study.
3. Understand the social, political, ethical, and economic contexts of research and creative scholarship.
4. Compare and contrast multiple paradigms for describing reality (e.g., personal history, world view, philosophic tradition, discipline).
5. Understand the Human Ecology perspective by examining and explaining the relations among humans and their natural, social, and build environments using an interdisciplinary and transdisciplinary lens.
6. Select and/or utilize the most appropriate methodologies and practices.
7. Recognize the nature and significance of diversity as related to one's area of study.
8. Communicate clearly in ways appropriate to a variety of audiences.
9. Recognize and apply principles of ethical conduct.

# HUMAN ECOLOGY: HUMAN ECOLOGY RESEARCH, MS

This is a named option in the Human Ecology MS and is a non-admitting program offered only for current students who were admitted to one of the named options in the PhD in Human Ecology (p. 1043). Students interested in a terminal MS degree in Human Ecology should see the Human Ecology MS: Human Ecology (p. 1040) named option for more information.

## ADMISSIONS

# ADMISSIONS

The Human Ecology MS (named option Human Ecology Research) is offered for work leading to the PhD. Students may not apply directly for this MS named option as it is non-admitting.

Students interested in the MS in Human Ecology should apply to the admitting named option of MS Human Ecology: Human Ecology (https://guide.wisc.edu/graduate/human-ecology-school-wide/human-ecology-ms/human-ecology-human-ecology-ms/).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Funding opportunities for Human Ecology graduate students are available and made possible, in large part, by generous donations to SoHE. Every year, these funds are used to fund teaching or project assistantships, award academic excellence scholarships, and provide students doing their master's or doctoral research or final MFA project with conference travel scholarships and graduate research scholarships. See more funding information for the School of Human Ecology on our program website (https://grad.humanecology.wisc.edu/an-overview-of-graduate-funding/) and enrollment requirements for funding eligibility in our

handbook (https://wisc.pb.unizin.org/sohegrad/chapter/enrollment-requirements-2/).

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students may complete a thesis, but this is not a requirement of the MS Human Ecology: Human Ecology Research named option. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Students must complete the following courses.

| Code | Title | Credits |
|---|---|---|
| **Human Ecology Courses** | | |
| INTER-HE 792 | Theories and Perspectives in Human Ecology | 2 |
| INTER-HE 793 | Research Methods | 3 |
| INTER-HE 801 | Special Topics in Human Ecology (Professional Development Seminar) | 1 |
| **Additional Coursework** | | |
| Students complete additional coursework through a combination of research and coursework selected in consultation with advisor. Courses may be in other subject areas in the School of Human Ecology and/or other related departments. Independent study (699, 999) and research (990) credits may be used to meet the minimum degree credit requirement. | | 26 |
| **Total Credits** | | **32** |

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

## NAMED OPTION-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer up to 9 credits of graduate coursework taken at other institutions. Prior coursework taken at other institutions may not be used to satisfy the minimum graduate residence credit requirement. Credits earned five or more years prior to admission to a master's degree are not allowed to satisfy requirements.

#### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

#### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer up to 9 credits of graduate coursework taken as a University Special student numbered 300 or above. Credits earned five or more years prior to admission to a master's degree are not allowed to satisfy requirements. These credits are not allowed to satisfy the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

The School of Human Ecology Graduate Program Handbook (https://wisc.pb.unizin.org/sohegrad/chapter/conduct-expectations/) outlines the conduct expectations and grievance process.

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The School of Human Ecology Graduate Program values the professional development of graduate students and provides financial awards to those who are invited to present at professional conferences/exhibits. The purpose of the support is to encourage participation in professional development, scholarly research, and/or creative endeavor and to help cover expenses not covered by other sources. Students may receive a maximum award of $650 for travel ($750 for international travel) to support conference participation in a single academic year. Students are encouraged to seek conference and travel funding from the Graduate School as a first step and apply for supplemental funds through SoHE as needed.

In addition, each academic department within the School of Human Ecology may offer additional professional development grant opportunities. See Programming (https://grad.wisc.edu/professional-development/#programming) and the Events Calendar (https://grad.wisc.edu/uw-events/) for the most up-to-date information on professional development opportunities.

# HUMAN ECOLOGY: HUMAN ECOLOGY, MS

This is a named option in the Human Ecology MS. (p. 1037)

The Master of Science in Human Ecology offers multi-disciplinary coursework that focuses on current theories and strategies for creating, managing, and evaluating settings that promote human and community development. Students are exposed to current research and practice that integrates the promotion of human and family development with perspectives on building effective organizations and sustainable communities. Students create their own "master's specialization" through elective courses and the completion of a real-world capstone project. Specializations are designed so that students can name their expertise to prospective employees.

This program is intended as a terminal, applied degree. Students interested in a PhD, MFA, or other graduate degrees in the School of Human Ecology (https://sohe.wisc.edu/graduate-students/) may apply separately to these programs.

The master's program is geared toward students who are both new to the field and those who have had some direct practice, applied research, educational or advocacy experience. This MS degree can be completed in three semesters of full-time study or four or more semesters if students are part-time. The program prepares students for careers working in a wide range of settings, including:

- Community-based organizations (family support, youth work, community organizing, social justice, intervention and prevention programs, consumer and financial coaching)
- Intermediary and "backbone" organizations (technical assistance providers, philanthropic foundations, applied research and evaluation organizations, capacity building providers, community-based economic development)
- Government agencies (child and family services, public health, legislative support)
- University outreach (Cooperative Extension, community partnerships and coalitions, public service, multicultural offices, academic support, and education)

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Human Ecology Graduate Program reviews applications once per year after the admissions deadline. The faculty admissions committee reviews all complete applications using holistic admissions criteria. Those selected for an interview will be contacted by email. All admitted students will be invited to attend the Human Ecology Graduate Programs Admitted Student Visit Day held each spring. For more information on the specifics on the timeline, process, and application materials, please see the Human Ecology Admissions Information (https://grad.humanecology.wisc.edu/admissions/) website.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding opportunities for Human Ecology graduate students are available and made possible, in large part, by generous donations to SoHE. Every year, these funds are used to fund teaching or project assistantships, award academic excellence scholarships, and provide students doing their master's or doctoral research or final MFA project with conference travel scholarships and graduate research scholarships. See more funding information for the School of Human Ecology on our program website (https://grad.humanecology.wisc.edu/an-overview-of-graduate-funding/) and enrollment requirements for funding eligibility in our handbook (https://wisc.pb.unizin.org/sohegrad/chapter/enrollment-requirements-2/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No additional assessments and examinations. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Human Ecology Courses** | | |
| Students must take the following Human Ecology courses, typically in the first year. | | 2 |
| INTER-HE 792 | Theories and Perspectives in Human Ecology | |
| INTER-HE 801 | Special Topics in Human Ecology (Professional Development) | |
| **Understanding and Translating Research** | | |
| Students choose appropriate course with advisor approval. | | 3 |
| **Content and Theory** | | |
| Students select courses from any School of Human Ecology department (CNSR SCI, CSCS, DS, HDFS, or INTER-HE) for 6 credits. | | 6 |
| **Area of Specialization** | | |
| Students develop their own specialization based on their professional interests and career goals by taking three courses chosen in consultation with advisor. | | 9 |
| **Professional Skills** | | |
| Students may choose from topics in the following course. Students may complete other courses as approved by the advisor. | | 9 |
| INTER-HE 815 | Professional Skills for Community Leaders and Practitioners | |
| **Capstone Project** | | |
| Students typically take 1 credit of the following course in their second to least semester and 2 credits in their final semester. Alternative approaches can be made with advisor approval. | | 3 |
| INTER-HE 980 | Capstone Seminar | |
| **Total Credits** | | **32** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer up to 9 credits of graduate coursework taken at other institutions. Prior coursework taken at other institutions may not be used to satisfy the minimum graduate residence credit requirement. Credits earned ten or more years prior to admission to a master's degree are not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

With program approval, students are allowed to transfer up to 9 credits of graduate coursework taken as a University Special student numbered 300 or above. Credits earned ten or more years prior to admission to a master's degree are not allowed to satisfy requirements. These credits are not allowed to satisfy the minimum graduate coursework requirement unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

The School of Human Ecology Graduate Program Handbook (https://wisc.pb.unizin.org/sohegrad/chapter/conduct-expectations/) outlines the conduct expectations and grievance process.

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The School of Human Ecology Graduate Program values the professional development of graduate students and provides financial awards to those who are invited to present at professional conferences/exhibits. The purpose of the support is to encourage participation in professional development, scholarly research, and/or creative endeavor and to help cover expenses not covered by other sources. Students may receive a maximum award of $650 for travel ($750 for international travel) to support conference participation in a single academic year. Students are encouraged to seek conference and travel funding from the Graduate School as a first step and apply for supplemental funds through SoHE as needed.

In addition, each academic department within the School of Human Ecology may offer additional professional development grant opportunities. See Programming (https://grad.wisc.edu/professional-development/#programming) and the Events Calendar (https://grad.wisc.edu/uw-events/) for the most up-to-date information on professional development opportunities.

# HUMAN ECOLOGY, PHD

Human ecology is the study of the complex relationships between human beings and their environments. The school offers a doctorate of philosophy within four named options/specializations:

- Civil Society and Community Research (p. 1045) (CSCR)
- Consumer Behavior and Family Economics (p. 1048) (CBFE)
- Design Studies (p. 1052) (DS)
- Human Development and Family Studies (p. 1056) (HDFS)

Each named option has its own faculty, curriculum, requirements and includes a challenging array of coursework along with exciting opportunities for research, outreach, and service consistent with each student's scholarly interests and career aspirations.

Students enrolled in one of the Human Ecology PhD program named options have the opportunity to earn the Human Ecology MS: Human Ecology Research (p. 1038) degree along the way to the PhD upon successful completion of coursework and research.

As part of a Research I institution, SoHE faculty members have national reputations in their fields of study and are highly committed to nurturing future scholars and practitioners. They conduct research and mentor students to address issues that cross disciplinary lines. They work closely with graduate students to create courses of study that match each student's personal and professional goals.

The School of Human Ecology has a strong tradition of outreach and counts several faculty members with budgeted extension appointments among its ranks, but all faculty members devote time and resources to ensuring their work benefits others beyond the campus. These efforts reflect the Wisconsin Idea, (http://wisconsinidea.wisc.edu/) the notion that the university's boundaries are those of the state, nation, and beyond. Graduate education at SoHE encompasses this mission by stressing the integration of research with program design and implementation, administration, policy development, and evaluation.

## ADMISSIONS

# ADMISSIONS

Students interested in the Human Ecology PhD should apply directly to one of the named options:

- Civil Society and Community Research (p. 1046) (CSCR)
- Consumer Behavior and Family Economics (p. 1049) (CBFE)
- Design Studies (p. 1053) (DS)
- Human Development and Family Studies (p. 1056) (HDFS)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding opportunities for Human Ecology graduate students are available and made possible, in large part, by generous donations to SoHE. Every year, these funds are used to fund teaching or project assistantships, award academic excellence scholarships, and provide students doing their master's or doctoral research or final MFA project with conference travel scholarships and graduate research scholarships. See more funding information for the School of Human Ecology on our program website (https://grad.humanecology.wisc.edu/an-overview-of-graduate-funding/) and enrollment requirements for funding eligibility in our handbook (https://wisc.pb.unizin.org/sohegrad/chapter/enrollment-requirements-2/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | See Named Options for policy information. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | n/a |
| Graduate School Breadth Requirement | See Named Options for policy information. |

## REQUIRED COURSES

Select a Named Option (p. 1044) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the PhD in Human Ecology should select one of the following named options:

View as listView as grid

- **HUMAN ECOLOGY: CIVIL SOCIETY AND COMMUNITY RESEARCH, PHD (P. 1045)**
- **HUMAN ECOLOGY: CONSUMER BEHAVIOR AND FAMILY ECONOMICS, PHD (P. 1048)**
- **HUMAN ECOLOGY: DESIGN STUDIES, PHD (P. 1052)**
- **HUMAN ECOLOGY: HUMAN DEVELOPMENT AND FAMILY STUDIES, PHD (P. 1056)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Civil Society and Community Research (p. 1046) (CSCR)
- Consumer Behavior and Family Economics (p. 1049) (CBFE)
- Design Studies (p. 1053) (DS)
- Human Development and Family Studies (p. 1056) (HDFS)

PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The School of Human Ecology Graduate Program values the professional development of graduate students and provides financial awards to those who are invited to present at professional conferences/exhibits. The purpose of the support is to encourage participation in professional development, scholarly research, and/or creative endeavor and to help cover expenses not covered by other sources. Students may receive a maximum award of $650 for travel ($750 for international travel) to support conference participation in a single academic year. Students are encouraged to seek conference and travel funding from the Graduate School as a first step and apply for supplemental funds through SoHE as needed.

In addition, each academic department within the School of Human Ecology may offer additional professional development grant opportunities. See Programming (https://grad.wisc.edu/professional-development/#programming) and the Events Calendar (https://grad.wisc.edu/uw-events/) for the most up-to-date information on professional development opportunities.

LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate challenges, frontiers and limits with respect to theory, knowledge or practice within the area of study.
2. Formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within one's area of study.
3. Consider the role of social, political, ethical, and economic contexts of research and creative scholarship in one's area of study.
4. Consider the role of multiple paradigms for describing reality in one's area of study.
5. Contribute to advancing the Human Ecology perspective by reflecting the relations among humans and their natural, social, and built environments and applying an interdisciplinary and/or transdisciplinary lens in one's area of professional practice.
6. Create research, scholarship or performance that makes a substantive contribution to one's field.
7. Reflect the nature and significance of diversity in one's area of professional practice.
8. Communicate complex or ambiguous ideas in a compelling manner to a variety of audiences.
9. Foster ethical conduct and professional guidelines.

# HUMAN ECOLOGY: CIVIL SOCIETY AND COMMUNITY RESEARCH, PHD

This is a named option within the Human Ecology, PhD. (p. 1043)

The Human Ecology PhD named option in Civil Society and Community Research (CSCR) focuses on theoretical foundations of grassroots institutions, nonprofit organizations, voluntary associations, and social networks that strive to benefit the common good. The program emphasizes mixed method inquiries that integrate participatory approaches with advanced quantitative and qualitative analysis. The program prepares students to use the processes of research and outreach to strengthen civil society.

Students enrolled in one of the Human Ecology PhD program named options have the opportunity to earn the Human Ecology MS: Human Ecology Research (p. 1038) degree along the way to the PhD upon successful completion of coursework and research.

The Civil Society and Community Research faculty areas of research include: civil society, the nonprofit sector, civic engagement, developmental psychology, community and organizational development, youth civic engagement, community psychology, applied medical anthropology, sustainability, education, inter-generational partnerships, program evaluation and learning assessment, community–university partnerships, and philanthropy and giving.

The CSCR program is served by a multidisciplinary faculty who are professionally active and have strong records of national and international scholarship. They bring perspectives of many disciplines to their work, including community psychology, developmental psychology, sociology, education, medical and cultural anthropology, transformative evaluation, and community action. Reflecting the multidisciplinary orientation of the program, faculty possess expertise in areas as diverse as longitudinal modeling, interpretive interviewing, mixed methods study designs, various mapping techniques, observational methods, survey methodology, community-based research, and ethnography.

The CSCR program is committed to collaborations between faculty and graduate students in the arenas of research, teaching, and outreach. Current areas of scholarly activity include youth civic engagement, community organizing, inter-generational partnerships, social trust, program evaluation, coalition building, voluntary associations, adult learning, community development, place-based education and stewardship, and social change. Faculty and students not only conduct research in these areas, they affirmatively support policies and programs. The department maintains strong affiliations with the University of Wisconsin–Madison Division of Extension's Department of Youth, Family & Community Development.

Graduates of CSCR are prepared for careers as professors in academic departments of human ecology, community development, community research and action, nonprofit management, community sociology, applied developmental science, and program support services. Students will also be prepared for careers as senior staff in technical assistance organizations, foundations, public agencies, and advocacy/public education units. Others will choose to use their research and consultation skills to support grassroots organizations.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Human Ecology Graduate Program reviews applications once per year after the admissions deadline. The faculty admissions committee reviews all complete applications using holistic admissions criteria. Those selected for an interview will be contacted by email. All admitted students will be invited to attend the Human Ecology Graduate Programs Admitted Student Visit Day held each spring. For more information on the specifics on the timeline, process, and application materials, please see the Human Ecology Admissions Information (https://grad.humanecology.wisc.edu/admissions/) website.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding opportunities for Human Ecology graduate students are available and made possible, in large part, by generous donations to SoHE. Every year, these funds are used to fund teaching or project assistantships, award academic excellence scholarships, and provide students doing their master's or doctoral research or final MFA project with conference travel scholarships and graduate research scholarships. See more funding information for the School of Human Ecology on our program website (https://grad.humanecology.wisc.edu/an-overview-of-graduate-funding/) and enrollment requirements for funding eligibility in our handbook (https://wisc.pb.unizin.org/sohegrad/chapter/enrollment-requirements-2/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Human Ecology Courses** | | |
| INTER-HE 792 | Theories and Perspectives in Human Ecology | 2 |
| INTER-HE 793 | Research Methods | 3 |
| INTER-HE 801 | Special Topics in Human Ecology (Professional Development Seminar) | 1 |
| **Theoretical Foundations** | | |
| CSCS 775 | Building Civil Society | 3 |
| CSCS 785 | Theoretical Foundations of Community Studies | 3 |
| CSCS 795 | Community Power and Collective Action | 3 |
| **Methods and Applications of Community-Based Research** | | |
| *Applications of Community-based Research* | | |
| CSCS 811 | Community-Based Research: Theory and Practice | 3 |
| CSCS 812 | Mixed-Methods in Community-Based Research | 3 |
| CSCS 813 | Transformative Evaluation in Practice | 3 |
| *Research Methods* | | |
| Students must complete one course (3 credits each) in each of the following areas for a total of 9 credits in research methods. Suggestions can be found on the CSCR course checklist or other courses may be approved in consultation with the faculty advisor and/or the CSCR Graduate Program Chair (GPC). | | 9 |
| Quantitative Designs & Statistical Methods | | |
| Qualitative Data Collection & Analysis | | |
| Methods Elective | | |
| **Community Innovations for Civil Society** | | |
| CSCS 801 | Special Topics in Civil Society and Community Research (topics vary; select one) | 3 |
| **Breadth Requirement** | | |
| Breadth is a required component of doctoral training at UW–Madison. Students achieve breadth through a doctoral minor (distributed minor or external minor) or a graduate/professional certificate. https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/) | | 9 |
| **Research and Thesis** | | |
| CSCS 990 | Research and Thesis | 6 |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer up to 18 credits of graduate coursework taken at other institutions. Prior coursework taken at other institutions may not be used to satisfy the minimum graduate residence credit requirement. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer up to 9 University Special credits in coursework numbered 300 or above. These credits are not allowed to count toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

The School of Human Ecology Graduate Program Handbook (https://wisc.pb.unizin.org/sohegrad/chapter/conduct-expectations/) outlines the conduct expectations and grievance process.

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The School of Human Ecology Graduate Program values the professional development of graduate students and provides financial awards to those who are invited to present at professional conferences/exhibits. The purpose of the support is to encourage participation in professional development, scholarly research, and/or creative endeavor and to help cover expenses not covered by other sources. Students may receive a maximum award of $650 for travel ($750 for international travel) to support conference participation in a single academic year. Students are encouraged to seek conference and travel funding from the Graduate School as a first step and apply for supplemental funds through SoHE as needed.

In addition, each academic department within the School of Human Ecology may offer additional professional development grant opportunities. See Programming (https://grad.wisc.edu/professional-development/#programming) and the Events Calendar (https://grad.wisc.edu/uw-events/) for the most up-to-date information on professional development opportunities.

# HUMAN ECOLOGY: CONSUMER BEHAVIOR AND FAMILY ECONOMICS, PHD

This is a named option within the Human Ecology, PhD. (p. 1043)

The Department of Consumer Science develops and disseminates information on the ways in which the interactions among consumers, business, and government can enhance the interests and well-being of consumers, families, and communities. The program focuses on various dimensions of well-being including economic/financial security, consumer empowerment, health, food security, housing security, sustainability, and the public policy that affects those dimensions of well-being. The program is interdisciplinary; current faculty have degrees in diverse fields including economics, marketing, sociology, retailing, social work, and consumer science. Some faculty have joint appointments with Cooperative Extension, providing students with opportunities for training in outreach and applied research. PhD students work closely with faculty members, often collaborating on research and outreach programs. All PhD students must complete core courses in consumer behavior, family economics, and research methods.

Students enrolled in one of the Human Ecology PhD program named options have the opportunity to earn the Human Ecology MS: Human Ecology Research (p. 1038) degree along the way to the PhD upon successful completion of coursework and research.

This is a multi-disciplinary degree program. Students will undertake research on consumer decision-making affecting the social and economic well-being of individuals and families. The goal of this program is to prepare students for the following types of job placements:

1. Tenure-track academic faculty positions, primarily in other schools of human ecology, consumer science, or related units;
2. Research administration positions in government, non-tenure academic units, nonprofit organizations, think tanks and related entities; and,
3. Applied consumer research in the public and private sectors, including market research, policy research, and consulting.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants are expected to have taken coursework in statistics equivalent to the following courses: SOC/C&E SOC 361 and SOC 362. If they have not, applicants are expected to complete these courses during their graduate degree.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding opportunities for Human Ecology graduate students are available and made possible, in large part, by generous donations to SoHE. Every year, these funds are used to fund teaching or project assistantships, award academic excellence scholarships, and provide students doing their master's or doctoral research or final MFA project with conference travel scholarships and graduate research scholarships. See more funding information for the School of Human Ecology on our program website (https://grad.humanecology.wisc.edu/an-overview-of-graduate-funding/) and enrollment requirements for funding eligibility in our handbook (https://wisc.pb.unizin.org/sohegrad/chapter/enrollment-requirements-2/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and In Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Gradaute School Breadth Requirement | Students are not required to complete a doctoral minor or graduate/professional certificate but may pursue one if they choose. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Human Ecology Courses** | | |
| INTER-HE 792 | Theories and Perspectives in Human Ecology | 2 |
| INTER-HE 793 | Research Methods | 3 |
| INTER-HE 801 | Special Topics in Human Ecology (Professional Development Seminar) | 1 |
| **Consumer Science Core Courses** | | |
| CNSR SCI 748 | The Economic Organization of the Household | 3 |
| CNSR SCI 768 | Introduction to Quantitative Methods in Social Science | 3 |
| CNSR SCI 778 | Causal Models in Household and Consumer Research | 3 |
| CNSR SCI 888 | Advanced Consumer Behavior | 3 |
| **Consumer Science Graduate Workshop** | | |
| Offered every semester. Students are encouraged to take it every semester. Students are only required to take 2 credits over the course of their program. | | 2 |
| CNSR SCI 920 | Consumer Science Graduate Workshop | |
| **Additional Consumer Science Courses** | | |
| Complete at least 3 of the courses listed for at least 9 credits. These courses are offered every 1-3 years. | | 9 |
| CNSR SCI 775 | Household Finance and Well-Being | |
| CNSR SCI 820 | Health and Financial Well-Being | |
| CNSR SCI 830 | Families and Households in Communities | |
| CNSR SCI 851 | Measuring Household and Community Well-Being | |
| CNSR SCI 852 | Advanced Consumer Policy | |
| **Policy Breadth Courses** | | |
| Complete at least 2 courses for a total of 6 credits from the list below. | | 6 |
| CNSR SCI 930 | Seminar in Family Economic Policy | |
| ECON/ POP HLTH 848 | Health Economics | |
| ECON 899 Recent Advances in Economics: Econometrics | | |
| HDFS 765 | Families & Poverty | |
| PUB AFFR/ POLI SCI/ URB R PL 874 | Policy-Making Process | |
| PUBLHLTH 792 | Public Health Policy and Politics | |
| PUB AFFR 974 | Topics in Public Affairs (Aging and Public Policy) | |
| SOC WORK 950 | PhD Proseminar (Disciplinary Perspectives on Social Policy) | |
| URB R PL/ POLI SCI/ PUB AFFR 874 | Policy-Making Process | |
| **Methods Breadth Courses** | | |
| Select 1 course from at least 4 of the following 6 areas for a total of 12 credits: research design, demography, survey design, qualitative, econometrics, and cost benefit. Additional methods areas may be reviewed and approved by the faculty advisor and the CBFE Graduate Program Committee (GPC). | | 12 |
| *Research Design* | | |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | |
| GEN BUS 740 | Experiments and Causal Methods for Business Insights | |
| R M I 660 | Risk Analytics and Behavioral Science | |
| SOC WORK/ ED PSYCH 945 | Evaluation Research | |
| *Demography* | | |
| SOC 674 | Demographic Techniques I | |
| SOC 756 | Demographic Techniques II | |
| *Survey Design* | | |
| ED PSYCH/ ELPA 827 | Surveys and Other Quantitative Data Collection Strategies | |
| SOC 751 | Survey Methods for Social Research | |
| SOC 752 | Measurement and Questionnaires for Survey Research | |
| *Qualitative Methods* | | |

| | | |
|---|---|---|
| ED PSYCH/ COUN PSY/ CURRIC/ ED POL/ELPA/ RP & SE 719 | Introduction to Qualitative Research | |
| JOURN 812 | Qualitative Communication Research Methods | |
| SOC 754 | Qualitative Research Methods in Sociology | |
| SOC/ ED POL 955 | Seminar-Qualitative Methodology | |
| SOC WORK 949 | Proseminar (Qualitative Research Methods) | |
| *Econometrics* | | |
| A A E 636 | Applied Econometric Analysis I | |
| A A E 637 | Applied Econometric Analysis II | |
| A A E 722 | Machine Learning in Applied Economic Analysis | |
| A A E 737 | Applied Econometric Analysis III | |
| ECON 703 | Mathematical Economics I | |
| ECON 709 | Economic Statistics and Econometrics I | |
| ECON 710 | Economic Statistics and Econometrics II | |
| ECON 715 | Econometric Methods | |
| ECON 717 | Applied Econometrics | |
| ECON 899 | Recent Advances in Economics (Applied Econometrics, topics in health economics, or other topics) | |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | |
| ED PSYCH 960 | Structural Equation Modeling | |
| *Cost Benefit* | | |
| POP HLTH/ I SY E 875 | Cost Effectiveness Analysis in Health and Healthcare | |
| POP HLTH/ A A E/ENVIR ST/ PUB AFFR 881 | Benefit-Cost Analysis | |
| **Research & Thesis and/or Independent Study** | | |
| Required during the fourth year only. | | 4 |
| CNSR SCI 990 | Research and Thesis | |
| CNSR SCI 999 | Independent Study | |
| **Total Credits** | | **51** |

A doctoral minor is not required for the CBFE named option. The policy and methods breadth coursework above has been approved to meet the UW-Madison Graduate School breadth requirement.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer up to 18 credits of graduate coursework taken at other institutions. Prior coursework taken at other institutions may not be used to satisfy the minimum graduate residence credit requirement. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer up to 9 University Special student credits of coursework numbered 300 or above toward the minimum degree credit requirement. These credits are not allowed to satisfy the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

The School of Human Ecology Graduate Program Handbook (https://wisc.pb.unizin.org/sohegrad/chapter/conduct-expectations/) outlines the conduct expectations and grievance process.

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The School of Human Ecology Graduate Program values the professional development of graduate students and provides financial awards to those who are invited to present at professional conferences/exhibits. The purpose of the support is to encourage participation in professional development, scholarly research, and/or creative endeavor and to help cover expenses not covered by other sources. Students may receive a maximum award of $650 for travel ($750 for international travel) to support conference participation in a single academic year. Students are encouraged to seek conference and travel funding from the Graduate School as a first step and apply for supplemental funds through SoHE as needed.

In addition, each academic department within the School of Human Ecology may offer additional professional development grant opportunities. See Programming (https://grad.wisc.edu/professional-development/#programming) and the Events Calendar (https://grad.wisc.edu/uw-events/) for the most up-to-date information on professional development opportunities.

# HUMAN ECOLOGY: DESIGN STUDIES, PHD

This is a named option within the Human Ecology PhD. (p. 1043)

Within the Design Studies Graduate Program, faculty and students investigate a wide range of subject matter and apply a variety of methods, with the common goal of understanding how design (broadly conceived) relates to, responds to, and affects our lives. The program's graduate faculty is comprised of interdisciplinary scholars, designers, scientists, and artists who mentor and assist graduate students as they build individual programs of study. The Design Studies department offers a doctoral program with the aim of preparing students for professional design careers, specialized research, college teaching, museum or archival work, community engagement, and entrepreneurial endeavors.

Students enrolled in one of the Human Ecology PhD program named options have the opportunity to earn the Human Ecology MS: Human Ecology Research (p. 1038) degree along the way to the PhD upon successful completion of coursework and research.

The Doctor of Philosophy (PhD) in Design Studies is the highest degree in the field of design research and scholarship. The program is grounded in the production of original and rigorous research. Students are encouraged to shape their own approaches as they develop mastery of the research and communication skills necessary to complete their research agendas. Through a combination of core courses, concentrations, major specializations, and minor specializations, students acquire content knowledge, theoretical foundations, and methodological approaches needed for their work. The PhD culminates in the production of a doctoral dissertation that contributes to the knowledge base in the discipline of design. Graduates of the program have demonstrated their leadership in the field of design practice and education in the U.S. and internationally.

The PhD program currently offers two areas of concentration. Within each area, students are expected to build a self-directed but highly coherent curriculum in close consultation with a major faculty advisor. The tracks are:

### Design History (DH Track) [1]

Design History seeks to understand design in its historical context, as both a process and a product. Our program defines design broadly to include architecture, interior design, industrial design, decorative arts, and other areas of material culture. The Design Studies department offers many opportunities for interdisciplinary study on the UW–Madison campus and has strong ties to other disciplines including art history and landscape architecture. Design History PhD students also have access to coursework and faculty members from allied programs, including the Material Culture Studies Certificate and the Buildings–Landscapes–Cultures Program (a

collaborative research degree offered through UW–Madison and UW–Milwaukee).

[1] These tracks are internal to the program and represent different pathways a student can follow to earn this degree. Track names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Environmental Design Research (EDR Track) [1]

Environmental Design Research addresses the interaction between people and their built, natural, and/or virtual environments with a clear goal to create environments that are sustainable and responsive to human needs. The faculty and graduates of the program have pioneered studies in environment-behavior, evidence-based design, building evaluation, sustainability, aging and environment, children's environment, environments for special population, and emerging technologies and applications of virtual reality.

While drawing from campus-wide resources, the faculty and students in EDR closely work with its allies within the School of Human Ecology, which include community psychologists, developmental psychologists, and scholars from consumer science. EDR students also have the opportunity to work with the Department of Planning and Landscape Architecture, and with the UW–Milwaukee School of Architecture and Urban Planning.

[1] These tracks are internal to the program and represent different pathways a student can follow to earn this degree. Track names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Human Ecology Graduate Program reviews applications once per year after the admissions deadline. The faculty admissions committee reviews all complete applications using holistic admissions criteria. Those selected for an interview will be contacted by email. All admitted students will be invited to attend the Human Ecology Graduate Programs Admitted Student Visit Day held each spring. For more information on the specifics on the timeline, process, and application materials, please see the Human Ecology Admissions Information (https://grad.humanecology.wisc.edu/admissions/) website.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding opportunities for Human Ecology graduate students are available and made possible, in large part, by generous donations to SoHE. Every year, these funds are used to fund teaching or project assistantships, award academic excellence scholarships, and provide students doing their master's or doctoral research or final MFA project with conference travel scholarships and graduate research scholarships. See more funding information for the School of Human Ecology on our program website (https://grad.humanecology.wisc.edu/an-overview-of-graduate-funding/) and enrollment requirements for funding eligibility in our handbook (https://wisc.pb.unizin.org/sohegrad/chapter/enrollment-requirements-2/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.30 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and In Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Students choose a pathway:

- Design History (DH)
- Design Research (DR)

These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

| Code | Title | Credits |
|---|---|---|
| **Human Ecology Core** | | |
| INTER-HE 801 | Special Topics in Human Ecology (Professional Development Seminar) | 1 |
| INTER-HE 792 | Theories and Perspectives in Human Ecology | 2 |
| **Core Courses** | | |
| Complete 3 credits of the following: | | 3 |
| DS 920 | Seminar in Design Studies (DR and DH each have their own section) | |
| *Graduate Seminar* | | |
| Complete 3 credits of the following in consultation with the faculty advisor. | | 3 |
| DS 521 | Environments of Crisis & Design (DR) | |
| DS/ LAND ARC 639 | Culture and Built Environment (DR) | |
| DS/ANTHRO/ ART HIST/ HISTORY/ LAND ARC 764 | Dimensions of Material Culture | |
| *Design Research Methods* | | |
| Complete 3 credits of the following in consultation with the faculty advisor. | | 3 |
| DS 679 | Research Methods in Design (DR) | |
| CNSR SCI 778 | Causal Models in Household and Consumer Research (DR) | |
| NURSING 803 | Quantitative Design and Methods (DR) | |
| NURSING 804 | Qualitative Design and Methods (DR) | |
| ANTHRO 909 | Research Methods and Research Design in Cultural Anthropology (DH) | |
| ART HIST/ AFROAMER 801 | Historiography, Theory and Methods in Visual Culture (DH) | |
| ENVIR ST 922 | Historical and Cultural Methods in Environmental Research (DH) | |
| *Graduate Student Instructor Course* | | |
| Complete 2 credits of the following that focus on teaching, learning, and instructional technology in consultation with the faculty advisor. | | 2 |
| INTEGSCI 660 | Research Mentor Training Practicum | |
| ELPA 662 | Expeditions in Evidence-based Teaching and Learning | |
| ELPA 663 | Capstone Seminar in Teaching and Learning | |
| ELPA 703 | Evaluating and Supporting Quality Classroom Teaching | |
| ELPA 701 | Introduction to Higher and Post-Secondary Education | |
| INTEGSCI 675 | Special Topics | |
| *Qualifying Research Project* | | |
| Complete 3 credits from following: | | 3 |
| DS 999 | Independent Study | |

| | | |
|---|---|---|
| **Breadth** | | |
| Breadth is a required component of doctoral training at UW–Madison. Students achieve breadth through a doctoral minor (distributed minor or external minor) or a graduate/professional certificate. https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/) | | 9 |
| **Research and Thesis** | | |
| Complete 10 credits from following: | | 10 |
| DS 990 | Research and Thesis | |
| or DS 999 | Independent Study | |
| **Major Area of Specialization** | | |
| Students must select 15 credits in consultation with the faculty advisor. These can be from Design Studies or other departments across campus. Design Research may consider Statistics, Computer Sciences, Educational Psychology, Human Development & Family Studies, Landscape Architecture, Nursing, Psychology, Public Health, Urban & Regional Planning and relevant area studies programs. Design History may select Anthropology, Art History, Environmental Studies, Gender & Women's Studies, History, History of Science, Library & Information Science, Landscape Architecture, Urban & Regional Planning and any relevant area studies. | | 15 |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer up to 18 credits of graduate coursework taken at other institutions or as a UW–Madison Special student. Prior coursework taken at other institutions may not be used to satisfy the minimum graduate residence credit requirement. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer a maximum of 9 University Special student credits in coursework numbered 300 or above. These credits are not allowed to satisfy the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

The School of Human Ecology Graduate Program Handbook (https://wisc.pb.unizin.org/sohegrad/chapter/conduct-expectations/) outlines the conduct expectations and grievance process.

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The School of Human Ecology Graduate Program values the professional development of graduate students and provides financial awards to those who are invited to present at professional conferences/exhibits. The purpose of the support is to encourage participation in professional development, scholarly research, and/or creative endeavor and to help cover expenses not covered by other sources. Students may receive a maximum award of $650 for travel ($750 for international travel) to support conference participation in a single academic year. Students are encouraged to seek conference and travel funding from the Graduate School as a first step and apply for supplemental funds through SoHE as needed.

In addition, each academic department within the School of Human Ecology may offer additional professional development grant opportunities. See Programming (https://grad.wisc.edu/professional-development/#programming) and the Events Calendar (https://grad.wisc.edu/uw-events/) for the most up-to-date information on professional development opportunities.

# HUMAN ECOLOGY: HUMAN DEVELOPMENT AND FAMILY STUDIES, PHD

This is a named option within the Human Ecology, PhD. (p. 1043)

Human Development and Family Studies (HDFS) offers an interdisciplinary approach to the study of families and individuals across the lifespan with an emphasis on research and its application to practice, programs, and policy.

Students enrolled in one of the Human Ecology PhD program named options have the opportunity to earn the Human Ecology MS: Human Ecology Research (p. 1038) degree along the way to the PhD upon successful completion of coursework and research.

The HDFS graduate program option is served by faculty members who are professionally active with strong records of national and international scholarship. The faculty bring the perspectives of many different disciplines to their work, including psychology, human development and family studies, sociology, education, and psychiatry. Faculty members conduct basic research to understand families and their members and applied research and outreach to promote positive outcomes in human development and family life.

Faculty and graduate students in HDFS collaborate on research and outreach-engagement projects in a wide variety of substantive areas focusing on the well-being of individuals, couples, and families. Current areas of scholarly activity focus on early childhood, couple relationships, contemplative practices, mind-body well-being, parenting, family caregiving, and vulnerable populations (e.g., incarcerated parents, children with autism, and historically under-represented groups).

Reflecting the multidisciplinary orientation of the program, faculty and students employ a wide array of methods in their work. Faculty possess expertise in areas as diverse as multilevel, longitudinal, nonlinear, and dyadic modeling; physiological measurement; program evaluation; observational methods; experimental methods; survey methodology; and community-based research. The program explicitly values both qualitative and quantitative approaches to inquiry.

Central to the mission of the program is the creation, dissemination, and application of scientific knowledge to address real-world problems and issues. Applied work of current faculty and students includes public policy education, community building, outreach education, and prevention programs. This applied work is conducted throughout the state.

There is a demand for professionals trained in research, teaching, and outreach in the areas of human development and family studies in higher education, government, and human and family service programs. Regardless of whether HDFS graduates pursue careers in academic or applied settings, they are prepared for a life of scholarship and service.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Human Ecology Graduate Program reviews applications once per year after the admissions deadline. The faculty admissions committee reviews all complete applications using holistic admissions criteria. Those selected for an interview will be contacted by email. All admitted students will be invited to attend the Human Ecology Graduate Programs Admitted Student Visit Day held each spring. For more information on the specifics on the timeline, process, and application materials, please see the Human Ecology Admissions Information (https://grad.humanecology.wisc.edu/admissions/) website.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Funding opportunities for Human Ecology graduate students are available and made possible, in large part, by generous donations to SoHE. Every year, these funds are used to fund teaching or project assistantships, award academic excellence scholarships, and provide students doing their master's or doctoral research or final MFA project with conference travel scholarships and graduate research scholarships. See more funding information for the School of Human Ecology on our program website (https://grad.humanecology.wisc.edu/an-overview-of-graduate-funding/) and enrollment requirements for funding eligibility in our handbook (https://wisc.pb.unizin.org/sohegrad/chapter/enrollment-requirements-2/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Human Ecology Courses** | | |
| INTER-HE 792 | Theories and Perspectives in Human Ecology | 2 |
| INTER-HE 793 | Research Methods | 3 |
| INTER-HE 801 | Special Topics in Human Ecology (Professional Development Seminar) | 1 |
| **Basic Theory Courses** | | |
| HDFS 761 | Childhood and the Family: Prenatal Through Pre-adolescence | 3 |
| HDFS 763 | Aging and the Family: Adolescence Through Later Life | 3 |
| HDFS 865 | Family Theory I (Survey) | 3 |
| **Content Courses** | | |
| Students must complete at least 9 credits in Human Development and Family Studies in content courses. At least 6 credits must be at 700 and above. Independent Study credits do not satisfy content course requirement. There are three main categories and examples of content courses listed below. | | 9 |
| *Family Relationships and Developmental Process* | | |
| HDFS 766 | Current Topics in Human Development and Family Studies (various topics based on faculty expertise and availability) | |
| HDFS 818 | Attachment Theory and Relationships Across the Lifespan | |
| HDFS 869 | Advanced Seminar in Family Stress and Coping | |
| *Policy and Social Determinants of Health* | | |
| HDFS 535 | A Family Perspective in Policymaking | |
| HDFS 765 | Families & Poverty | |
| HDFS 766 | Current Topics in Human Development and Family Studies (Incarceration and the Family; Children with Incarcerated Parents; other topics based on faculty expertise and availability) | |
| *Applied Scholarship* | | |
| HDFS 664 | Proseminar: Human Development and Family Studies | |
| HDFS 766 | Current Topics in Human Development and Family Studies (Professional Grant Writing Skills; Mindfulness Skills; other topics based on faculty expertise and availability) | |
| HDFS 872 | Bridging the Gap Between Research and Action | |
| HDFS/ ED PSYCH/ NURSING/ SOC WORK 880 | Prevention Science | |
| **Research Methods and Design** | | |
| Students must complete 3 additional credits in research methods and design (above and beyond INTER-HE 793 Research Methods) in consultation with the faculty advisor. | | 3 |
| **Statistics** | | |
| Students must complete at least one 3-credit, advanced level statistics course. Consult with advisor to identify a statistics course that fits with area of study. | | 3 |
| **Research & Thesis** | | |
| Students must complete the following course. | | 9 |
| HDFS 990 | Research and Thesis | |
| **Elective** | | **3** |
| **Breadth** | | |
| Breadth is a required component of doctoral training at UW–Madison. Students achieve breadth through a doctoral minor (distributed minor or external minor) or a graduate/professional certificate. https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). | | 9 |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer up to 18 credits of graduate coursework taken at other institutions. Prior coursework taken at other institutions may not be used to satisfy the minimum graduate residence credit requirement. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer up to 9 University Special student credits in coursework numbered 300 or above. These credits are not allowed to count toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or taken

to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

The School of Human Ecology Graduate Program Handbook (https://wisc.pb.unizin.org/sohegrad/chapter/conduct-expectations/) outlines the conduct expectations and grievance process.

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The School of Human Ecology Graduate Program values the professional development of graduate students and provides financial awards to those who are invited to present at professional conferences/exhibits. The purpose of the support is to encourage participation in professional development, scholarly research, and/or creative endeavor and to help cover expenses not covered by other sources. Students may receive a maximum award of $650 for travel ($750 for international travel) to support conference participation in a single academic year. Students are encouraged to seek conference and travel funding from the Graduate School as a first step and apply for supplemental funds through SoHE as needed.

In addition, each academic department within the School of Human Ecology may offer additional professional development grant opportunities. See Programming (https://grad.wisc.edu/professional-development/#programming) and the Events Calendar (https://grad.wisc.edu/uw-events/) for the most up-to-date information on professional development opportunities.

# INDUSTRIAL AND SYSTEMS ENGINEERING

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Industrial Engineering, Doctoral Minor (p. 1060)
- Industrial Engineering, MS (p. 1060)
- Industrial Engineering, PhD (p. 1080)

# INDUSTRIAL ENGINEERING, DOCTORAL MINOR

Industrial and systems engineering is an engineering discipline focusing on the design, analysis, improvement and implementation of complex systems that include humans, materials, equipment and other resources. The learning outcome of the doctoral minor is to gain general proficiency and distinctive attainment in one or more concentration areas in industrial and systems engineering, including: decision science and operations research, manufacturing production systems, health systems engineering, and human factors and ergonomics.

## ADMISSIONS

## ADMISSIONS

For admissions or additional information, please contact the ISyE coordinator at iegradadmission@engr.wisc.edu.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs (https://grad.wisc.edu/documents/change-program/). Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

### GRADE REQUIREMENTS

- A minimum GPA of 3.20 is required for coursework.
- A course with a grade of C or lower cannot be used to satisfy doctoral minor requirements.

### REQUIRED COURSES

Students must complete at least 9 credits of Industrial and Systems Engineering (I SY E (https://guide.wisc.edu/courses/i_sy_e/)) courses numbered 300 or above.

### PRIOR COURSEWORK

Students may transfer up to 3 credits from another university to satisfy minor requirements, subject to the approval of the Academic Affairs Cluster.

# INDUSTRIAL ENGINEERING, MS

The Department of Industrial and Systems Engineering offers a number of master of science (MS) degree programs in Industrial Engineering:

- Industrial Engineering:  Research, MS (p. 1068)
- Industrial Engineering:  Human Factors and Health Systems Engineering, M (p. 1062)S (https://guide.wisc.edu/graduate/industrial-systems-engineering/industrial-engineering-ms/industrial-engineering-human-factors-health-systems-engineering-ms/)
- Industrial Engineering:  Systems Engineering and Analytics, MS (p. 1074)

The Industrial Engineering MS degree with a named option in research takes approximately two years to complete. The program has a significant research component, giving students valuable hands-on research experience with mentoring by faculty in the Department of Industrial and Systems Engineering. This program may require a written thesis and defense.

The Industrial Engineering MS degree with named options in Human Factors and Health Systems Engineering as well as Systems Engineering and Analytics are considered accelerated graduate programs. Each take approximately 16 months to complete, and must be completed within two (2) calendar years. These two programs include only coursework.

All students are mentored by the world-class faculty in the industrial and systems engineering department at UW–Madison. For a list of faculty and their corresponding research interests, please visit our faculty directory (https://engineering.wisc.edu/about/faculty-and-staff-directory/?_dept_dd=industrial-systems-engineering). For more information on research areas see our page on research in Industrial and Systems Engineering (https://engineering.wisc.edu/departments/industrial-systems-engineering/research/).

## ADMISSIONS

## ADMISSIONS

Students apply to the Master of Science in Industrial Engineering through one of the named options:

- Industrial Engineering: Research, MS (https://guide.wisc.edu/graduate/industrial-systems-engineering/industrial-engineering-ms/industrial-engineering-research-ms/)
- Industrial Engineering: Human Factors and Health Systems Engineering, MS (https://guide.wisc.edu/graduate/industrial-systems-engineering/industrial-engineering-ms/industrial-engineering-human-factors-health-systems-engineering-ms/)

- Industrial Engineering: Systems Engineering and Analytics, MS (https://guide.wisc.edu/graduate/industrial-systems-engineering/industrial-engineering-ms/industrial-engineering-systems-engineering-analytics-ms/)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Tuition and funding opportunities vary according to the specific MS program. Funding information for each named option program is available on the corresponding pages:

- Industrial Engineering: Research, MS (p. 1069)
- Industrial Engineering: Human Factors and Health Systems Engineering, MS (p. 1064)
- Industrial Engineering: Systems Engineering and Analytics, MS (p. 1076)

Please note that the Human Factors and Health Systems Engineering graduate program, as well as the Systems Engineering and Analytics graduate program, are considered accelerated programs. As such, students enrolled in these programs are ineligible to receive tuition remission for graduate assistantships, per UW-Madison policy.

For more information specific to graduate assistantships within the Department of Industrial and Systems Engineering, please consult the department's graduate program handbook (https://engineering.wisc.edu/isye-grad-handbook/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of D received by a candidate in any graduate course will not be counted as satisfying degree requirements. These grades will, however, be counted in the graduate GPA. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Select a Named Option (p. 1061) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Industrial Engineering must select one of the following named options:

View as listView as grid

- **INDUSTRIAL ENGINEERING: HUMAN FACTORS AND HEALTH SYSTEMS ENGINEERING, MS (P. 1062)**
- **INDUSTRIAL ENGINEERING: RESEARCH, MS (P. 1068)**
- **INDUSTRIAL ENGINEERING: SYSTEMS ENGINEERING AND ANALYTICS, MS (P. 1074)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Industrial Engineering: Research, MS (https://guide.wisc.edu/graduate/industrial-systems-engineering/industrial-engineering-ms/industrial-engineering-research-ms/)
- Industrial Engineering: Human Factors and Health Systems Engineering, MS (https://guide.wisc.edu/graduate/industrial-systems-engineering/industrial-engineering-ms/industrial-engineering-human-factors-health-systems-engineering-ms/)
- Industrial Engineering: Systems Engineering and Analytics, MS (https://guide.wisc.edu/graduate/industrial-systems-engineering/

industrial-engineering-ms/industrial-engineering-systems-engineering-analytics-ms/)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

#### The Individual Development Pl (https://grad.wisc.edu/pd/idp/)an (https://grad.wisc.edu/pd/idp/)

An Individual Development Plan helps with self-assessment, planning, and communication:

- An IDP can help you communicate your professional development and career planning needs and intentions to others including your mentor, which can lead to helpful advice and resources.
- You can use the IDP to make sure you and your mentor's expectations are clearly outlined and in agreement so that there are no big surprises, particularly at the end of your training.
- The current job market is challenging and research has shown that individuals who perform structured career planning achieve greater career success and satisfaction.

The onus to engage in the IDP process is on you – although your mentor, PI, or others may encourage and support you in doing so. The IDP itself remains private to you, and you choose which parts to share with which mentors. Through the IDP process, you may decide to identify various mentors to whom you can go for expertise and advice.

#### Engineering Career Services (https://ecs.wisc.edu/)

Julie Rae, Assistant Director for Graduate Student Career Services

Graduate students in all Engineering programs

- Resumes & Cover Letters: https://ecs.wisc.edu/students/resumes-and-cover-letters/
- Job Search Strategies
- Job Offers & Negotiation: https://ecs.wisc.edu/students/offers-and-negotiation/
- CPT for Graduate Students: https://ecs.wisc.edu/students/co-op-and-internship/
- Student appointments: Click here (http://go.wisc.edu/ecs-grad-appt/) to schedule an appointment with ECS.

Employer Recruitment List for Industrial Engineering Students: https://ecs.wiscweb.wisc.edu/wp-content/uploads/sites/86/2017/03/IE-Employer-Recruitment-List-17-18.pdf

#### UW Writing Ce (http://writing.wisc.edu/)nter (http://writing.wisc.edu/)

**Location:** 6171 Helen C. White Hall

**Phone:** (608) 263-1992

The UW Writing Center provides free face-to-face and online consultations that focus on a number of different writing scenarios (i.e. drafts of course papers, resumes, reports, application essays, cover letters, theses, etc.). Writing Center instructors will not edit or proofread papers; instead, their goal is to teach students to edit and proofread on their own in order to become better, more confident writers.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in industrial and systems engineering including areas such as decision science and operations research, quality engineering, manufacturing and health systems, and/or human factors.
2. Identifies sources and assembles evidence pertaining to questions or challenges in industrial and systems engineering.
3. Demonstrates understanding of the industrial and systems engineering field of study in a historical, social, or global context.
4. Selects and/or utilizes the most appropriate industrial and systems engineering methodologies and practices.
5. Evaluates or synthesizes information pertaining to questions or challenges in industrial and systems engineering.
6. Communicates clearly in ways appropriate to industrial and systems engineering.
7. Recognizes and applies principles of ethical and professional conduct.

# INDUSTRIAL ENGINEERING: HUMAN FACTORS AND HEALTH SYSTEMS ENGINEERING, MS

This is a named option course-based program within the Industrial and Systems Engineering MS (p. 1060).

By examining, designing, testing, and evaluating products, environments, and how people interact with them, Human Factors and Health Systems Engineering (https://pdc.wisc.edu/degrees/human-factors-health-systems-engineering/) professionals can create productive, safe, and satisfying environments for humans, and apply industrial and systems engineering tools and approaches to specific health care problems.

# IS THIS PROGRAM RIGHT FOR YOU?

The demand for engineers who can combine a concern for the human component with traditional engineering principles is great. The Human Factors and Health Systems Engineering program provides students content from physical ergonomics, cognitive ergonomics, macroergonomics, and broad issues in health care, including long-term care, prevention, quality improvement, health care financing, and system evaluation.

This program considers human reliability, psychomotor capabilities, and human characteristics in equipment, as an important aspect of equipment design is human-computer interaction. Engineers are concerned with the complex physical relationships between people, machines, job demands, and work methods, design, work quality, and assessment of skill. Also

important are organizational issues such as management approaches, job design, participative problem solving, psychological stress, job satisfaction, performance effectiveness, product/service quality, and quality of work life.

Effective model building requires strong systems analysis skills. While skill in manipulating statistical and mathematical models is essential to an industrial engineer's success, the health systems engineer must also be able to initiate resolutions to strategic problems using knowledge of how organizational decisions are made.

See the Learning Outcomes (p. 1062) for this program.

If you have questions, please contact COE Grad Admissions at iegradadmission@engr.wisc.edu; Subject Line: IE Grad Admissions and I Sy E. Seniors please contact Pam Peterson, prpeterson@wisc.edu. (prpeterson@wisc.edu)

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: (https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/)/ |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## DEADLINES

Please submit all application materials by the fall deadline to ensure full review of your application. Applications submitted after the fall deadline through March 15 will be reviewed if complete and will be considered for admission by the department if space is available. To check if space is available, please email: iegradadmission@engr.wisc.edu. (iegradadmission@engr.wisc.edu)

## ADMISSION

Applicants must first meet all of the requirements of the Graduate School (https://grad.wisc.edu/admissions/requirements/).

- Applicants must also meet department specific requirements as outlined below:
  - BS degree in engineering or related area or equivalent
  - Mathematical Statistics Course (for example, STAT 312 Introduction to Theory and Methods of Mathematical Statistics II or I SY E 210 Introduction to Industrial Statistics)
  - International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- The Graduate Record Examination (GRE) is not required for this master's program. If GRE scores are submitted, they will not be used in admission decisions.

### UW-Madison Student Applicants Only

UW–Madison undergraduate students applying to this program must submit an unofficial UW transcript.

### UW-Madison Industrial and Systems Engineering (I SY E) Student Applicants Only

**Three letters of recommendation are NOT required for students completing their Industrial Engineering bachelor's degree at UW**. Please note that the application system will still require you to list three individuals as recommenders. You are welcome to list Sinan Tas, Pam Peterson, and Amanda Smith to bypass this requirement.

## HOW TO APPLY

1. **Fill out an online application (https://grad.wisc.edu/apply/) through the Graduate School website. (https://grad.wisc.edu/admissions/faq/)**
2. **List three recommenders and their contact information as part of the online application.** An email will be sent to the recommender, asking that they submit their letter online using the Graduate School's recommendation form. Applicants can log back into their online application to re-send the email request if the recommender loses the email. Letters of recommendation must be submitted electronically.
3. **Submit a Statement of Purpose (https://grad.wisc.edu/prospective/prepare/statement/) with your online application.** In this document, applicants should explain why they want to pursue further education in Industrial and Systems Engineering.
4. **English Proficiency Exam Information:**
   a. All international degree-seeking applicants are required to provide proof of English proficiency.
   b. For more information, visit the the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/)page. Note that exam information must be valid at the start date of the the semester that you are applying for (nonexpired).
5. **GRE Exam Information: (https://www.ets.org/gre/)** The Industrial Engineering graduate program does not require the GRE for this program. If GRE scores are submitted, they will not be used in admission decisions.
6. **Electronically submit one copy of your unofficial transcript with your application.**
   a. Unofficial copies of transcripts are used for departmental review.
   b. When the department recommends an applicant for admission, they will receive an email from the Graduate School requesting official transcripts that will include instructions on how to submit.

   c. Do not send transcripts or any other application materials to gradadmission@engr.wisc.edu.
7. **Upload your resume in your application**.
8. **Pay the Application Fee:** Information about the application fee may be found in the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ). Fee grants are available through the conditions outlined by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

Do not send materials/documents to the department or Graduate School until you are recommended for admission. All documents should be uploaded with your application.

## QUESTIONS

Check out the Admissions FAQ (https://grad.wisc.edu/apply/) or contact us at iegradadmission@engr.wisc.edu.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Tuition information for this program is available here (https://pdc.wisc.edu/degrees/human-factors-health-systems-engineering/). Beginning in the fall semester of 2021, resident and resident reciprocity students are eligible for a tuition scholarship. Details here (https://engineering.wisc.edu/wp-content/uploads/2022/05/Masters-Program-Tuition-CreditFall2021.pdf).

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## ADDITIONAL RESOURCES

### Federal Loans

Students who are U.S. citizens or permanent residents may be eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the fall and spring semesters and two credits during summer. Private loans are also available. Learn more about UW (https://financialaid.wisc.edu)–Madison financial aid here. (https://financialaid.wisc.edu)

### International Student Services Funding and Scholarships

For information on international student funding and scholarships, visit the ISS website. (https://iss.wisc.edu/students/new-students/funding-scholarships/)

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of D received by a candidate in any graduate course will not be counted as satisfying degree requirements. These grades will, however, be counted in the graduate GPA. |
| Assessments and Examinations | None. |

| | |
|---|---|
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Industrial and Systems Engineering (I SY E)** [1] | | |
| Students must complete at least 18 credits in the Industrial and Systems Engineering Department. | | 18 |
| **Electives** | | |
| Electives are chosen in consultation with advisor. | | 12 |
| **Optional Experiential Courses** | | |
| At most, 6 credits total from independent study, research, and internship / co-op courses may be applied towards the degree. | | 0-6 |
| I SY E 699 | Advanced Independent Study | |
| I SY E 790 | Master's Research and Thesis | |
| I SY E 702 | Graduate Cooperative Education Program | |
| **Total Credits** | | **30** |

[1] All credits must be from coursework numbered 300 or higher. Up to 6 credits of coursework numbered 300 to 399 may satisfy degree requirements.

### Fall Potential Courses

| Code | Title | Credits |
|---|---|---|
| I SY E 313 | Engineering Economic Analysis | 3 |
| I SY E/PSYCH 349 | Introduction to Human Factors | 3 |
| I SY E 417 | Health Systems Engineering | 3 |
| I SY E/M E 512 | Inspection, Quality Control and Reliability | 3 |
| I SY E 515 | Engineering Management of Continuous Process Improvement | 3 |
| I SY E 517 | Decision Making in Health Care | 3 |
| I SY E/PSYCH 549 | Human Factors Engineering | 3 |
| I SY E 601 | Special Topics in Industrial Engineering | 1-3 |
| I SY E 602 | Special Topics in Human Factors | 3 |
| I SY E 606 | Special Topics in Healthcare Systems Engineering | 1-3 |
| I SY E 649 | Interactive Data Analytics | 3 |
| I SY E 699 | Advanced Independent Study | 1-5 |

### Spring Potential Courses

| Code | Title | Credits |
|---|---|---|
| I SY E 313 | Engineering Economic Analysis | 3 |
| I SY E/PSYCH 349 | Introduction to Human Factors | 3 |
| I SY E 417 | Health Systems Engineering | 3 |
| I SY E/M E 512 | Inspection, Quality Control and Reliability | 3 |
| I SY E 555 | Human Performance and Accident Causation | 3 |
| I SY E 562 | Human Factors of Data Science and Machine Learning | 3 |
| I SY E/B M E 564 | Occupational Ergonomics and Biomechanics | 3 |
| I SY E 575 | Introduction to Quality Engineering | 3 |
| I SY E 601 | Special Topics in Industrial Engineering | 1-3 |
| I SY E 602 | Special Topics in Human Factors | 3 |
| I SY E 606 | Special Topics in Healthcare Systems Engineering | 1-3 |
| I SY E/B M E 662 | Design and Human Disability and Aging | 3 |

### Summer Potential Courses

| Code | Title | Credits |
|---|---|---|
| I SY E 313 | Engineering Economic Analysis | 3 |
| I SY E/PSYCH 349 | Introduction to Human Factors | 3 |
| I SY E 516 | Introduction to Decision Analysis | 3 |
| I SY E 575 | Introduction to Quality Engineering | 3 |
| I SY E 601 | Special Topics in Industrial Engineering | 1-3 |
| I SY E 602 | Special Topics in Human Factors | 3 |
| I SY E 606 | Special Topics in Healthcare Systems Engineering | 1-3 |
| I SY E 699 | Advanced Independent Study | 1-5 |
| I SY E 702 | Graduate Cooperative Education Program | 1-2 |

### Other Department Suggested Courses

| Code | Title | Credits |
|---|---|---|
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH/ I SY E 875 | Cost Effectiveness Analysis in Health and Healthcare | 3 |
| POP HLTH 876 | Measuring Health Outcomes | 3 |
| OTM 451 | Service Operations Management | 3 |
| OTM 753 | Healthcare Operations Management | 3 |
| OTM 770 | Sustainable Approaches to System Improvement | 4 |
| B M I 773 | Clinical Research Informatics | 3 |
| B M I/ COMP SCI 576 | Introduction to Bioinformatics | 3 |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | 3 |
| COMP SCI/ ED PSYCH/ PSYCH 770 | Human-Computer Interaction | 3 |
| E M A 601 | Special Topics in Engineering Mechanics | 1-3 |
| M H R 412 | Management Consulting | 3 |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval.

Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 9 credits of graduate course work taken in a graduate program from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

UW-Madison students completing their bachelor's degree in the Industrial and Systems Engineering department may transfer up to 6 credits of coursework numbered 300 or above toward the degree with prior program approval. Undergraduate credits earned at other institutions may transfer. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Per Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy, every graduate student MUST have a faculty advisor. Students in this program will be advised by the department's Director of Professional Masters Programs. The advisor provides the graduate student with academic guidance regarding their course selection and research oversight in their thesis or project. Graduate students should always seek advice from their advisor and other faculty in their interest area prior to enrolling for courses.

## CREDITS PER TERM ALLOWED

Enrollment of 12 credits is highly recommended.

## TIME LIMITS

This program is designed to be completed in 16 months. Students who have an undergraduate degree from UW-Madison can typically complete the program in 12 months. Internship / CPT work program experience is an optional component to this degree. The ISyE department does not guarantee availability of internship positions. The program must be completed within 24 months.

The student is required to meet their academic advisor during their first semester to discuss and obtain approval of the course plan for the remainder of their program. In situations where the student cannot finish the program in 24 months due to exceptional circumstances, the exception must be requested by the student and approved by the student's academic advisor and the academic affairs committee.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures: Industrial and Systems Engineering

If a graduate student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Student's concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc). Many departments and schools/colleges have

established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information, see the College of Engineering Policies and Procedures (https://engineering.wisc.edu/report-an-incident/academic-grievances-and-complaints/). The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

Procedures for handling graduate student grievances against ISyE faculty, staff, or students:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Affairs, to discuss the grievance. The Associate Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/).
3. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor, which may be either the Associate Chair for Graduate Affairs or the Department Chair, as chosen by the student. The grievance should be submitted in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, the Grievance Advisor will form a faculty committee that will review the complaint and gather further information as necessary from the filer of the complaint and other parties involved (including the party toward whom the complaint is directed).
5. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal to the College of Engineering Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu). Either party has 10 working days to file a written appeal to the School/College.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.
8. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School Academic Policies and Procedures - Grievances & Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

## OTHER

### Policies on Program Transfer

- It is not allowed to transfer between the Human Factors and Health Systems Engineering and MSIE research-option programs.
- If a student currently in another graduate program wants to transfer to the course option MSIE they should follow the general application procedure for the course option MSIE program along with submitting an Add/Change of Program, Plan or Named Option Request online through the Graduate School.

### Graduate Assistant Positions

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

### Continuing to the PhD Program

- Admission and successful completion of the MS program does not imply admittance to the PhD program. Students wishing to take the PhD qualifying exam must first be admitted to the PhD program.
- MS students wishing to continue to the PhD program must have their admission to the PhD program recommended by an Industrial and Systems Engineering faculty member with tenure home in Industrial and Systems Engineering who is willing to serve as the student's PhD advisor. The admission of such students will then be evaluated by the associate chair for graduate affairs or admissions committee using the same evaluation process as for all PhD program applicants.
- To apply to the PhD program, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the program for which you are applying.

For additional information, please contact iegradadmission@engr.wisc.edu.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### The Individual Development (https://grad.wisc.edu/pd/idp/)Plan (https://grad.wisc.edu/pd/idp/)

An Individual Development Plan helps with self-assessment, planning, and communication:

- An IDP can help you communicate your professional development and career planning needs and intentions to others including your mentor, which can lead to helpful advice and resources.
- You can use the IDP to make sure you and your mentor's expectations are clearly outlined and in agreement so that there are no big surprises, particularly at the end of your training.
- The current job market is challenging and research has shown that individuals who perform structured career planning achieve greater career success and satisfaction.

The onus to engage in the IDP process is on you – although your mentor, PI, or others may encourage and support you in doing so. The IDP itself remains private to you, and you choose which parts to share with which mentors. Through the IDP process, you may decide to identify various mentors to whom you can go for expertise and advice.

### Engineering Career Services (https://ecs.wisc.edu/)

Julie Rae, Assistant Director for Graduate Student Career Services

Graduate students in all Engineering programs

- Resumes & Cover Letters: https://ecs.wisc.edu/students/resumes-and-cover-letters/
- Job Search Strategies
- Job Offers & Negotiation: https://ecs.wisc.edu/students/offers-and-negotiation/
- CPT for Graduate Students: https://ecs.wisc.edu/students/co-op-and-internship/
- Student appointments: Click here (http://go.wisc.edu/ecs-grad-appt/) to schedule an appointment with ECS.

Employer Recruitment List for Industrial Engineering Students: https://ecs.wiscweb.wisc.edu/wp-content/uploads/sites/86/2017/03/IE-Employer-Recruitment-List-17-18.pdf.

### UW Writing Ce (http://writing.wisc.edu/)nter (http://writing.wisc.edu/)

**Location:** 6171 Helen C. White Hall

**Phone:** (608) 263-1992

The UW Writing Center provides free face-to-face and online consultations that focus on a number of different writing scenarios (i.e. drafts of course papers, resumes, reports, application essays, cover letters, theses, etc.). Writing Center instructors will not edit or proofread papers; instead, their goal is to teach students to edit and proofread on their own in order to become better, more confident writers.

# INDUSTRIAL ENGINEERING: RESEARCH, MS

This is a named option within the Industrial Engineering MS (p. 1060).

The Department of Industrial and Systems Engineering offers this Master of Science (MS) industrial engineering degree with a named option in Research. This degree program takes approximately two years to complete. This program has a significant research component, giving students valuable hands-on research experience with mentoring by faculty in the Department of Industrial and Systems Engineering.

The Department of Industrial and Systems Engineering focuses on four main research areas:

- Operations Research, Optimization, and Analytics (https://engineering.wisc.edu/departments/industrial-systems-engineering/research/operations-research-optimization-and-analytics/)
- Health Systems Engineering (https://engineering.wisc.edu/departments/industrial-systems-engineering/research/health-systems-engineering/)
- Human Factors and Ergonomics (https://engineering.wisc.edu/departments/industrial-systems-engineering/research/human-factors-and-ergonomics/)
- Advanced Manufacturing and Industrial AI (https://engineering.wisc.edu/departments/industrial-systems-engineering/research/advanced-manufacturing-and-production-systems/)

All students are mentored by the world-class faculty in the industrial and systems engineering department at UW–Madison. For a list of industrial and systems engineering faculty along with faculty research interests, please visit our faculty directory. (https://directory.engr.wisc.edu/ie/faculty/) For more information on research areas see our page on research in Industrial and Systems Engineering (https://engineering.wisc.edu/departments/industrial-systems-engineering/research/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit for the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: (https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/)/ |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

*See application steps below.

**NOTE: These admissions requirements are only relevant for the MS-Industrial Engineering-Research named option**. You can find the admissions requirements for the Human Factors and Health Systems (p. 1063) and the Systems Engineering and Analytics (p. 1075) named options on their respective pages.

This program offers admitted applicants extraordinary opportunities to pursue a course of study that is customized to the student's interests and ambitions, under the auspices of the foremost experts in their field, in one of the top-ranked industrial and systems engineering departments.

The flexible graduate curricula enable admitted applicants to tailor their degree program to suit their particular needs and career objectives. Concentration areas in industrial and systems engineering includes: Operations Research/Optimization/and Analytics, Health Systems Engineering, Human Factors and Ergonomics, Advanced Manufacturing, and Industrial AI Engineering. Admitted applicants also have opportunities to take graduate courses in any other departments at UW–Madison, which has a comprehensive set of top-ranked graduate and professional programs.

## APPLICATION REQUIREMENTS

Application deadlines are strictly enforced and ALL application materials including transcripts, English proficiency scores MUST be included and submitted by the application deadline.

*Please note our office does not provide feedback to applications as to their potential for admission—please review both the department and Graduate School requirements for admission, and if you feel you meet the necessary criteria for applying, please do so.

1. Applicants must first meet all of the requirements of the Graduate School (https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements).
2. Applicants must also meet department specific requirements as outlined below:
   - Bachelor's degree or equivalent
   - Mathematical Statistics course (for example STAT 312)
   - Computer Programming course
   - Three introductory courses in Industrial Engineering, such as: I SY E 313, I SY E 315, I SY E 320, I SY E 323, I SY E/PSYCH 349, I SY E 415, I SY E 417

**Note:** Depending on applicant background, applicants may be deficient in up to two prerequisite courses.

## APPLICATION STEPS

1. Fill out an online application (https://grad.wisc.edu/apply/) through the Graduate School website. (https://grad.wisc.edu/admissions/faq/)
2. **List three recommenders and their contact information as part of the online application.** An email will be sent to the recommender, asking that they submit their letter online using the Graduate School's recommendation form. Applicants can log back into their online application to re-send the email request if the recommender loses the email. Letters of recommendation must be submitted electronically.
3. **Submit a Statement of Purpose (https://grad.wisc.edu/prospective/prepare/statement/) with your online application.** In this document, applicants should explain why they want to pursue further education in ISyE and discuss which UW faculty members they would be interested in doing research with during their graduate study.
4. **Submit English Proficiency Scores:**
   a. All international degree-seeking applicants are required to provide proof of English proficiency.
   b. For more information, visit the the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/)page. Note that exam information must be valid at the start date of the the semester that you are applying for (nonexpired).
5. **Submit GRE Exam Information (https://www.ets.org/gre/) ***
   a. **GRE required if applying for Spring 2027 or Summer 2027 PhD program start.** There are no specific scoring guidelines for the exam as the GRE is only one part of consideration for admission into the program. GRE exam information must be valid at start date of the semester that you are applying for (nonexpired). Please visit here (https://www.ets.org/gre/) for more information on taking the GRE exam. **Please note:** Applicants should plan to take their exam by **December 1** to allow scores to be sent and processed.
   b. **Starting Fall 2027 term**, GRE exam will be considered if available but no longer be required for admission consideration.
6. **Electronically submit one copy of your unofficial transcript with your application.**
   a. Unofficial copies of transcripts are used for departmental review.
   b. When the department recommends an applicant for admission, they will receive an email from the Graduate School requesting official transcripts that will include instructions on how to submit.
   c. Do not send transcripts or any other application materials to gradadmission@engr.wisc.edu.
7. **Upload your resume in your application**.
8. **Pay the Application Fee:** Submission must be accompanied by the one-time application fee. It is non-refundable and can be paid by credit card (Master Card or VISA) or debit/ATM. By state law, this fee can only be waived or deferred through the conditions outlined here by the Graduate School. (https://grad.wisc.edu/apply/fee-grant/)

Do not send materials/documents to the Industrial and Systems Engineering (I SY E) Department or Graduate School until you are recommended for admissions. All documents should be uploaded with your application.

## QUESTIONS

Check out the Admissions FAQ (https://grad.wisc.edu/apply/) or contact us at iegradadmission@engr.wisc.edu.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### Graduate Assistantships

For information specific to graduate assistantships within the Department of Industrial and Systems Engineering, please consult the department's graduate program handbook (https://engineering.wisc.edu/isye-grad-handbook/).

### Financial Assistance

If you choose to attend UW–Madison and plan to pursue funding on your own, the following sites could be very helpful:

- Graduate School Funding Resources (https://grad.wisc.edu/studentfunding/prospective/)

- Graduate School Costs and Funding (https://grad.wisc.edu/studentfunding/currentstudents/)

## ADDITIONAL RESOURCES

### Federal Loans

Students who are U.S. citizens or permanent residents may be eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the fall and spring semesters and two credits during the summer. Private loans are also available. Learn more about UW (https://financialaid.wisc.edu)–Madison financial aid here. (https://financialaid.wisc.edu)

International Student Services Funding and Scholarships

For information on international student funding and scholarships, visit the ISS website. (https://iss.wisc.edu/students/new-students/funding-scholarships/)

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of D received by a candidate in any graduate course will not be counted as satisfying degree requirements. These grades will, however, be counted in the graduate GPA. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| I SY E courses [1] | | 18 |
| I SY E 790<br>or I SY E 890 | Master's Research and Thesis<br>Pre-Dissertator's Research | 3-6 |
| Electives with advisor approval | | 6-9 |
| **Total Credits** | | **30** |

[1] I SY E 699 Advanced Independent Study may not be used to satisfy degree credit requirements. Students may apply up to 3 credits of I SY E 702 Graduate Cooperative Education Program towards credit requirements.

Students may choose to specialize in one of the below research areas. The program recommends working with your faculty advisors to answer any questions and to form a plan of study.

### Operations Research, Optimization, and Analytics [1]

| Code | Title | Credits |
|---|---|---|
| **Highly Recommended Courses** | | |
| I SY E 516 | Introduction to Decision Analysis | 3 |
| I SY E/COMP SCI/ E C E 524 | Introduction to Optimization | 3 |
| I SY E/COMP SCI/ MATH/STAT 525 | Linear Optimization | 3 |
| I SY E 620 | Simulation Modeling and Analysis | 3 |
| I SY E 623 | Advanced Optimization Modeling | 3 |
| I SY E 624 | Stochastic Modeling Techniques | 3 |

| Code | Title | Credits |
|---|---|---|
| **Other Suggested Courses** | | |
| I SY E 412 | Fundamentals of Industrial Data Analytics | 3 |
| I SY E/COMP SCI/ MATH 425 | Introduction to Combinatorial Optimization | 3 |

| | | |
|---|---|---|
| I SY E/M E 512 | Inspection, Quality Control and Reliability | 3 |
| I SY E 517 | Decision Making in Health Care | 3 |
| I SY E 575 | Introduction to Quality Engineering | 3 |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research | 1-3 |
| I SY E 604 | Special Topics in Manufacturing and Supply Chain Management | 1-3 |
| I SY E 612 | Information Sensing and Analysis for Manufacturing Processes | 3 |
| I SY E/MATH/OTM/ STAT 632 | Introduction to Stochastic Processes | 3 |
| I SY E 645 | Engineering Models for Supply Chains | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Health Systems Engineering [1]

| Code | Title | Credits |
|---|---|---|
| **Highly Recommended Courses** | | |
| I SY E 417 | Health Systems Engineering | 3 |
| I SY E 517 | Decision Making in Health Care | 3 |
| I SY E 606 | Special Topics in Healthcare Systems Engineering | 1-3 |

| Code | Title | Credits |
|---|---|---|
| **Other Suggested Courses** | | |
| I SY E 412 | Fundamentals of Industrial Data Analytics | 3 |
| I SY E 515 | Engineering Management of Continuous Process Improvement | 3 |
| I SY E 516 | Introduction to Decision Analysis | 3 |
| I SY E 555 | Human Performance and Accident Causation | 3 |
| I SY E 575 | Introduction to Quality Engineering | 3 |
| I SY E 601 | Special Topics in Industrial Engineering | 1-3 |
| I SY E 602 | Special Topics in Human Factors [2] | 3 |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research | 1-3 |
| I SY E 620 | Simulation Modeling and Analysis | 3 |
| I SY E 624 | Stochastic Modeling Techniques | 3 |
| I SY E/M H R 729 | Behavioral Analysis of Management Decision Making | 3 |
| I SY E/ POP HLTH 875 | Cost Effectiveness Analysis in Health and Healthcare | 3 |
| B M I/ COMP SCI 576 | Introduction to Bioinformatics | 3 |
| B M I 773 | Clinical Research Informatics | 3 |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | 3 |
| OTM 753 | Healthcare Operations Management | 3 |
| ED PSYCH 711 | Current Topics in Educational Psychology | 1-3 |
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 876 | Measuring Health Outcomes | 3 |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | 4 |
| PSYCH 710 | Design and Analysis of Psychological Experiments II | 4 |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | 4 |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Topics vary for this course. Obtain advance approval from your faculty advisor.

## Human Factors and Ergonomics [1]

| Code | Title | Credits |
|---|---|---|
| **Highly Recommended Courses** | | |
| I SY E/COMP SCI/ DS 518 | Wearable Technology | 3 |
| I SY E/PSYCH 549 | Human Factors Engineering | 3 |
| I SY E 552 | Human Factors Engineering Design and Evaluation | 3 |
| I SY E 555 | Human Performance and Accident Causation | 3 |
| I SY E 562 | Human Factors of Data Science and Machine Learning | 3 |
| I SY E/B M E 564 | Occupational Ergonomics and Biomechanics | 3 |
| I SY E 601 | Special Topics in Industrial Engineering [2] | 1-3 |
| I SY E 602 | Special Topics in Human Factors | 3 |
| I SY E/B M E 662 | Design and Human Disability and Aging | 3 |
| I SY E 699 | Advanced Independent Study | 1-5 |
| I SY E/PSYCH 854 | Special Topics in Organization Design | 1-3 |
| I SY E/PSYCH 859 | Special Topics in Human Factors Engineering | 1-3 |
| I SY E 961 | Graduate Seminar in Industrial Engineering | 1-3 |
| CIV ENGR 679 | Special Topics in Transportation and City Planning | 3 |

Various courses count as "Tools and Methods." The HFE faculty group updates the list of "Tools and Methods" courses and advisors decide which set of courses are appropriate for each student. The following are categories of "Tools and Methods": Research Methods, Statistics, Qualitative Research, Biomechanics Methods, and Psychology. Students can work with their faculty advisor for non-I SY E course work.

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.
[2] Topics vary for this course. Obtain advance approval from your faculty advisor.

### Advanced Manufacturing and Industrial AI [1]

| Code | Title | Credits |
|---|---|---|
| **Highly Recommended Courses** | | |
| I SY E 412 | Fundamentals of Industrial Data Analytics | 3 |
| I SY E 415 | Introduction to Manufacturing Systems, Design and Analysis | 3 |
| I SY E/M E 510 | Facilities Planning | 3 |
| I SY E/M E 512 | Inspection, Quality Control and Reliability | 3 |
| I SY E 515 | Engineering Management of Continuous Process Improvement | 3 |
| I SY E 575 | Introduction to Quality Engineering | 3 |
| I SY E 601 | Special Topics in Industrial Engineering [2] | 1-3 |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research | 1-3 |
| I SY E 604 | Special Topics in Manufacturing and Supply Chain Management | 1-3 |
| I SY E 605 | Computer Integrated Manufacturing | 3 |
| I SY E 612 | Information Sensing and Analysis for Manufacturing Processes | 3 |
| I SY E/M E 641 | Design and Analysis of Manufacturing Systems | 3 |
| I SY E 645 | Engineering Models for Supply Chains | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.
[2] Topics vary for this course. Obtain advance approval from your faculty advisor.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students in the MS Research program may transfer no more than 9 credits of their previous graduate program from other institutions upon the approval of his/her academic advisor and the associate chair for graduate studies per ISyE Department policy 16.1 (4.9). The transferred credits must have been taken less than 10 years prior to admission to the MS Research program per ISyE Department policy 16.2 (4.6).

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Credits are not allowed for the graduate residence credit requirement, but students can transfer up to 6 credits from another institution or numbered 300 or above from the undergraduate career completed at UW-Madison toward the graduate degree credit requirement. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. The 50% graduate coursework requirement can only be met by courses numbered 700 or above. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Per the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy, every graduate student MUST have a faculty advisor. Graduate students should always seek advice from their advisor and other faculty in their interest area prior to enrolling for courses.

If pursuing a thesis option, students should discuss forming a committee with their advisor, if needed. Refer to the Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policy.

Changing advisors during the graduate program may be necessary due to changes in a student's interests or changes in the funding sources for their support. Students should discuss an advisor change with the faculty in their interest area and request a change of advisor with the Industrial and Systems Engineering (ISyE) Graduate Advisor in the Graduate Student Services in first floor Wendt Commons.

## CREDITS PER TERM ALLOWED

Enrollment of 12 credits or less recommended. (Full time status considered 8-12 credits).

## TIME LIMITS

Research-option MS students are expected to complete all degree requirements and graduate within **four semesters** in academic year of full-time enrollment. With student's advisor approval, students are allowed for up to one additional semester (a total of five semesters) to complete their research or thesis work. Extensions beyond five semesters will be considered only on a case-by-case basis, and must be approved by both the student's advisor and the academic affairs committee.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures: Industrial and Systems Engineering

If a graduate student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Student's concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information, see the College of Engineering Policies and Procedures (https://www.engr.wisc.edu/academics/student-services/academic-advising/policies-and-procedures/). The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

Procedures for handling graduate student grievances against ISyE faculty, staff, or students:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Affairs, to discuss the grievance. The Associate Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/).
3. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor, which may be either the Associate Chair for Graduate Affairs or the Department Chair, as chosen by the student. The grievance should be submitted in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, the Grievance Advisor will form a faculty committee that will review the complaint and gather further information as necessary from the filer of the complaint and other parties involved (including the party toward whom the complaint is directed).
5. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal to the College of Engineering Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu). Either party has 10 working days to file a written appeal to the School/College.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School Academic Policies and Procedures - Grievances & Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

## OTHER

Continuing to the PhD Program:

- Admission and successful completion of the MS program does not imply admittance to the PhD program. Students wishing to take the PhD qualifying exam must first be admitted to the PhD program.
- MS-Industrial and Systems Engineering, Research named option students wishing to continue to the PhD program must have their admission to the PhD program recommended by an Industrial and Systems Engineering faculty member with tenure home in the department who is willing to serve as the student's PhD advisor. The admission of such students will then be evaluated by the associate chair for graduate affairs or admissions committee using the same evaluation process as for all PhD program applicants.
- To apply to the PhD program, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the program for which you are applying.

For additional information, please contact iegradadmission@engr.wisc.edu.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### The Individual Development PI (https://grad.wisc.edu/pd/idp/)an (https://grad.wisc.edu/pd/idp/)

An Individual Development Plan helps with self-assessment, planning, and communication:

- An IDP can help you communicate your professional development and career planning needs and intentions to others including your mentor, which can lead to helpful advice and resources.
- You can use the IDP to make sure you and your mentor's expectations are clearly outlined and in agreement so that there are no big surprises, particularly at the end of your training.
- The current job market is challenging and research has shown that individuals who perform structured career planning achieve greater career success and satisfaction.

The onus to engage in the IDP process is on you – although your mentor, PI, or others may encourage and support you in doing so. The IDP itself remains private to you, and you choose which parts to share with which mentors. Through the IDP process, you may decide to identify various mentors to whom you can go for expertise and advice.

### Engineering Career Services (https://ecs.wisc.edu/)

Julie Rae, Assistant Director for Graduate Student Career Services

Graduate students in all Engineering programs

- Resumes & Cover Letters: https://ecs.wisc.edu/students/resumes-and-cover-letters/
- Job Search Strategies
- Job Offers & Negotiation: https://ecs.wisc.edu/students/offers-and-negotiation/
- CPT for Graduate Students: https://ecs.wisc.edu/students/co-op-and-internship/
- Student appointments: Click here (http://go.wisc.edu/ecs-grad-appt/) to schedule an appointment with ECS.

Employer Recruitment List for Industrial Engineering Students: https://ecs.wiscweb.wisc.edu/wp-content/uploads/sites/86/2017/03/IE-Employer-Recruitment-List-17-18.pdf

### UW Writing Center (http://writing.wisc.edu/)

**Location:** 6171 Helen C. White Hall

**Phone:** (608) 263-1992

The UW Writing Center provides free face-to-face and online consultations that focus on a number of different writing scenarios (i.e. drafts of course papers, resumes, reports, application essays, cover letters, theses, etc.). Writing Center instructors will not edit or proofread papers. Instead, their goal is to teach students to edit and proofread on their own in order to become better, more confident writers.

# INDUSTRIAL ENGINEERING: SYSTEMS ENGINEERING AND ANALYTICS, MS

This is a named option course-based program within the Industrial and Systems Engineering MS (p. 1060).

The program in Systems Engineering and Analytics (https://pdc.wisc.edu/degrees/systems-engineering-analytics/) will train students to recognize, identify, analyze, and solve decision problems arising in the efficient operations of engineering systems. The program focuses on methods and models for data analytics and data-driven decision-making.

# IS THIS PROGRAM RIGHT FOR YOU?

Analytics, and the ability to effectively utilize data, is quickly becoming an important component in engineering decision-making. There is a strong need in the marketplace for people who use analytical tools to transform data into insights for making better decisions. The Systems Engineering and Analytics option within the UW–Madison graduate program in Industrial and Systems Engineering offers students the opportunity to pursue graduate training in this important and emerging area, under the auspices of the foremost experts in their field, in one of the world's top-ranked departments of industrial and systems engineering. (We were ranked 8th in the latest *U.S. News and World Report* rankings). The flexible curricula in Systems Engineering and Analytics enable students to tailor their degree program to suit their particular needs and career objectives.

After completing your degree, you will be able to analyze, process, and build conclusions based on the data you collect in the design, testing, and operations phases of engineering and design processes.

The program includes training in optimization models and methods, applied industrial analytics, simulation modeling and analysis, and courses wherein these analytical and computational tools are applied in an engineering systems setting. These learned skills are now highly sought after in manufacturing, transportation, finance, healthcare, and other industrial sectors.

See the Learning Outcomes (p. 1062) for this program.

If you have questions, please contact COE Grad Admissions at iegradadmission@engr.wisc.edu; Subject Line: IE Grad Admissions and I Sy E. Seniors please contact Pam Peterson, prpeterson@wisc.edu.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: (https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/)/ |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## DEADLINES

Please submit all application materials by the fall deadline to ensure full review of your application. Applications submitted after the fall deadline through March 15 will be reviewed if complete and will be considered for admission by the department if space is available. To check if space is available, please email: iegradadmission@engr.wisc.edu. (iegradadmission@engr.wisc.edu)

## ADMISSION

Applicants must first meet all of the requirements of the Graduate School.

Applicants must also meet department specific requirements as outlined below:

- BS degree in engineering or related area or equivalent
- Mathematical Statistics Course (for example, STAT 312 Introduction to Theory and Methods of Mathematical Statistics II or I SY E 210 Introduction to Industrial Statistics)
- Introduction to Programming Course (for example, COMP SCI 220 Data Science Programming I)
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- The Graduate Record Examination (GRE) is not required for this masters programs in Industrial and Systems Engineering (I Sy E) . If GRE scores are submitted, they will not be used in admission decisions.

### UW-Madison Students Applicants Only

UW–Madison undergraduate students applying to this program must submit a UW transcript, but it may be an unofficial transcript.

### UW-Madison Industrial and Systems Engineering (I SY E) Student Applicants Only

**Three letters of recommendation are NOT required for students completing their Industrial Engineering bachelor's degree at UW.** Please note that the application system will still require you to list three individuals as recommenders. You are welcome to list Sinan Tas, Pam Peterson, and Amanda Smith to bypass this requirement.

## HOW TO APPLY

1. **Fill out an online application (https://grad.wisc.edu/apply/) through the Graduate School website.**
2. **List three recommenders and their contact information as part of the online application.** An email will be sent to the recommender, asking that they submit their letter online using the Graduate School's recommendation form. Applicants can log back into their online application to re-send the email request if the recommender loses the email. Letters of recommendation must be submitted electronically.
3. **Submit a Statement of Purpose (https://grad.wisc.edu/prospective/prepare/statement/) with your online application.** In this document, applicants should explain why they want to pursue further education in Industrial and Systems Engineering.
4. **English Proficiency Exam Information:**
    a. All international degree-seeking applicants are required to provide proof of English proficiency.
    b. For more information, visit the the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/)page. Note that exam information must be valid at the start date of the the semester that you are applying for (nonexpired).
5. **GRE Exam Information: (https://www.ets.org/gre/)** The GRE is not required for this program. If GRE scores are submitted, they will not be used in admission decisions.
6. **Electronically submit one copy of your unofficial transcript with your application.**
    a. Unofficial copies of transcripts are used for departmental review.
    b. When the department recommends an applicant for admission, they will receive an email from the Graduate School requesting official transcripts that will include instructions on how to submit.
    c. Do not send transcripts or any other application materials to gradadmission@engr.wisc.edu.
7. **Upload your resume in your application**.
8. **Pay the Application Fee:** Information about the application fee may be found in the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ). Fee grants are available through the conditions outlined by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

Do not send materials/documents to the ISyE department or Graduate School until you are recommended for admission. All documents should be uploaded with your application.

## QUESTIONS

Check out the Admissions FAQ (https://grad.wisc.edu/apply/) or contact us at iegradadmission@engr.wisc.edu.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Tuition information for this program is available here (https://pdc.wisc.edu/degrees/systems-engineering-analytics/). Beginning in the fall semester of 2021, resident and resident reciprocity students are eligible for a tuition scholarship. Details here (https://engineering.wisc.edu/wp-content/uploads/2025/10/Masters-Program-Tuition-Credit-Spring-2026.pdf).

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## ADDITIONAL RESOURCES

### Federal Loans

Students who are U.S. citizens or permanent residents may be eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the fall and spring semesters and two credits during the summer. Private loans are also available. Learn more about UW–Madison financial aid here (https://financialaid.wisc.edu).

### International Student Services Funding and Scholarships

For information on international student funding and scholarships, visit the ISS website. (https://iss.wisc.edu/students/new-students/funding-scholarships/)

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of D received by a candidate in any graduate course will not be counted as satisfying degree requirements. These grades will, however, be counted in the graduate GPA. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Industrial and Systems Engineering (I SY E)** [1] | | |
| Students must complete at least 18 credits in the Industrial and Systems Engineering Department. | | 18 |
| **Electives** | | |
| Electives are chosen in consultation with advisor. | | 12 |
| **Optional Experiential Courses** | | |
| At most, 6 credits total from independent study, research, and internship / co-op courses may be applied towards the degree. | | 0-6 |
| I SY E 699 | Advanced Independent Study | |
| I SY E 790 | Master's Research and Thesis | |

| | | |
|---|---|---|
| I SY E 702 | Graduate Cooperative Education Program | |
| **Total Credits** | | **30** |

[1] All credits must be from coursework numbered 300 or higher. Up to 6 credits of coursework numbered 300 to 399 may satisfy degree requirements.

### Fall Potential Courses

| Code | Title | Credits |
|---|---|---|
| I SY E 313 | Engineering Economic Analysis | 3 |
| I SY E 315 | Production Planning and Control | 3 |
| I SY E 373 | Artificial Intelligence (AI) in Systems | 3 |
| I SY E 415 | Introduction to Manufacturing Systems, Design and Analysis | 3 |
| I SY E 412 | Fundamentals of Industrial Data Analytics | 3 |
| I SY E/COMP SCI/ MATH 425 | Introduction to Combinatorial Optimization | 3 |
| I SY E/M E 510 | Facilities Planning | 3 |
| I SY E/M E 512 | Inspection, Quality Control and Reliability | 3 |
| I SY E 515 | Engineering Management of Continuous Process Improvement | 3 |
| I SY E 517 | Decision Making in Health Care | 3 |
| I SY E 521 | Machine Learning in Action for Industrial Engineers | 3 |
| I SY E/COMP SCI/ E C E 524 | Introduction to Optimization | 3 |
| I SY E 601 | Special Topics in Industrial Engineering | 1-3 |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research | 1-3 |
| I SY E 604 | Special Topics in Manufacturing and Supply Chain Management | 1-3 |
| I SY E 605 | Computer Integrated Manufacturing | 3 |
| I SY E 624 | Stochastic Modeling Techniques | 3 |
| I SY E 645 | Engineering Models for Supply Chains | 3 |
| I SY E 649 | Interactive Data Analytics | 3 |
| I SY E 699 | Advanced Independent Study | 1-5 |
| I SY E/INFO SYS 722 | Computer-Based Data Management | 3 |

### Spring Potential Courses

| Code | Title | Credits |
|---|---|---|
| I SY E 313 | Engineering Economic Analysis | 3 |
| I SY E 315 | Production Planning and Control | 3 |
| I SY E 412 | Fundamentals of Industrial Data Analytics | 3 |
| I SY E 415 | Introduction to Manufacturing Systems, Design and Analysis | 3 |
| I SY E/M E 512 | Inspection, Quality Control and Reliability | 3 |
| I SY E 516 | Introduction to Decision Analysis | 3 |
| I SY E 517 | Decision Making in Health Care | 3 |
| I SY E 521 | Machine Learning in Action for Industrial Engineers | 3 |
| I SY E/COMP SCI/ E C E 524 | Introduction to Optimization | 3 |
| I SY E 562 | Human Factors of Data Science and Machine Learning | 3 |
| I SY E 575 | Introduction to Quality Engineering | 3 |
| I SY E 601 | Special Topics in Industrial Engineering | 1-3 |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research | 1-3 |
| I SY E 604 | Special Topics in Manufacturing and Supply Chain Management | 1-3 |
| I SY E 612 | Information Sensing and Analysis for Manufacturing Processes | 3 |
| I SY E 615 | Production Systems Control | 3 |
| I SY E 620 | Simulation Modeling and Analysis | 3 |
| I SY E 623 | Advanced Optimization Modeling | 3 |
| I SY E/M E 641 | Design and Analysis of Manufacturing Systems | 3 |
| I SY E/M E 643 | Performance Analysis of Manufacturing Systems | 3 |
| I SY E 649 | Interactive Data Analytics | 3 |
| I SY E 699 | Advanced Independent Study | 1-5 |

### Summer Potential Courses

| Code | Title | Credits |
|---|---|---|
| I SY E 313 | Engineering Economic Analysis | 3 |
| I SY E 516 | Introduction to Decision Analysis | 3 |
| I SY E/COMP SCI/ E C E 524 | Introduction to Optimization | 3 |
| I SY E 575 | Introduction to Quality Engineering | 3 |
| I SY E 601 | Special Topics in Industrial Engineering | 1-3 |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research | 1-3 |
| I SY E 604 | Special Topics in Manufacturing and Supply Chain Management | 1-3 |
| I SY E/MATH/OTM/ STAT 632 | Introduction to Stochastic Processes | 3 |
| I SY E 699 | Advanced Independent Study | 1-5 |
| I SY E 702 | Graduate Cooperative Education Program | 1-2 |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures

and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 9 credits of graduate course work taken in a graduate program from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

UW-Madison students completing their bachelor's degree in the Industrial and Systems Engineering department may transfer up to 6 credits of coursework numbered 300 or above toward the degree with prior program approval. Undergraduate credits earned at other institutions may transfer. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Per the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy, (https://policy.wisc.edu/library/UW-1232/) every graduate student MUST have a faculty advisor. Students in this program will be advised by the department's Director of Professional Masters Programs. A faculty advisor provides the graduate student with academic guidance regarding their course selection and research oversight in their thesis or project. Graduate students should always seek advice from their advisor and other faculty in their interest area prior to enrolling for courses.

## CREDITS PER TERM ALLOWED

Enrollment of 12 credits is highly recommended.

## TIME LIMITS

This program is designed to be completed in 16 months. Students who have an undergraduate degree from UW-Madison can typically complete the program in 12 months. Internship / CPT work program experience is an optional component to this degree. The ISyE department does not guarantee availability of internship positions. The program must be completed within 24 months.

The student is required to meet their academic advisor during their first semester to discuss and obtain approval of the course plan for the remainder of their program. In situations that the student cannot finish the program in 24 months due to exceptional circumstances, the exception must be requested by the student and approved by the student's academic advisor and the academic affairs committee.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures: Industrial and Systems Engineering

If a graduate student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Student's concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information, see the College of Engineering Policies and Procedures (https://engineering.wisc.edu/report-an-incident/academic-grievances-and-complaints/). The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact

for graduate students who have concerns about education, mentoring, research, or other difficulties.

Procedures for handling graduate student grievances against ISyE faculty, staff, or students:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Affairs, to discuss the grievance. The Associate Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/).
3. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor, which may be either the Associate Chair for Graduate Affairs or the Department Chair, as chosen by the student. The grievance should be submitted in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, the Grievance Advisor will form a faculty committee that will review the complaint and gather further information as necessary from the filer of the complaint and other parties involved (including the party toward whom the complaint is directed).
5. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal to the College of Engineering Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu). Either party has 10 working days to file a written appeal to the School/College.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.
8. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School Academic Policies and Procedures - Grievances & Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

## OTHER

### Continuing to the PhD Program:

- Admission and successful completion of the MS program does not imply admittance to the ISyE PhD program. Students wishing to take the PhD qualifying exam must first be admitted to the PhD program.
- ISyE MS students wishing to continue to the PhD program must have their admission to the PhD program recommended by an ISyE faculty member with tenure home in ISyE who is willing to serve as the student's PhD advisor. The admission of such students will then be evaluated by the associate chair for graduate affairs or admissions committee using the same evaluation process as for all PhD program applicants.
- To apply to the PhD program, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the program for which you are applying.

For additional information, please contact iegradadmission@engr.wisc.edu

### Graduate Assistant Positions

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

### Policies on Program Transfer

- It is not allowed to transfer between the Systems Engineering and Analytics and Research named option programs.
- If a student currently in another graduate program wants to transfer to the course option Industrial Engineering, MS they should follow the general application procedure for the course option Industrial Engineering, MS program along with submitting an Add/Change of Program, Plan or Named Option Request online through the Graduate School.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### The Individual Development P (https://grad.wisc.edu/pd/idp/)lan (https://grad.wisc.edu/pd/idp/)

An Individual Development Plan helps with self-assessment, planning, and communication:

- An IDP can help you communicate your professional development and career planning needs and intentions to others including your mentor, which can lead to helpful advice and resources.
- You can use the IDP to make sure you and your mentor's expectations are clearly outlined and in agreement so that there are no big surprises, particularly at the end of your training.
- The current job market is challenging and research has shown that individuals who perform structured career planning achieve greater career success and satisfaction.

The onus to engage in the IDP process is on you – although your mentor, PI, or others may encourage and support you in doing so. The IDP itself remains private to you, and you choose which parts to share with which mentors. Through the IDP process, you may decide to identify various mentors to whom you can go for expertise and advice.

### Engineering Career Services (https://ecs.wisc.edu/)

Julie Rae, Assistant Director for Graduate Student Career Services

Graduate students in all Engineering programs

- Resumes & Cover Letters: https://ecs.wisc.edu/students/resumes-and-cover-letters/
- Job Search Strategies
- Job Offers & Negotiation: https://ecs.wisc.edu/students/offers-and-negotiation/
- CPT for Graduate Students: https://ecs.wisc.edu/students/co-op-and-internship/
- Student appointments: Click here (http://go.wisc.edu/ecs-grad-appt/) to schedule an appointment with ECS.

Employer Recruitment List for Industrial Engineering Students: https://ecs.wiscweb.wisc.edu/wp-content/uploads/sites/86/2017/03/IE-Employer-Recruitment-List-17-18.pdf

### UW Writing Center (http://writing.wisc.edu/)

**Location:** 6171 Helen C. White Hall

**Phone:** (608) 263-1992

The UW Writing Center provides free face-to-face and online consultations that focus on a number of different writing scenarios (i.e. drafts of course papers, resumes, reports, application essays, cover letters, theses, etc.). Writing Center instructors will not edit or proofread papers; instead, their goal is to teach students to edit and proofread on their own in order to become better, more confident writers.

# INDUSTRIAL ENGINEERING, PHD

The Department of Industrial and Systems Engineering offers opportunities for graduate study leading to the master of science and the doctor of philosophy degrees in industrial and systems engineering.

In the PhD program, four areas of specialization are available, each designed to produce graduates capable of leading new and developing areas within industrial and systems engineering. The four areas are: decision science/operations research, health systems, human factors and ergonomics, and manufacturing and production systems.

The specialization in operations research, optimization, and analytics trains students in analytical methodologies useful for solving decision problems, especially problems that involve the allocation of scarce resources, and the design, planning and operation of complex systems. Graduate study focuses on optimization modeling and algorithms, applied probability and stochastic modeling, and decision analysis.

The health systems engineering specialization seeks to train students to look at broad issues in health care, including long-term care, prevention, quality improvement, health care financing, and system evaluation. Understanding how people solve problems is a basic requirement for health systems engineers, who must apply scientific methods in a value-laden setting.

The specialization in human factors and ergonomics is concerned with the quality of work lives, ergonomics, and occupational safety and health for both workers and management. By examining, designing, testing, and evaluating the workplace and how people interact within it, human systems engineers can create productive, safe, and satisfying work environments.

The specialization in advanced manufacturing and industrial AI is intended to provide the skills and knowledge necessary to compete successfully in a manufacturing environment. These skills include knowledge of the theory of manufacturing materials and processes and their control; knowledge of the essentials of manufacturing systems design and analysis; and knowledge of and hands-on experience with modern manufacturing technology.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: (https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/)/ |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

*See application steps below.

Applicants from any discipline that provides foundations for research in Industrial and Systems Engineering (ISyE) topics are encouraged to apply. For example, applicants may come from industrial, electrical, or mechanical engineering, or mathematics, statistics, computer science, psychology, or economics. Applicants are strongly advised to review the prerequisites for each area of specialization at the department website (https://engineering.wisc.edu/programs/degrees/industrial-engineering-phd/).

Each application is judged on the basis of previous academic record, Graduate Record Exam (GRE)* scores for the general test, three letters of recommendation, and the statement of purpose. Admission is very competitive and application deadlines are extremely important.

## REENTRY APPLICANTS

Reentry applicants must notify an academic advisor and apply by the following application deadlines for the appropriate term. Read more information about the additional reentry information (https://grad.wisc.edu/admissions/previouslyenrolled/).

Although we accept summer applications, we recommend applying for fall or spring as there are not many courses offered in the summer.

- Fall: December 1
- Spring: September 1

## APPLICATION REQUIREMENTS

Application deadlines are strictly enforced and ALL application materials including transcripts and English proficiency test scores MUST be included and submitted by the application deadline. (Unofficial scores accepted for department review).

*Note that our office does not provide feedback to applicants as to their potential for admission. Applicants should review both the Industrial and Systems Engineering (I SY E) department and Graduate School requirements for admission and if you feel you meet the necessary criteria for applying, please do so.

1. Applicants must first meet all of the minimum requirements (https://grad.wisc.edu/apply/requirements/) of the Graduate School.
2. Applicants must also meet department specific requirements as outlined below:
   a. BS degree or equivalent

## APPLICATION STEPS

1. **Complete an online application (https://grad.wisc.edu/apply/) through the Graduate School website. (https://grad.wisc.edu/admissions/faq/)**
2. **List three recommenders and their contact information as part of the online application.**
   a. An email will be sent to the recommender, asking that they submit their letter online using the Graduate School's recommendation form. Applicants can log back into their online application to re-send the email request if the recommender loses the email. Letters of recommendation must be submitted electronically.
3. **Submit a statement of purpose (https://grad.wisc.edu/prospective/prepare/statement/) with your online application.**
   a. In this document, applicants should explain why they want to pursue further education in Industrial and Systems Engineering (ISyE) and discuss which UW faculty members they would be interested in doing research with during their graduate study.
4. **Submit English Proficiency test scores.**
   a. All international degree-seeking applicants are required to provide proof of English proficiency.
   b. For more information, visit the Graduate School Requirements (https://grad.wisc.edu/apply/requirements/) page. Note that exam information must be valid at the start date of the semester that you are applying for (nonexpired).
5. **Submit * GRE Exam information (https://www.ets.org/gre/)**
   a. **GRE required if applying for Spring or Summer 2027 PhD program start.** There are no specific scoring guidelines for the exam as the GRE is only one part of consideration for admission into the program. GRE exam information must be valid at start date of the semester that you are applying for (nonexpired).
   b. **Starting Fall 2027 term**, GRE exam will be considered if available but no longer be required for admission consideration.
6. **Electronically submit one copy of your unofficial transcript with your application.**
   a. Unofficial copies of transcripts are used for departmental review.
   b. When the department recommends an applicant for admission, they will receive an email from the Graduate School requesting official transcripts that will include instructions on how to submit.
   c. Do not send transcripts or any other application materials to gradadmission@engr.wisc.edu.
7. **Upload your resume in your application**.
8. **Pay the Application Fee.**
   a. Submission must be accompanied by the one-time application fee. It is non-refundable and can be paid by credit card (MasterCard or VISA). By state law, this fee can only be waived or deferred through the conditions outlined here by the Graduate School. (https://grad.wisc.edu/apply/fee-grant/)

Do not send materials/documents to the Industrial and Systems Engineering (I SY E) Department or Graduate School until you are recommended for admissions. All documents should be uploaded with your application.

## QUESTIONS

Check out the Admissions FAQ (https://grad.wisc.edu/apply/) or contact us at iegradadmission@engr.wisc.edu.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## FINANCIAL ASSISTANCE

If you choose to attend UW–Madison and plan to pursue funding on your own, the following sites could be very helpful:

- Graduate School Funding Resources (https://grad.wisc.edu/studentfunding/prospective/)
- Graduate School Costs and Funding (https://grad.wisc.edu/studentfunding/currentstudents/)

## PROGRAM RESOURCES

Students admitted to the graduate program are provided financial support in the form of research assistantships, teaching assistantships, and fellowships. Support is dependent on availability of funds and students maintaining satisfactory progress towards their degree.

For information specific to graduate assistantships within the Department of Industrial and Systems Engineering, please consult the department's graduate program handbook (https://engineering.wisc.edu/isye-grad-handbook/).

## ADDITIONAL RESOURCES

### Federal Loans

Students who are U.S. citizens or permanent residents may be eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least 4 credits during the fall and spring semesters, and 2 credits during summer. Private loans are also available. Learn more about UW-Madison financial aid here. (https://financialaid.wisc.edu)

### International Student Services Funding and Scholarships

For information on international student funding and scholarships, visit the ISS website. (https://iss.wisc.edu/students/new-students/funding-scholarships/)

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of D received by a candidate in any graduate course will not be counted as satisfying degree requirements. These grades will, however, be counted in the graduate GPA.<br><br>Students must earn a grade of B or above in all courses applied toward the program breadth requirement.<br><br>Students must earn a grade of C or better, or a grade of S (satisfactory) if taken on an pass/fail basis, in the colloquium/lecture series (I SY E 961).<br><br>Students in the Human Factors and Ergonomics pathway must receive a grade of AB or better in at least 3 credits in each of the following areas: cognitive ergonomics, sociotechnical systems/macro ergonomics, and physical ergonomics to take the qualifying exam. Refer to pathway for more information. |
| Assessments and Examinations | Qualifying exams, preliminary exams, and a final dissertation defense are required of all students. Details may be found in the program handbook. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>The program also has additional breadth requirements. See details below. |

## REQUIRED COURSES

Students choose one of the following Industrial and Systems Engineering (I SY E) research areas (https://engineering.wisc.edu/departments/industrial-systems-engineering/research/) for their PhD program, course and research planning in consultation with their faculty advisor.

Students in the PhD program must complete the following additional program requirements:

### Research Area Breadth Requirement

The purpose of the breadth requirement is to ensure PhD students achieve minimum competence in multiple areas of industrial and systems engineering. Students must take at least two ISyE courses (6 credits) in Methodology[2] and two ISyE courses (6 credits) in Application[3] areas selected by the student and approved by their advisor. Courses used to meet this requirement must be 300 level or higher. A student must receive a grade of B or higher to use a course for this requirement. Courses used to satisfy the breadth requirement must

be completed by end of the semester the student is completing their preliminary examination.

**Graduate School Breadth (Doctoral Minor (https://grad.wisc.edu/documents/minors/) Requirement**)

Students must complete the Graduate School's breadth (minor) requirement by completing a cohesive group of courses outside of the major. These courses should help students in their research preparation. Every student seeking a PhD degree must choose between an Option A minor in another department and an Option B Distributed minor. Students must consult their advisor before deciding how to fulfill this requirement.

## Research Colloquium / Seminar Series Requirement

Students must attend the I SY E 961 Graduate Seminar in Industrial Engineering - ISyE Research Colloquium Series for at least three semesters. Completion of requirement must be approved by the student's faculty advisor when the student submits their PhD Program Preliminary Exam Warrant request.

## Teaching Assistant (TA Requirement)

Recognizing the importance of instructional training to our PhD students, each student in the PhD program is required to serve as a teaching assistant (TA) for at least one semester during their PhD program. TA requirement must be completed prior to requesting of students final PhD degree warrant. Requests for a partial or full waiver of this requirement should be submitted in writing to the Associate Chair for Graduate Studies and will be reviewed by the Academic Affairs Cluster.

| Code | Title | Credits |
|---|---|---|
| **Research Area Pathway** [1] | | |
| Students complete a research area pathway (https://engineering.wisc.edu/departments/industrial-systems-engineering/research (https://engineering.wisc.edu/departments/industrial-systems-engineering/research/)/) and plan of study chosen in consultation with advisor. | | 27 |
| **PhD Program Breadth Requirement** | | |
| Students must complete 12 credits of coursework in multiple areas of industrial and systems engineering, including 6 credits in methodology and 6 credits in application courses. | | 12 |
| *Methodology* [2] | | |
| I SY E 313 | Engineering Economic Analysis | |
| I SY E 320 | Simulation and Probabilistic Modeling | |
| I SY E 323 | Operations Research-Deterministic Modeling | |
| I SY E/ PSYCH 349 | Introduction to Human Factors | |
| I SY E 412 | Fundamentals of Industrial Data Analytics | |
| I SY E/COMP SCI/ MATH 425 | Introduction to Combinatorial Optimization | |
| I SY E/M E 512 | Inspection, Quality Control and Reliability | |
| I SY E 515 | Engineering Management of Continuous Process Improvement | |
| I SY E 516 | Introduction to Decision Analysis | |
| I SY E 521 | Machine Learning in Action for Industrial Engineers | |
| I SY E/COMP SCI/ E C E 524 | Introduction to Optimization | |
| I SY E/COMP SCI/ MATH/STAT 525 | Linear Optimization | |
| I SY E/ PSYCH 549 | Human Factors Engineering | |
| I SY E 552 | Human Factors Engineering Design and Evaluation | |
| I SY E 555 | Human Performance and Accident Causation | |
| I SY E 562 | Human Factors of Data Science and Machine Learning | |
| I SY E/B M E 564 | Occupational Ergonomics and Biomechanics | |
| I SY E 575 | Introduction to Quality Engineering | |
| I SY E 602 | Special Topics in Human Factors | |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research | |
| I SY E 618 | Quality Engineering and Quality Management | |
| I SY E 620 | Simulation Modeling and Analysis | |
| I SY E 623 | Advanced Optimization Modeling | |
| I SY E 624 | Stochastic Modeling Techniques | |
| I SY E/MATH/ OTM/STAT 632 | Introduction to Stochastic Processes | |
| I SY E/ PSYCH 653 | Organization and Job Design | |
| I SY E/ COMP SCI 719 | Stochastic Programming | |
| I SY E/ INFO SYS 722 | Computer-Based Data Management | |
| I SY E/ COMP SCI 723 | Dynamic Programming and Associated Topics | |
| I SY E/COMP SCI/ MATH/STAT 726 | Nonlinear Optimization I | |
| I SY E/COMP SCI/ MATH 730 | Nonlinear Optimization II | |
| *Application* [3] | | |
| I SY E 315 | Production Planning and Control | |
| I SY E 373 | Artificial Intelligence (AI) in Systems | |
| I SY E 415 | Introduction to Manufacturing Systems, Design and Analysis | |
| I SY E 417 | Health Systems Engineering | |
| I SY E/M E 510 | Facilities Planning | |
| I SY E 517 | Decision Making in Health Care | |
| I SY E 520 | Quality Assurance Systems | |
| I SY E 557 | Human Factors Engineering for Healthcare Systems | |
| I SY E 604 | Special Topics in Manufacturing and Supply Chain Management | |
| I SY E 605 | Computer Integrated Manufacturing | |
| I SY E 606 | Special Topics in Healthcare Systems Engineering | |
| I SY E 612 | Information Sensing and Analysis for Manufacturing Processes | |

| | | |
|---|---|---|
| I SY E/M E 641 | Design and Analysis of Manufacturing Systems | |
| I SY E/B M E 662 | Design and Human Disability and Aging | |
| I SY E/ POP HLTH 875 | Cost Effectiveness Analysis in Health and Healthcare | |
| **Graduate School Breadth (Doctoral Minor Requirement)** | | |
| Chosen in consultation with advisor, students must complete a cohesive group of courses outside of the major. This requirement must be completed by the end of the semester during which the preliminary exam is taken. [1] | | 9 |
| **Colloquium / Lecture Series Requirement** | | |
| Students must enroll in 3 semesters of I SY E 961 Graduate Seminar in Industrial Engineering (ISyE Colloquium Series) | | 3 |
| I SY E 961 | Graduate Seminar in Industrial Engineering | |
| **Total Credits** | | **51** |

## Operations Research, Optimization, and Analytics Pathway [1]

The following is a list of recommended courses to prepare for the research area's qualifying examination.

| Code | Title | Credits |
|---|---|---|
| **Courses Recommended for DS/OR Qualifying Exam:** | | |
| I SY E/COMP SCI/ E C E 524 | Introduction to Optimization | 3 |
| I SY E/COMP SCI/ MATH/STAT 525 | Linear Optimization | 3 |
| I SY E 620 | Simulation Modeling and Analysis | 3 |
| I SY E 623 | Advanced Optimization Modeling | 3 |
| I SY E 624 | Stochastic Modeling Techniques | 3 |
| I SY E/MATH/OTM/ STAT 632 | Introduction to Stochastic Processes | 3 |
| I SY E/COMP SCI/ MATH 728 | Integer Optimization | 3 |
| **Courses Recommended for Optimization Qualifying Exam:** | | |
| I SY E/COMP SCI/ E C E 524 | Introduction to Optimization | 3 |
| I SY E/COMP SCI/ MATH/STAT 525 | Linear Optimization | 3 |
| I SY E/COMP SCI/ MATH/STAT 726 | Nonlinear Optimization I | 3 |
| I SY E/COMP SCI/ MATH 728 | Integer Optimization | 3 |
| I SY E/COMP SCI/ MATH 730 | Nonlinear Optimization II | 3 |
| The following is a list of suggested courses a student may choose to complete in this research area. | | |
| I SY E 412 | Fundamentals of Industrial Data Analytics | 3 |
| I SY E/COMP SCI/ MATH 425 | Introduction to Combinatorial Optimization | 3 |
| I SY E/M E 512 | Inspection, Quality Control and Reliability | 3 |
| I SY E 516 | Introduction to Decision Analysis | 3 |
| I SY E 517 | Decision Making in Health Care | 3 |
| I SY E 575 | Introduction to Quality Engineering | 3 |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research | 1-3 |
| I SY E 604 | Special Topics in Manufacturing and Supply Chain Management | 1-3 |
| I SY E 612 | Information Sensing and Analysis for Manufacturing Processes | 3 |
| I SY E/MATH/OTM/ STAT 632 | Introduction to Stochastic Processes | 3 |
| I SY E 645 | Engineering Models for Supply Chains | 3 |
| I SY E 649 | Interactive Data Analytics | 3 |
| I SY E/ COMP SCI 719 | Stochastic Programming | 3 |
| I SY E/ COMP SCI 723 | Dynamic Programming and Associated Topics | 3 |
| I SY E 961 | Graduate Seminar in Industrial Engineering | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Health Systems Engineering Pathway [1]

The following is a list of highly recommended courses to complete in this research area.

| Code | Title | Credits |
|---|---|---|
| I SY E 417 | Health Systems Engineering | 3 |
| I SY E 517 | Decision Making in Health Care | 3 |
| I SY E 606 | Special Topics in Healthcare Systems Engineering | 1-3 |
| The following is a list of suggested courses a student may choose to complete in this research area. | | |
| I SY E 412 | Fundamentals of Industrial Data Analytics | 3 |
| I SY E 415 | Introduction to Manufacturing Systems, Design and Analysis | 3 |
| I SY E 521 | Machine Learning in Action for Industrial Engineers | 3 |
| I SY E 555 | Human Performance and Accident Causation | 3 |
| I SY E 575 | Introduction to Quality Engineering | 3 |
| I SY E 601 | Special Topics in Industrial Engineering [2] | 1-3 |
| I SY E 620 | Simulation Modeling and Analysis | 3 |
| I SY E 624 | Stochastic Modeling Techniques | 3 |
| I SY E/ POP HLTH 875 | Cost Effectiveness Analysis in Health and Healthcare | 3 |
| B M I/ COMP SCI 576 | Introduction to Bioinformatics | 3 |
| B M I 773 | Clinical Research Informatics | 3 |

| | | |
|---|---|---|
| B M I/ COMP SCI 776 | Advanced Bioinformatics | 3 |
| I SY E 961 | Graduate Seminar in Industrial Engineering | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Topics vary for this course. Obtain advance approval from your faculty advisor.

## Advanced Manufacturing and Industrial AI Pathway [1]

The following is a list of courses students may choose to complete in this research area.

| Code | Title | Credits |
|---|---|---|
| **Courses Recommended for Manufacturing Qualifying Exam:** | | |
| I SY E/M E 510 | Facilities Planning | 3 |
| I SY E/M E 512 | Inspection, Quality Control and Reliability | 3 |
| I SY E 605 | Computer Integrated Manufacturing | 3 |
| I SY E 624 | Stochastic Modeling Techniques | 3 |
| I SY E 604 | Special Topics in Manufacturing and Supply Chain Management [2] | 3 |
| or I SY E 645 | Engineering Models for Supply Chains | |
| The following is a list of suggested courses a student may choose to complete in this research area. | | |
| I SY E 412 | Fundamentals of Industrial Data Analytics | 3 |
| I SY E 415 | Introduction to Manufacturing Systems, Design and Analysis | 3 |
| I SY E 515 | Engineering Management of Continuous Process Improvement | 3 |
| I SY E 575 | Introduction to Quality Engineering | 3 |
| I SY E 601 | Special Topics in Industrial Engineering [2] | 1-3 |
| I SY E 603 | Special Topics in Engineering Analytics and Operations Research [2] | 1-3 |
| I SY E 612 | Information Sensing and Analysis for Manufacturing Processes | 3 |
| I SY E 620 | Simulation Modeling and Analysis | 3 |
| I SY E/M E 641 | Design and Analysis of Manufacturing Systems | 3 |
| I SY E 649 | Interactive Data Analytics | 3 |
| I SY E/ COMP SCI 723 | Dynamic Programming and Associated Topics | 3 |
| I SY E 823 | Special Topics in Operations Research [2] | 1-3 |
| I SY E 961 | Graduate Seminar in Industrial Engineering | 3 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Topics vary for this course. Obtain advance approval from your faculty advisor.

## Human Factors and Ergonomics Pathway [1]

Students in this research area must complete a depth requirement, which includes coursework and exam components. Students may use prior coursework to satisfy the coursework requirement to be eligible for the qualifying exam. HFE PhD students must complete an additional coursework and exam component.

| Code | Title | Credits |
|---|---|---|
| The following is a list of suggested courses a student may choose to complete in this research area. | | |
| I SY E 552 | Human Factors Engineering Design and Evaluation | 3 |
| I SY E 555 | Human Performance and Accident Causation | 3 |
| I SY E 562 | Human Factors of Data Science and Machine Learning | 3 |
| I SY E/B M E 564 | Occupational Ergonomics and Biomechanics | 3 |
| I SY E 601 | Special Topics in Industrial Engineering [2] | 1-3 |
| I SY E 602 | Special Topics in Human Factors [2] | 3 |
| I SY E/B M E 662 | Design and Human Disability and Aging | 3 |
| I SY E 699 | Advanced Independent Study [2] | 1-5 |
| I SY E/PSYCH 854 | Special Topics in Organization Design [2] | 1-3 |
| I SY E/PSYCH 859 | Special Topics in Human Factors Engineering [2] | 1-3 |
| I SY E 961 | Graduate Seminar in Industrial Engineering [2] | 3 |
| CIV ENGR 679 | Special Topics in Transportation and City Planning [2] | 3 |
| Tools and Methods: Various courses in the categories of Research Methods, Statistics, Qualitative Research, Biomechanics Methods, and Psychology count as "Tools and Methods." The Human Factors and Ergonomics faculty group updates the list of "Tools and Methods" courses, and advisors decide which set of courses are appropriate for each student. Work with your faculty advisor regarding non-I SY E course work. | | |

### Human Factors and Ergonomics Course Requirement

| Code | Title | Credits |
|---|---|---|
| To take the qualifying exam, a student will have to have received a grade of AB or better in at least 3 credits in each of the three areas below. Courses taken during undergraduate studies can be used to satisfy this requirement: | | |
| **Cognitive Ergonomics** | | |
| Students must complete one of the following courses. | | 3 |
| I SY E 555 | Human Performance and Accident Causation | |
| I SY E 601 | Special Topics in Industrial Engineering [2] | |
| I SY E 602 | Special Topics in Human Factors [2] | |

| | | |
|---|---|---|
| I SY E 699 | Advanced Independent Study [2] | |
| I SY E/ PSYCH 859 | Special Topics in Human Factors Engineering [2] | |
| **Sociotechnical Systems / Macroergonomics:** | | |
| Students must complete one of the following courses. | | 3 |
| I SY E 555 | Human Performance and Accident Causation | |
| I SY E 601 | Special Topics in Industrial Engineering [2] | |
| I SY E 602 | Special Topics in Human Factors [2] | |
| I SY E 699 | Advanced Independent Study [2] | |
| I SY E/ PSYCH 854 | Special Topics in Organization Design [2] | |
| **Physical Ergonomics** | | |
| Students must complete one of the following courses. | | 3 |
| I SY E 555 | Human Performance and Accident Causation | |
| I SY E/B M E 564 | Occupational Ergonomics and Biomechanics | |
| I SY E/B M E 662 | Design and Human Disability and Aging | |
| I SY E 601 | Special Topics in Industrial Engineering [2] | |
| I SY E 602 | Special Topics in Human Factors [2] | |
| I SY E 699 | Advanced Independent Study [2] | |
| I SY E/ PSYCH 854 | Special Topics in Organization Design [2] | |
| **Seminar / Special Topics in Human Factors** | | |
| HFE 700+ Seminar/Special Topics Course Requirement [3] | | 12 |
| I SY E 961 | Graduate Seminar in Industrial Engineering | 3 |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 Topics vary for this course. Obtain advance approval from your faculty advisor.

3 HFE 700+ Seminar/Special Topics Course Requirement: Prior to completion of the PhD Preliminary Exam (typically 3rd – 4th year of PhD program), Human Factors PhD students must complete at least six seminar / special topics courses totaling a minimum of at least 12 credits.

- All courses must be numbered 700 and above
- At least 3 of the courses must be in the Human Factors and Ergonomics area (totaling in at least 6 credits)
- Students may use courses numbered 700 and above level seminar/special topics courses also as breadth courses if courses are not Human Factors focused
- Other courses may qualify. Students should consult with advisor for approval and if questions. Students may submit courses to the HFE Area Convenor (https://intranet.engineering.wisc.edu/industrial-systems-engineering/current-student-resources/phd-qualifying-exam-policies-and-guidelines/#human-factors-and-ergonomics) for consideration also.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions*

With faculty advisor and the Associate Chair of Graduate Affairs approval, students are allowed to transfer up to 19 credits of graduate coursework from other institutions toward the minimum graduate degree credit requirement and the minimum graduate coursework (50%) requirement. No credits can be counted towards the minimum graduate residence requirement. Coursework earned ten or more years prior to admissions to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison*

Credits are not allowed for the graduate residence credit requirement but students can transfer up to 6 credits from another institution or coursework numbered 300 or above from the undergraduate career completed at UW-Madison toward the graduate degree credit requirement. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. The 50% graduate coursework requirement can only be met by courses numbered 700 or above. Coursework earned ten or more years prior to admissions to a doctoral degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)*

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison*

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

*Prior coursework may be applied toward the breadth requirement (including courses taken as an undergraduate), but requires program approval and includes a review of the course title and syllabus.

## PROBATION

### Criteria for Satisfactory Progress

- Cumulative and semester GPA of at least 3.0 are required. A graduate course in which a grade of D or below is received will not be counted as credit toward the graduate degree. These courses will be included in the calculation of the DSGPA and DCGPA, however. Thesis research grades must be P or S to be making satisfactory academic progress. The following courses are excluded from GPA calculations for this purpose: English for international students, courses numbered lower

than 300 in any department, courses numbered 300 in the ISyE department.

- All students are admitted as full-time students unless otherwise noted in writing prior to the start of their program. Full-time students are expected to satisfy the Graduate School requirements for full-time status during all regular semesters in residence unless they have already passed the PhD preliminary examination. Students must have prior written approval from the academic affairs cluster to become part-time students. No special credit load requirements are imposed on approved part-time students.
- PhD students must complete qualifying exam, preliminary exam and final defense within the time constraints specified in the section above.
- PhD students are expected to make consistent progress toward their dissertation appropriate for their year of study. Satisfactory research progress is determined by the PhD student's faculty advisor. Unsatisfactory progress will be communicated to the student by their faculty advisor, and can be done via the annual assessment of student progress, by giving the student a grade of "U" in a research course, or by a written letter.
- Graduate students are expected to meet academic and professional conduct standards, as described in the Industrial and Systems Engineering (ISyE) Graduate Handbook. This includes, but is not limited to, behaving in a professionally ethical manner, contributing to a positive work culture, and conducting research ethically.
- Graduate students with assistantship positions (RA, TA, or PA) must adequately perform the responsibilities associated with their position, as determined by the supervisor of the position.

### Procedures in the case a student is not making satisfactory progress

- If a graduate student fails to meet satisfactory progress as defined by any of the criteria outlined above, a review committee will be formed to review the circumstances and the student's record, taking input from the student. The review committee will consist of the student's faculty advisor and two other Industrial and Systems Engineering (ISyE) faculty members appointed by the Associate Chair for Graduate Affairs.
- The review committee will review the student's record and determine if the student is making satisfactory progress. If the student is determined to not be making satisfactory progress, the committee will also decide whether the student should be placed on probation, or in exceptional cases (such as severe professional misconduct or academic misconduct as determined in accordance with UWS 14.04) be immediately removed from the Industrial and Systems Engineering (ISyE) graduate program and have their funding guarantee removed. In case that a student is put on probation, the committee will provide the student with a written explanation of what is required in order for the probation to be lifted, and in what time frame the requirements must be met.
- Failure to qualify for removal from probation after being on probation for a semester will lead to the removal of a PhD student's funding guarantee.
- A request to appeal the review committee decision must be made by the student to the department chair within 10 days of receiving the decision. The appeal will be reviewed by the Academic Affairs Cluster.

### Probation

- The probationary status of each student will be reviewed at the end of each regular semester. A student placed on Probation who fails to qualify for removal of probation at the next review of his or her probationary status will not be permitted to continue graduate studies in the Industrial Engineering Department, and any funding guarantee made to the student by the department is removed.
- At the end of a semester when a student is on probation a committee will determine if the student is qualified for removal of probationary status. The committee will include the Associate Chair for Graduate Affairs and two other faculty members appointed by the Associate Chair.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

Graduate students should always seek advice from their advisor prior to enrolling for courses.

Many PhD students are assigned a faculty advisor when they are admitted to the program, based on a match between their research interests and those of the assigned advisor. Some PhD students are not initially matched to a faculty advisor for their research when admitted. Such students are advised by the Associate Chair for Graduate Affairs in their first year. During their first year, these students explore research possibilities with different faculty in the department and choose a faculty advisor by the end of the first year.

Changing advisors during the graduate program may be necessary due to changes in a student's interests or changes in the funding sources for their support. Students should discuss an advisor change with the faculty in their interest area and request a change of advisor with the Industrial and Systems Engineering (ISyE) Graduate Advisor in the Graduate Student Services in first floor Wendt Commons.

### PhD Committee

Attainment of a PhD degree requires the preparation of a thesis on a research topic selected by the student and their advisor. Once a research project is selected, the student must choose his or her thesis committee. The Industrial and Systems Engineering (ISyE) Graduate Program requires the thesis committee shall consist of at least four members for the Preliminary Exam Committee and at least four members for the Final Ph.D. Defense Committee including:

- The Committee Chair (the student's primary advisor). The Committee Chair must be an Industrial and Systems Engineering (ISyE) faculty. Emeritus faculty cannot serve as the Committee Chair.
- Three other graduate faculty members or former UW-Madison graduate faculty up to one year after resignation or retirement with two faculty members having their tenure home in Industrial and Systems Engineering (ISyE).
- All Committee members are required to be readers.
- The dissertation committee must consist of at least 4 members and meet the requirements set forth by the Graduate School, including for example, at least one of the members of the committee must be from a UW-Madison program outside the Industrial and Systems Engineering Department.
- Committee members may be from any of the following categories: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the executive committee (or its equivalent).

## CREDITS PER TERM ALLOWED

Enrollment of 12 credits or less recommended. (Full time status considered 8-12 credits).

## DISSERTATION ENROLLMENT

Refer to Graduate School Enrollment Requirement Policy (https://policy.wisc.edu/library/UW-1208/)

PhD Students in dissertator status must enroll in exactly 3 graded graduate credits during the fall and spring semesters. At their discretion, advisors may require 1 credit of 990 or an equivalent research course under their direction included in those 3 credits. It is very important that you speak with your advisor soon to find out if they will require the one credit of research so you can make any desired adjustments to your enrollment during the first week of classes. If your advisor will not require one research credit, you are free to enroll in any three-credit course if it is numbered above 300 and not audited or taken as pass/fail. If your advisor does require the one credit of research, you can choose to take all three credits as research. Or you may take the one credit of research and enroll in a two-credit course or in two, one- credit courses. Note this flexibility does not allow for the addition of a minor or certificate, as dissertators may not pursue an additional academic credential.

## TIME LIMITS

The qualifying examination requirement must be satisfied by the end of the fifth semester of enrollment after entering any UW-Industrial and Systems Engineering (ISyE) graduate program (including UW-Industrial and Systems Engineering (ISyE) masters' programs).

The preliminary exam must be completed within 4 years of entering any Industrial and Systems Engineering (ISyE) graduate program (including UW-Industrial and Systems Engineering (ISyE) masters' programs), and within 3 years of passing the qualifying exam.

The dissertation defense must be completed either within two years after passing the preliminary exam or by the end of the 6th year in the graduate program, whichever is later.

Exceptions to these time limits may be granted by appeal to the Academic Affairs Cluster through a petition process at least two months before the defense.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures: Industrial and Systems Engineering

If a graduate student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Student's concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information, see the College of Engineering Policies and Procedures (https://engineering.wisc.edu/report-an-incident/academic-grievances-and-complaints/). The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

Procedures for handling graduate student grievances against ISyE faculty, staff, or students:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.

2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Affairs, to discuss the grievance. The Associate Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/).

3. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor, which may be either the Associate Chair for Graduate Affairs or the Department

Chair, as chosen by the student. The grievance should be submitted in writing, within 60 calendar days of the alleged unfair treatment.

4. On receipt of a written complaint, the Grievance Advisor will form a faculty committee that will review the complaint and gather further information as necessary from the filer of the complaint and other parties involved (including the party toward whom the complaint is directed).
5. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal to the College of Engineering Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu). Either party has 10 working days to file a written appeal to the School/College.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.
8. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School Academic Policies and Procedures - Grievances & Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### The Individual Development Pl (https://grad.wisc.edu/pd/idp/)an (https://grad.wisc.edu/pd/idp/)

An Individual Development Plan helps with self-assessment, planning, and communication:

- An IDP can help you communicate your professional development and career planning needs and intentions to others including your mentor, which can lead to helpful advice and resources.
- You can use the IDP to make sure you and your mentor's expectations are clearly outlined and in agreement so that there are no big surprises, particularly at the end of your training.
- The current job market is challenging and research has shown that individuals who perform structured career planning achieve greater career success and satisfaction.

The onus to engage in the IDP process is on you – although your mentor, PI, or others may encourage and support you in doing so. The IDP itself remains private to you, and you choose which parts to share with which mentors. Through the IDP process, you may decide to identify various mentors to whom you can go for expertise and advice.

### Engineering Career Services (https://ecs.wisc.edu/)

Julie Rae, Assistant Director for Graduate Student Career Services

Graduate students in all Engineering programs

- Resumes & Cover Letters: https://ecs.wisc.edu/students/resumes-and-cover-letters/
- Job Search Strategies
- Job Offers & Negotiation: https://ecs.wisc.edu/students/offers-and-negotiation/
- CPT for Graduate Students: https://ecs.wisc.edu/students/co-op-and-internship/
- Student appointments: Click here (http://go.wisc.edu/ecs-grad-appt/) to schedule an appointment with ECS.

Employer Recruitment List for Industrial Engineering Students: https://ecs.wiscweb.wisc.edu/wp-content/uploads/sites/86/2017/03/IE-Employer-Recruitment-List-17-18.pdf

### UW Writing Ce (http://writing.wisc.edu/)nter (http://writing.wisc.edu/)

**Location:** 6171 Helen C. White Hall

**Phone:** (608) 263-1992

The UW Writing Center provides free face-to-face and online consultations that focus on a number of different writing scenarios (i.e. drafts of course papers, resumes, reports, application essays, cover letters, theses, etc.). Writing Center instructors will not edit or proofread papers; instead, their goal is to teach students to edit and proofread on their own in order to become better, more confident writers.

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an extraordinary, deep understanding of mathematical, scientific, and engineering principles in the field
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems
4. Recognize and apply principles of ethical and professional conduct
5. Demonstrate an ability to synthesize knowledge from a subset of the biological, physical, and/or social sciences to help frame problems critical to the future of their discipline
6. Demonstrate an ability to conduct original research and communicate it to their peers

# INFORMATION SCHOOL

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Information, MS (p. 1090)
- Information, PhD (p. 1102)
- Library and Information Studies, MA (p. 1107)
- Print Culture History, Doctoral Minor (p. 1121)

# INFORMATION, MS

The master's degree at the Information School (iSchool) prepares graduates to develop, provide, and assess information and data services that create, collect, organize, store, analyze, find, distribute, and use information and data in a diverse, technological, and global society. The program prepares information professionals to work in three broad, overlapping areas of the information professions.

**User Experience Design:** Graduates obtain employment in user experience design, interaction design, usability testing, systems analysis and project management, IT training, educational technology support, digital asset management and curation, and content management.

**Data Analytics/Data Management:** The Analytics and Data Management concentration will give you a strong foundation in analytical techniques and tools including data mining, data visualization, and applied statistics. You will gain expertise with Python based tools and may gain experience with R software. Additional electives in data governance and text mining are available.

**Human Factors in Cybersecurity:** The Human Factors in Cybersecurity concentration will develop skills in understanding, preventing, and responding to cyber attacks while also providing a strong foundation to understand the role that humans play in cybersecurity and privacy. You will gain expertise in psychology for cybersecurity, cybersecurity usability, data privacy, and cybersecurity for high-risk populations. Additional electives in cyber ethics, and law and governance are available.

Full-time students generally complete the program in three academic semesters with summer work; part-time students complete it in three to four years. Students gain hands-on experience as part of their degree through the school's required internship. Students may choose internship settings based on their career goals.

Students interested in the Master of Science in Information should refer to one of the named options:

- Campus Delivered Program (p. 1091)
- Distance Delivered Program (p. 1095)

## ADMISSIONS

## ADMISSIONS

Students apply to the Master of Science in Information through one of the named options:

- Campus Program (p. 1091)
- Online Program (p. 1095) (suspended, will be discontinued)
- Admission to the named option in Research is only available to students currently enrolled in the PhD in Information (https://guide.wisc.edu/graduate/information/information-phd/).

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | Within the student's total program, one grade of BC or C is allowable in either a required or elective course if it is balanced by a grade of A or AB earned either prior to or concurrently with the unsatisfactory grade. Students receiving a BC or C move into probationary status. A second grade of BC or C or any grade of D or F will normally result in the student being dropped from the program. In addition, a student's graduate-program cumulative grade point average must be maintained at 3.00 or above. |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | None. |

### REQUIRED COURSES

Select a Named Option (p. 1091) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Information must select one of the following named options:

View as listView as grid

- **INFORMATION: CAMPUS PROGRAM, MS (P. 1091)**
- **INFORMATION: ONLINE PROGRAM, MS (P. 1095)**
- **INFORMATION: RESEARCH, MS (P. 1099)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Campus Program (p. 1091)
- Online Program (p. 1095)
- Research (p. 1099)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Integrate concepts from information/data management, digital technologies and human behavior and cultural practices to help address organizational, community or social challenges
2. Use legal or ethical principles to critique data, artificial intelligence, and information management systems or practices
3. Apply principles of information science to organizational data and information management endeavors
4. Use quantitative analysis methodologies and tools to inform decision making
5. Demonstrate professional communications, teamwork, and awareness of culture competencies

# INFORMATION: CAMPUS PROGRAM, MS

This is a named option within the Master of Science Information (p. 1090).

The master's degree at the Information School (iSchool) prepares graduates to develop, provide, and assess information and data services that create, collect, organize, store, analyze, find, distribute, and use information and data in a diverse, technological, and global society. The program prepares information professionals to work in three broad, overlapping areas of the information professions.

**User Experience Design:** Graduates obtain employment in user experience design, interaction design, usability testing, systems analysis and project management, IT training, educational technology support, digital asset management and curation, and content management.

**Data Analytics/Management:** Graduates obtain employment specializing in management of data and information in a variety of organizations with expertise in in knowledge management, digital asset management, data and information governance, prospect research, systems analysis, records management and compliance, research data management and project management, and database development and management.

**Human Factors in Cybersecurity:** The Human Factors in Cybersecurity concentration will develop skills in understanding, preventing, and responding to cyber attacks while also providing a strong foundation to understand the role that humans play in cybersecurity and privacy. You will gain expertise in psychology for cybersecurity, cybersecurity usability, data privacy, and cybersecurity for high-risk populations. Additional electives in cyber ethics, and law and governance are available.

Full-time students generally complete the program in three academic semesters with summer work; part-time students complete it in three to four years. Students gain hands-on experience as part of their degree through the school's required internship. Students may choose internship settings based on their career goals.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

The MS Information admits students to its master's programs once a year for a start in the fall semester. Fall admissions deadlines are as follows:

- Full consideration deadline for iSchool MS Information scholarships is **December 15**.
- Full consideration deadline for admission is **March 1.**
- Applications submitted after the **fall deadline** are considered on a space available basis.

The UW Madison Graduate School requires a bachelor's degree from a regionally accredited US institution, or a comparable degree from an international institution. A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) in the last 60 earned credit hours is required.

Application evaluation criteria include academic abilities, professional promise, leadership and community engagement. An undergraduate program that includes breadth in liberal arts and sciences is required. Any major is acceptable. Prior work experience related to information and computing professions is useful, but is not required.

## INTERNATIONAL STUDENTS

International degree-seeking applicants must prove English proficient. The Information School follows the Graduate School's rules regarding English proficiency exams. See the Graduate School website (https://grad.wisc.edu/apply/requirements/) for updated information.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |

| | |
|---|---|
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Within the student's total program, one grade of BC or C is allowable in either a required or elective course if it is balanced by a grade of A or AB earned either prior to or concurrently with the unsatisfactory grade. Students receiving a BC or C move into probationary status. A second grade of BC or C or any grade of D or F will normally result in the student being dropped from the program. In addition, a student's graduate-program cumulative grade point average must be maintained at 3.00 or above. |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Required Core** | | |
| L I S 615 | Systems Analysis and Project Management for Information Professionals | 3 |
| L I S 751 | Database Design for Information Professionals | 3 |
| L I S/ COM ARTS 705 | Introductory Analytics for Decision Making | 3 |
| L I S/CURRIC 620 | Field Project in Library and Information Agencies | 3 |
| L I S 732 | Strategic Information Services | 3 |
| **Breadth Requirement in Ethics** | | |
| All students must complete at least three credits in ethics from the list below. | | 3 |
| L I S 461 | Data and Algorithms: Ethics and Policy (recommended) | |
| L I S 661 | Information Ethics and Policy | |
| **Concentrations** | | |
| At least 9 credits must be taken from among the following approved courses organized by concentration area. Students may mix and match approved courses from across the two different areas. | | 9 |
| *Concentration Area: User Experience/Interaction Design* [1] | | |
| L I S/ COMP SCI 611 | User Experience Design 1 | |
| L I S/ COMP SCI 612 | User Experience Design 2 | |
| L I S/ COMP SCI 613 | User Experience Design 3 | |
| L I S/ COMP SCI 614 | User Experience Design Capstone | |
| *Concentration Area: Analytics and Data Management* [1] | | |
| L I S 706 | Data Mining Planning and Management | |
| L I S 707 | Data Visualization and Communication for Decision Making | |
| L I S 711 | Data Management for Information Professionals | |
| **Electives** | | |
| Up to 3 credits of electives may be taken from the below approved list. | | 0-3 |
| COMP SCI 319 | Data Science Programming I for Research | |
| COMP SCI 570 | Introduction to Human-Computer Interaction | |
| L I S/AFRICAN/ COM ARTS 444 | Technology and Development in Africa and Beyond | |
| L I S/ LEGAL ST 460 | Surveillance, Privacy, and Police Powers | |
| L I S 500 | Code and Power | |
| L I S 501 | Introduction to Text Mining | |
| L I S 510 | Human Factors in Information Security | |
| L I S/ NURSING 517 | Digital Health: Information and Technologies Supporting Consumers and Patients | |
| L I S 640 | Topics in Library and Information Studies | |
| L I S/ LEGAL ST 645 | Intellectual Freedom | |
| L I S 646 | Introduction to Info Architecture and Interaction Design for the Web | |
| L I S/ LEGAL ST 663 | Introduction to Cyberlaw | |
| L I S 875 | Topics in Information Processing and Retrieval | |
| L I S 999 | Independent Reading and Research | |
| I SY E/ PSYCH 349 | Introduction to Human Factors | |
| I SY E 552 | Human Factors Engineering Design and Evaluation | |
| DS 341 | Design Thinking for Transformation | |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

Contingent on advisor approval, up to 3 credits of coursework from outside the MS Information approved course list can be taken from other UW-Madison departments while the student is matriculated in the MS Information program.

### MA Library and Information Studies Transfers

The program would accept up to 10 credits (1 semester) from students who begin the MA program but then seek to change to the MS Information program. Courses from outside the MS Information approved course list are subject to approval by the advisor and must not exceed the 9 elective credits allowed within the program.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

The program will not accept credits taken outside of UW-Madison to be used toward the degree.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

The program will allow up to 3 credits of approved MS Information or Computer Science coursework taken as an undergraduate to transfer toward the degree. The coursework must be from the approved MS curriculum or approved by an Information School advisor.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

The program will accept up to 10 credits from the iSchool capstone certificate in Digital User Experience Design (UX) or Analytics for Decision Making, if those credits were earned within ten years of admission to the MS degree. All credits must be part of the UX or Analytics certificates.

The program will allow a maximum of 3 Library and Information Studies (L I S (https://guide.wisc.edu/courses/l_i_s/)) credits from the approved MS Information course list, to be completed as a non-matriculated University Special student before entry into the program.

## PROBATION

Registration is not a guarantee of enrollment under conditions of unsatisfactory progress. Students who fall into unsatisfactory progress will have an academic hold placed on their record; they should discuss clearing the hold with their adviser.

1. Good standing: progressing according to standards.
2. Probation: not progressing according to standards but permitted to enroll; potential loss of scholarships.
3. Unsatisfactory progress: not progressing according to standards; not permitted to enroll, dismissal, leave of absence.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

See iSchool Student Handbook. (https://uwmadison.box.com/s/pkxe92j1zhcqd6yu7pkqc3z2pws2lpke/)

## ADVISOR / COMMITTEE

All continuing students are required to meet with the staff advisor prior to registering for each semester in order to remove registration holds and ensure timely progress towards degree completion. Students may switch advisors at any time by completing a change of advisor form.

## CREDITS PER TERM ALLOWED

15 credits (however, 12 credits are highly encouraged)

## TIME LIMITS

The maximum period for completion of the MS (under special circumstances) is seven calendar years. Contact the department for more information.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# INFORMATION: ONLINE PROGRAM, MS

**The Online Program named option in the Information, MS no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

This is a named option within the Master of Science Information.

The master's degree at the Information School (iSchool) prepares graduates to develop, provide, and assess information and data services that create, collect, organize, store, analyze, find, distribute, and use information and data in a diverse, technological, and global society. The program prepares information professionals to work in three broad, overlapping areas of the information professions.

**User Experience Design:** Graduates obtain employment in user experience design, interaction design, usability testing, systems analysis and project management, IT training, educational technology support, digital asset management and curation, and content management.

**Data Analytics/Data Management:** The Analytics and Data Management concentration will give you a strong foundation in analytical techniques and tools, including data mining, data visualization, and applied statistics. You will gain expertise with Python-based tools and may gain experience with R software. Additional electives in data governance and text mining are available.

**Human Factors in Cybersecurity:** The Human Factors in Cybersecurity concentration will develop skills in understanding, preventing, and responding to cyber attacks while also providing a strong foundation to understand the role that humans play in cybersecurity and privacy. You will gain expertise in psychology for cybersecurity, cybersecurity usability, data

privacy, and cybersecurity for high-risk populations. Additional electives in cyber ethics and law and governance are available.

Full-time students generally complete the program in two academic years with summer work; part-time students complete it in three to four years. Students gain hands-on experience as part of their degree through the school's required internship. Students may choose internship settings based on their career goals.

## ADMISSIONS

# ADMISSIONS

**The Online Program named option in the Information, MS no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

The MS Information admits students to its master's programs once a year for a start in the fall semester. Fall admissions deadlines are as follows:

- Full consideration deadline for iSchool MS Information scholarships is **February 15**.
- Full consideration deadline for admission is **March 1**.
- Applications submitted after the **fall deadline** are considered on a space available basis.

The UW Madison Graduate School requires a bachelor's degree from a regionally accredited US institution, or a comparable degree from an international institution. A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) in the last 60 earned credit hours is required.

Application evaluation criteria include academic abilities, professional promise, leadership and community engagement. An undergraduate program that includes breadth in liberal arts and sciences is required. Any major is acceptable. Prior work experience related to information and computing professions is useful, but is not required.

### INTERNATIONAL STUDENTS

International degree-seeking applicants must prove English proficiency. The Information School follows the Graduate School's rules regarding English proficiency exams. See the Graduate School website (https://grad.wisc.edu/apply/requirements/) for updated information.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Within the student's total program, one grade of BC or C is allowable in either a required or elective course if it is balanced by a grade of A or AB earned either prior to or concurrently with the unsatisfactory grade. Students receiving a BC or C move into probationary status. A second grade of BC or C or any grade of D or F will normally result in the student being dropped from the program. In addition, a student's graduate-program cumulative grade point average must be maintained at 3.00 or above. |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Required Core** | | |
| L I S 615 | Systems Analysis and Project Management for Information Professionals | 3 |
| L I S 751 | Database Design for Information Professionals | 3 |
| L I S/ COM ARTS 705 | Introductory Analytics for Decision Making | 3 |
| L I S/CURRIC 620 | Field Project in Library and Information Agencies | 3 |
| L I S 732 | Strategic Information Services | 3 |
| **Breadth Requirement in Ethics** | | |
| All students must complete at least three credits in ethics from the list below. | | 3 |
| L I S 461 | Data and Algorithms: Ethics and Policy (recommended) | |
| L I S 661 | Information Ethics and Policy | |
| **Concentrations** | | |
| At least 9 credits must be taken from among the following approved courses organized by concentration area. Students may mix and match approved courses from across the two different areas. | | 9 |
| *Concentration Area: User Experience/Interaction Design* [1] | | |
| L I S/ COMP SCI 611 | User Experience Design 1 | |
| L I S/ COMP SCI 612 | User Experience Design 2 | |
| L I S/ COMP SCI 613 | User Experience Design 3 | |
| L I S/ COMP SCI 614 | User Experience Design Capstone | |
| *Concentration Area: Analytics and Data Management* [1] | | |
| L I S 706 | Data Mining Planning and Management | |
| L I S 707 | Data Visualization and Communication for Decision Making | |
| L I S 711 | Data Management for Information Professionals | |
| **Electives** | | |
| Up to 3 credits of electives may be taken from the below approved online course list. | | 0-3 |
| L I S 500 | Code and Power | |
| L I S 501 | Introduction to Text Mining | |
| L I S/ NURSING 517 | Digital Health: Information and Technologies Supporting Consumers and Patients | |
| L I S 640 | Topics in Library and Information Studies | |
| L I S/ LEGAL ST 645 | Intellectual Freedom | |
| L I S 646 | Introduction to Info Architecture and Interaction Design for the Web | |
| L I S 875 | Topics in Information Processing and Retrieval | |
| L I S 999 | Independent Reading and Research | |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

Contingent on advisor approval, up to 6 credits of coursework from outside the MS Information approved course list can be taken from other UW-Madison departments while the student is matriculated in the MS Information program.

### MA Library and Information Studies Transfers

The program would accept up to 10 credits (1 semester) from students who begin the MA program but then seek to change to the MS Information program. Courses from outside the MS Information approved course list are subject to approval by the advisor and must not exceed the 9 elective credits allowed within the program.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

The program will not accept credits taken outside of UW-Madison to be used toward the degree.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

The program will allow up to 3 credits of approved MS Information or Computer Science coursework taken as an undergraduate to transfer toward the degree. The coursework must be from the approved MS curriculum, or approved by an Information School advisor.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

The program will accept up to 10 credits from the iSchool capstone certificate in Digital User Experience Design (UX) or Analytics for Decision Making, if those credits were earned within ten years of admission to the MS degree. All credits must be part of the UX or Analytics certificates.

The program will allow a maximum of 3 Library and Information Sutides (L I S (https://guide.wisc.edu/courses/l_i_s/))credits from the approved MS Information course list, to be completed as a non-matriculated University Special student before entry into the program.

## PROBATION

Registration is not a guarantee of enrollment under conditions of unsatisfactory progress. Students who fall into unsatisfactory progress will have an academic hold placed on their record; they should discuss clearing the hold with their adviser.

1. Good standing: progressing according to standards.
2. Probation: not progressing according to standards but permitted to enroll; potential loss of scholarships.
3. Unsatisfactory progress: not progressing according to standards; not permitted to enroll, dismissal, leave of absence.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

See iSchool Student Handbook. (https://uwmadison.box.com/s/pkxe92j1zhcqd6yu7pkqc3z2pws2lpke/)

## ADVISOR / COMMITTEE

All continuing students are required to meet with the staff advisor prior to registering for each semester in order to remove registration holds and ensure timely progress towards degree completion. Students may switch advisors at any time by completing a change of advisor form.

## CREDITS PER TERM ALLOWED

15 credits (however, 12 credits are highly encouraged)

## TIME LIMITS

The maximum period for completion of the MS (under special circumstances) is seven calendar years. Contact the department for more information.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)

- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

MS Information program students are not permitted to accept appointments that would result in a tuition waiver (TA, RA, PA). Also, students in this program cannot enroll in other graduate programs, nor take courses outside the prescribed curriculum without permission of the advisor.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# INFORMATION: RESEARCH, MS

This program does not directly admit students. It is a degree for students admitted into the PhD Information who leave the PhD program without fulfilling all the PhD requirements but who have completed all requirements for the Masters of Science: Research.

## ADMISSIONS

# ADMISSIONS

The MS (named option Research) is offered for work leading to the PhD. Students may not apply directly for this named option, and should instead see the admissions information for the PhD (https://guide.wisc.edu/graduate/information/information-phd/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Within the student's total program, one grade of BC or C is allowable in either a required or elective course if it is balanced by a grade of A or AB earned either prior to or concurrently with the unsatisfactory grade. Students receiving a BC or C move into probationary status. A second grade of BC or C or any grade of D or F will normally result in the student being dropped from the program. In addition, a student's graduate-program cumulative grade point average must be maintained at 3.00 or above. |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | None. |

## REQUIRED COURSES

Students in the MS Information: Research named option must complete any 30 credits from the below list of approved courses.

| Code | Title | Credits |
|---|---|---|
| L I S 910 | Ways of Knowing in Information Studies | 3 |
| L I S 925 | Professional Writing and Reading (PWR) Seminar | 1 |
| L I S 931 | Seminar in Information Policy, Management and Institutions | 3 |
| L I S 940 | Seminar in Information Use and Users in Context | 3 |
| L I S 950 | Seminar in LIS Foundations: Histories, Philosophies and Debates | 3 |
| L I S 975 | Seminar in Information Organization and Access | 3 |
| L I S 603 | Research and Assessment for Information Professionals | 3 |
| COM ARTS 762 | Communication Research Methods | 3 |
| JOURN 658 | Communication Research Methods | 4 |
| L I S/ COM ARTS 705 | Introductory Analytics for Decision Making | 3 |
| STAT 371 | Introductory Applied Statistics for the Life Sciences | 3 |
| SOC/C&E SOC 360 | Statistics for Sociologists I | 4 |
| SOC 362 | Statistics for Sociologists III | 4 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| COMP SCI 319 | Data Science Programming I for Research | 3 |
| SOC/C&E SOC 365 | Data Management for Social Science Research | 3-4 |
| L I S 768 | Digital Humanities Analytics | 3 |
| ELPA 823 | Data Management for Education Policy Analysis | 3 |
| ED PSYCH 551 | Quantitative Ethnography | 3 |
| STAT 303 | R for Statistics I | 1 |
| STAT 304 | R for Statistics II | 1 |

| | | |
|---|---|---|
| STAT 305 | R for Statistics III | 1 |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | 3 |
| CURRIC 818 | Teaching Controversial Issues | 3 |
| CURRIC 844 | Culturally Relevant Pedagogy | 3 |
| L I S/CURRIC 620 | Field Project in Library and Information Agencies | 3 |
| L I S 999 | Independent Reading and Research | 1-4 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

The program will not accept credits taken outside of UW-Madison to be used toward the degree.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

The program will allow up to 3 credits of approved MS Information or Computer Science coursework taken as an undergraduate to transfer toward the degree. The coursework must be from the approved MS curriculum or approved by an Information School advisor.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Registration is not a guarantee of enrollment under conditions of unsatisfactory progress. Students who fall into unsatisfactory progress will have an academic hold placed on their record; they should discuss clearing the hold with their adviser.

1. Good standing: progressing according to standards.
2. Probation: not progressing according to standards but permitted to enroll; potential loss of scholarships.
3. Unsatisfactory progress: not progressing according to standards; not permitted to enroll, dismissal, leave of absence.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

See iSchool Student Handbook (https://uwmadison.box.com/s/pkxe92j1zhcqd6yu7pkqc3z2pws2lpke/). (https://ischool.wisc.edu/current-students/ma-requirements-overview/ma-program-planning-guides/)

## ADVISOR / COMMITTEE

All continuing students are required to meet with the staff advisor prior to registering for each semester in order to remove registration holds and ensure timely progress towards degree completion. Students may switch advisors at any time by completing a change of advisor form.

## CREDITS PER TERM ALLOWED

15 credits (however, 12 credits are highly encouraged)

## TIME LIMITS

The maximum period for completion of the MS (under special circumstances) is seven calendar years. Contact the department for more information.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)

- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# INFORMATION, PHD

The PhD in Information at the UW–Madison Information School (iSchool) cultivates a cooperative, supportive intellectual environment through which highly qualified students pursue doctoral studies. With a breath of faculty expertise, and a flexible curriculum, the iSchool supports computational, social science, and humanities-oriented PhD studies.

PhD students develop close working relationships with faculty members, receive strong and consistent advising, and meet regularly together as a cohort throughout their coursework. The program and its faculty provide structure through which students conduct original research and prepare results for presentation and publication in scholarly conferences and journals. iSchool faculty members work closely with PhD students on joint projects as well as supporting students' independent projects.

As part of an internationally top-ranked research university, the iSchool offers students the opportunity to engage in the rich variety of educational experiences both within the school and in the broader University of Wisconsin–Madison campus.

Admitted students receive financial support including tuition remission, a stipend, and funds for research support including travel. The program encourages students to explore both academic and industry career opportunities.

For more information, including instructions on admissions, please see the iSchool PhD program webpage. (https://ischool.wisc.edu/programs/phd-program/)

To see the research interests and expertise of iSchool faculty members, please refer to the iSchool Faculty Research Page (https://ischool.wisc.edu/faculty-staff-directory/research/).

## RESIDENCE AND COMMUNITY

The iSchool PhD program is a residential program. Students must be able to attend classes in person at UW–Madison for at least three years. Most students continue to live near Madison as they research and write their dissertations. Four to five years of full-time study is typical for students to complete the degree. The school strongly prefers full-time PhD students.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION REQUIREMENTS

PhD admissions at the Information School requires a GPA of 3.0 (on a 4.0 scale) or better in the last 60 hours of academic credit earned; a detailed written statement of the area of research interest, fit with current faculty and the purpose for pursuing doctoral study; and an interview (usually a phone interview) with the school's PhD committee or other faculty members serving on the committee's behalf. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

For more information, including detailed instructions for submitting an application, see this link (https://ischool.wisc.edu/programs/phd-program/).

### Grade Point Average (GPA)

Applicants whose GPA falls below the required level must provide other evidence of academic ability. Advice on the type of evidence appropriate to the applicant should be requested from the administrator of the doctoral program.

### Admissions Committee

Applicant qualifications for admission will be reviewed by the School's PhD committee, which will make an admissions recommendation to the director who, in turn, makes a recommendation to the Graduate School.

The criteria used in this review include academic promise, the probability that the School's doctoral program will meet the goals and research interests of the applicant, and that the applicant will be able to complete the program successfully. Under certain circumstances, admission may be approved on a probationary basis or with deficiencies. Students will not normally be permitted to continue longer than the first year on probation. For more information see the PhD program admissions page.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Admitted students receive financial support including tuition remission, a stipend, and funds for research support, including travel.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.50 GPA required. |
| Other Grade Requirements | To remain in good academic standing within the iSchool PhD program, a student must maintain a 3.5 overall GPA, not carry any incomplete grades in courses (other than 999s) for more than 1 semester and pass all mastery demonstration paper deadlines by appointed deadlines. |
| Assessments and Examinations | Each student is required to fulfill a research and teaching practica (with exceptions for RAs, PA's and TA's). Students will demonstrate mastery of subject areas and research skills through two mastery demonstration papers and a program portfolio. Presentation and successful defense of a program portfolio and preliminary proposal constitutes the preliminary examination. Successful defense of the program portfolio and preliminary proposal constitutes formal acceptance into candidacy for the PhD degree. |
| Language Requirements | No language requirements. Coursework in a foreign language may be required if necessary for completing research activities. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Courses numbered 300-600 should be taken sparingly and must be approved by the student's advisor. The minimum credits required include dissertator credits.

| Code | Title | Credits |
|---|---|---|
| **Core Required Courses** | | |
| Students must complete the following courses. | | |
| L I S 910 | Ways of Knowing in Information Studies | 3 |
| L I S 925 | Professional Writing and Reading (PWR) Seminar [1] | 4 |
| **Seminars** | | |
| Students must take a minimum of 6 credits from the list below: | | 6 |
| L I S 931 | Seminar in Information Policy, Management and Institutions | |
| L I S 940 | Seminar in Information Use and Users in Context | |
| L I S 950 | Seminar in LIS Foundations: Histories, Philosophies and Debates | |
| L I S 975 | Seminar in Information Organization and Access | |
| **Research Requirement** | | |
| Students must complete a minimum of 6 credits. | | |
| L I S 990 | Research and Thesis | 1-9 |
| **Breadth Requirements** | | |
| Students must complete 9 credits of breadth requirements, with a minimum of 3 credits in each of 3 breadth areas. | | |
| *Breadth Area 1: Introductory Research Design, Thinking, Methods* | | *3* |
| COM ARTS 762 | Communication Research Methods | |
| JOURN 658 | Communication Research Methods | |
| *Breadth Area 2: Statistics/Numerical Literacy OR Working with Digital Data* | | *3* |
| L I S/ COM ARTS 705 | Introductory Analytics for Decision Making | |
| STAT 371 | Introductory Applied Statistics for the Life Sciences | |
| SOC/ C&E SOC 360 | Statistics for Sociologists I | |
| SOC 362 | Statistics for Sociologists III | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| COMP SCI 319 | Data Science Programming I for Research | |
| SOC/ C&E SOC 365 | Data Management for Social Science Research | |
| L I S 768 | Digital Humanities Analytics | |
| ELPA 823 | Data Management for Education Policy Analysis | |
| ED PSYCH 551 | Quantitative Ethnography | |
| STAT 303 | R for Statistics I | |
| STAT 304 | R for Statistics II | |
| STAT 305 | R for Statistics III | |
| *Breadth Area 3: Pedagogy and Teaching* | | *3* |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| CURRIC 818 | Teaching Controversial Issues | |
| CURRIC 844 | Culturally Relevant Pedagogy | |
| **Specialization** | | |
| Students must complete a minimum of 12 credits in their area of specialization. Courses must be relevant to the student's program of study but may be internal or external to the Information School. Courses should be chosen in consultation with their advisor or the PhD program chair and must meet all Graduate School requirements. | | 12 |
| **Graduate School Breadth** | | |

| | |
|---|---|
| Breadth requires that students take a minimum of 9 credits outside of the Information School. Courses must meet Graduate School breadth requirements. Students interested in an Option A minor should initiate contact and seek approval from the minor department. | 9 |
| **Total Credits** | **51** |

[1] Students must take this 1 credit seminar six times before becoming a dissertator. The seminar provides foundational knowledge for becoming a researcher.

### Students who have previously completed the Library and Information Studies MA or Information MS

Students should work with the PhD program advisor to determine which courses taken as a master's student fulfill requirements for the Information School PhD or would be appropriate electives for the PhD. Not all coursework will be approved. Information School master's degree graduates who are accepted into the Information School PhD program may apply to count up to 10 qualified credits from their Information School master's degree toward their PhD. Qualified courses include Information School PhD seminars (numbered 900), other courses that fulfill PhD program requirements, or approved electives.

### Students who have previously completed another UW-Madison graduate program

Students should work with the PhD program advisor to determine which courses taken as a master's student fulfill requirements for the Information School PhD or would be appropriate electives for the PhD. Not all coursework will be approved.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students may transfer up to 9 credits of approved graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

A student may request that the Information School PhD program consider up to seven credits numbered 300 or above of undergraduate work completed at UW–Madison towards fulfillment of minimum degree and minor credit requirements. Credits earned at other institutions are not permitted.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Students are allowed to count up to 9 approved credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Students who fail to meet any of the assessment criteria as described in the Doctoral Program Student Handbook will receive a letter of warning from the PhD program director placing them on probationary status. They will have one additional semester (not including summer) to change their status. If they do not successfully change their status, they will be asked to leave the program. If students do not expect to successfully change their status within the probationary semester, they can request that the PhD committee grant a probation extension; however, an extension will be granted only if the student can prove likelihood of success in the upcoming semester. The student should send a letter asking for an extension and providing evidence of likelihood of success to the PhD program director.

## ADVISOR / COMMITTEE

The Information School PhD Committee serves as the Progress Evaluation Committee for doctoral students. Upon admission, the PhD committee chair serves as the default advisor for all students. At any point, the student may switch to a major professor/advisor based on similarities in research interests.

## CREDITS PER TERM ALLOWED

8 to 12 credits in a regular semester is considered full time at the graduate level. Course load maximums are 15 credits in a regular semester, 12 credits in the summer term and 3 credits in the intersession.

## TIME LIMITS

Completion of the degree should be within a three- to four-year period beyond earning the master's degree.

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing their program portfolio and statement of intent may be required to take additional coursework, redefend their program portfolio and statement of intent, and to be admitted to candidacy a second time.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)

- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

A complete set of Information School PhD program policies can be found in the PhD program planning guide on the iSchool PhD program website. (https://ischool.wisc.edu/programs/phd-program/)

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Add to existing bodies of theory, scholarship, or scientific knowledge through critique, testing or extension in scholarly output.
2. Demonstrate mastery of statistical, computational, and digital data collection and analysis methodologies.
3. Employ scholarly methodologies and tools appropriate to areas of study to inform research.
4. Demonstrate scholarly communication skills both orally and in writing.
5. Engage in service contributions as appropriate to profession and field of study.
6. Demonstrate teaching skills and experience including cultural competency training.

# LIBRARY AND INFORMATION STUDIES, MA

The ALA-accredited master's degree at the Information School (iSchool) prepares graduates to develop, provide, and assess information services that create, collect, organize, store, analyze, find, distribute, and use information in a diverse, technological, and global society. The program prepares information professionals to work in multiple areas of the information professions, including libraries (public, university and college, youth services, special, and government), archives, digital librarianship (which includes user experience and data analytics/management), and information organization. Students can tailor their program to include other emphases such as Tribal Libraries, Archives and Museums, social justice, and digital humanities.

**Librarianship:** Graduates obtain employment in college and university librarianship, public librarianship, youth and young adult librarianship, electronic collections management, science and health librarianship, research data management, and school library media centers.

**Archives in a Digital Age**: Graduates obtain employment in digital asset management, digital preservation and curation, digital archives, corporate archives, government archives, special collections, and tribal libraries archives and museums.

**Digital Libraries:** Design, develop, and manage information technologies with a focus on the user. Potential jobs include user experience and web design, digital humanities, digital asset management and curation, database and data management, and IT training/instruction.

**Organization of Information:** Graduates obtain employment in metadata management, taxonomy and ontology development and implementation, digital asset management, cataloging, XML and linked data, and database management.

Full-time students generally complete the master's program in two academic years; part-time students complete it in three to four years. Students gain hands-on experience as part of their degree through the school's required field practicum. Students may choose practicum settings based on their career goals.

## NAMED OPTIONS

Students interested in the Master of Arts in Library and Information Studies should refer to one of the named options:

- Campus Program (p. 1109)
- Online Program (p. 1115)

## OPTIONAL SPECIALIZATIONS

The Information School hosts several specializations that require specific coursework from other departments or other requirements.

**Business School Graduate/Professional Certificate in Strategic Innovation:** The Information School offers a specialization in information innovation and organizational change in conjunction with the School of Business graduate/professional certificate (p. 1312) which can be completed as part of the school's MA degree (on-campus program only).

**Certificate in Leadership:** iSchool students can earn the UW–Madison Certificate in Leadership (https://cfli.wisc.edu/leadership-certificate/) as part of their Information School MA degree (on-campus and online programs).

**Double degrees:** The iSchool offers double degrees with the UW Law School, the School of Music, and the Department of Art History. These require separate admissions and additional coursework. (on-campus program only)

**School Library Media Specialist License:** The School Library Media Specialist License in the State of Wisconsin is a stand-alone teaching license. The iSchool MA program can be modified to provide candidates with the educational requirements for the license taken in addition to the MA courses. Candidates already holding a valid Wisconsin teaching license can be endorsed for the School Library Media Specialist through the iSchool MA program. UW–Madison is part of the UW System School Library Education Consortium (UWSSLEC), which is a certification-only program. Because each state has its own regulations for teacher licenses, this specialization is available to Wisconsin residents or those who will be working in Wisconsin schools only.

Online students (distance degree option) should note: Specialized courses in art, music, law, and school library media specialist, as well as courses offered outside the Information School that may be part of concentrations, specializations, or double degrees, are generally not available online. For a distance student with academic background in one of these areas, combining the general Information School degree with the specialized background may be the best preparation.

The Information School master's program is accredited by the American Library Association, recognized by the Wisconsin Division for Libraries, Technology, and Community Learning for certification of public librarians, and recognized by the state's Department of Public Instruction for preparation of school library media specialists.

## ABOUT THE INFORMATION SCHOOL

### PROGRAMS

The UW–Madison Information School, "the iSchool," is a professional school offering several degrees and non-credit education that prepare students for careers in the information professions:

- The iSchool MA degree (https://ischool.wisc.edu/programs/ma-library-information-studies/) is a professional master's that prepares information professionals to work in multiple areas of the information professions, including libraries (public, university and college, youth services, special, and government), archives, digital librarianship (which includes user experience and data analytics/management), and information organization. Students can tailor their program to include other emphases such as Tribal Libraries, Archives and Museums, social justice, and digital humanities.
- The Capstone Certificate in User Experience Design (https://ischool.wisc.edu/programs/uxcapstone/) is an educational credential aimed at working adults who seek further education to advance their careers or move into new fields without the commitment of a full master's degree. See the Capstone Certificate Guide page here (https://guide.wisc.edu/nondegree/capstone/user-experience-design-capstone-certificate/).
- The PhD degree (https://ischool.wisc.edu/programs/phd-program/) provides advanced academic preparation for those wishing to pursue careers in academia, industrial research, or policymaking. See the PhD Guide page here (p. 1102).

- The Undergraduate Digital Studies Certificate (https://guide.wisc.edu/undergraduate/letters-science/communication-arts/digital-studies-certificate/) provides undergraduate coursework in information technologies and society and information management. See the Undergraduate Certificate Guide page here (https://guide.wisc.edu/undergraduate/letters-science/communication-arts/digital-studies-certificate/).
- The iSchool offers non-credit continuing education short courses (https://ischool.wisc.edu/continuing-education/) that help information professionals stay up to date.

### COMMUNITY

The Information School at UW–Madison is well known for its public-good, community-engagement orientation (https://ischool.wisc.edu/slis/community-engagement/). It is home to student organizations that shepherd information-justice projects including the Jail Library Group, the Tribal Library Archives and Museums Group, and the KidsLib and Beyond Group. Student groups at the iSchool (https://ischool.wisc.edu/student-experience/student-organizations/) are very active and organize and sponsor events.

The CDIS Commons Library (https://www.library.wisc.edu/ischool/) The Rebecca M. Blank Commons is a welcoming and inclusive environment that supports the advancement of learning, research, teaching, and outreach across the disciplines of Computer, Data, and Information Sciences with state-of-the-art spaces, services, and resources. The Commons Library features typography and letterpress printing equipment for teaching and learning in book history, book arts, design, art, and making. After completion of training with continued good stewardship of materials, students can operate the press for independent or student org letterpress print projects.

### RESEARCH & SCHOLARSHIP

The Information School faculty are known for scholarly work in the areas of:

- Data and information policy and ethics
- User behaviors and literacies
- Print culture
- Library and information technology history
- Electronic publishing
- Information and communications technologies (ICT) and development, and transnational diaspora use of ICT
- The social aspects of ICT
- Medical information and medical information technologies
- Youth and new media

For more information, see the iSchool Research Overview Page. (https://ischool.wisc.edu/faculty-staff-directory/research/)

### RESEARCH COLLABORATIONS

Faculty and staff are widely involved in different research groups on campus. For example, the iSchool is home to the Center for the History of Print and Digital Culture (http://www.wiscprintdigital.org/), a research center focused on authorship, reading, publication, and distribution of print and digital materials. The Information School faculty members are involved with the Holtz Center for Science and Technology Studies, the Digital Humanities Research Network, the HCI+Design Group, the Wisconsin Institute for Discovery, and the Center for Financial Security.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Arts in Library and Information Studies through one of the named options:

- Campus Program (https://guide.wisc.edu/graduate/information/library-information-studies-ma/library-information-studies-campus-delivered-program-ma/)
- Online Program (https://guide.wisc.edu/graduate/information/library-information-studies-ma/library-information-studies-distance-delivered-program-ma/)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 36 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. The remaining 6 credits cannot be L I S courses numbered 300-699 without the Grad 50% designation. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | Within the student's total program, one grade of BC or C is allowable in either a required or elective course if it is balanced by a grade of A or AB earned prior to or concurrently with the unsatisfactory grade. A second grade of BC or C or any grade of D or F will normally result in the student being dropped from the program. |
| Assessments and Examinations | Candidates must complete a minimum of a 120-hour practicum, and must complete a PLO Assessment. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 1109) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Arts in Library and Information Studies must select one of the following named options:

View as listView as grid

- **LIBRARY AND INFORMATION STUDIES: CAMPUS PROGRAM, MA (P. 1109)**
- **LIBRARY AND INFORMATION STUDIES: ONLINE PROGRAM, MA (P. 1115)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Campus Program (https://guide.wisc.edu/graduate/information/library-information-studies-ma/library-information-studies-campus-delivered-program-ma/)
- Online Program (https://guide.wisc.edu/graduate/information/library-information-studies-ma/library-information-studies-distance-delivered-program-ma/)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate understanding of societal, legal, policy or ethical information issues.
2. Employ appropriate tools, standards, or best practices to organize information or information carriers for usability and access.
3. Design appropriate research methodologies to assess programs, services, or systems for inquiry or decision-making.
4. Demonstrate understanding of professional competencies important for management of information organizations.
5. Demonstrate competency with information technologies important to the information professions.
6. Apply concepts, principles, or theories learned in courses to field practice, broadly defined via a practicum, applied work experience, or practical course assignments.
7. Demonstrate an understanding of systemic inequalities surrounding information organization, use, services, or professions specifically in relation to privilege and marginalization.

## ACCREDITATION

## ACCREDITATION

American Library Association Committee on Accreditation (http://www.ala.org/aboutala/offices/accreditation/)

Accreditation Status: Accredited. Next Accreditation Review: 2029.

# LIBRARY AND INFORMATION STUDIES: CAMPUS PROGRAM, MA

This is a named option within the Library and Information Studies MA (p. 1107).

The ALA-accredited master's degree at the Information School (iSchool) prepares graduates to develop, provide, and assess information services that create, collect, organize, store, analyze, find, distribute, and use information in a diverse, technological, and global society. The program prepares information professionals to work in multiple areas of the information professions, including libraries (public, university and college, youth services, special, and government), archives, digital librarianship (which includes user experience and data analytics/management), and information organization. Students can tailor their program to include other emphases such as Tribal Libraries, Archives and Museums, social justice, and digital humanities.

**Librarianship:** Graduates obtain employment in college and university librarianship, public librarianship, youth and young adult librarianship, electronic collections management, science and health librarianship, research data management, and school library media centers.

**Archives in a Digital Age**: Graduates obtain employment in digital asset management, digital preservation and curation, digital archives, corporate archives, government archives, special collections, and tribal libraries archives and museums.

**Digital Libraries:** Design, develop, and manage information technologies with a focus on the user. Potential jobs include user experience and web design, digital humanities, digital asset management and curation, database and data management, and IT training/instruction.

**Organization of Information:** Graduates obtain employment in metadata management, taxonomy and ontology development and

implementation, digital asset management, cataloging, XML and linked data, and database management.

Full-time students generally complete the master's program in two academic years; part-time students complete it in three to four years. Students gain hands-on experience as part of their degree through the school's required field practicum. Students may choose practicum settings based on their career goals.

# NAMED OPTIONS

Students interested in the Master of Arts in Library and Information Studies should refer to one of the named options:

- Campus Program (p. 1109)
- Online Program (p. 1115)

# OPTIONAL SPECIALIZATIONS

The Information School hosts several specializations that require specific coursework from other departments or other requirements.

**Business School Graduate/Professional Certificate in Strategic Innovation:** The Information School offers a specialization in information innovation and organizational change in conjunction with the School of Business graduate/professional certificate (p. 1312) which can be completed as part of the school's MA degree (on-campus program only).

**Certificate in Leadership:** iSchool students can earn the UW–Madison Certificate in Leadership (https://cfli.wisc.edu/leadership-certificate/) as part of their Information School MA degree (on-campus and online programs).

**Double degrees:** The iSchool offers double degrees with the UW Law School, the School of Music, and the Department of Art History. These require separate admissions and additional coursework. (on-campus program only)

**School Library Media Specialist License:** The School Library Media Specialist License in the State of Wisconsin is a stand-alone teaching license. The iSchool MA program can be modified to provide candidates with the educational requirements for the license taken in addition to the MA courses. Candidates already holding a valid Wisconsin teaching license can be endorsed for the School Library Media Specialist through the iSchool MA program. UW–Madison is part of the UW System School Library Education Consortium (UWSSLEC), which is a certification-only program. Because each state has its own regulations for teacher licenses, this specialization is available to Wisconsin residents or those who will be working in Wisconsin schools only.

Online students (distance degree option) should note: Specialized courses in art, music, law, and school library media specialist, as well as courses offered outside the Information School that may be part of concentrations, specializations, or double degrees, are generally not available online. For a distance student with academic background in one of these areas, combining the general Information School degree with the specialized background may be the best preparation.

The Information School master's program is accredited by the American Library Association, recognized by the Wisconsin Division for Libraries, Technology, and Community Learning for certification of public librarians, and recognized by the state's Department of Public Instruction for preparation of school library media specialists.

# ABOUT THE INFORMATION SCHOOL

## PROGRAMS

The UW–Madison Information School, "the iSchool," is a professional school offering several degrees and non-credit education that prepare students for careers in the information professions:

- The iSchool MA degree (https://ischool.wisc.edu/programs/ma-library-information-studies/) is a professional master's that prepares information professionals to work in multiple areas of the information professions, including libraries (public, university and college, youth services, special, and government), archives, digital librarianship (which includes user experience and data analytics/management), and information organization. Students can tailor their program to include other emphases such as Tribal Libraries, Archives and Museums, social justice, and digital humanities.
- The Capstone Certificate in User Experience Design (https://ischool.wisc.edu/programs/uxcapstone/) is an educational credential aimed at working adults who seek further education to advance their careers or move into new fields without the commitment of a full master's degree. See the Capstone Certificate Guide page here (https://guide.wisc.edu/nondegree/capstone/user-experience-design-capstone-certificate/).
- The PhD degree (https://ischool.wisc.edu/programs/phd-program/) provides advanced academic preparation for those wishing to pursue careers in academia, industrial research, or policymaking. See the PhD Guide page here (p. 1102).
- The Undergraduate Digital Studies Certificate (https://guide.wisc.edu/undergraduate/letters-science/communication-arts/digital-studies-certificate/) provides undergraduate coursework in information technologies and society and information management. See the Undergraduate Certificate Guide page here (https://guide.wisc.edu/undergraduate/letters-science/communication-arts/digital-studies-certificate/).
- The iSchool offers non-credit continuing education short courses (https://ischool.wisc.edu/continuing-education/) that help information professionals stay up to date.

## COMMUNITY

The Information School at UW–Madison is well known for its public-good, community-engagement orientation (https://ischool.wisc.edu/slis/community-engagement/). It is home to student organizations that shepherd information-justice projects including the Jail Library Group, the Tribal Library Archives and Museums Group, and the KidsLib and Beyond Group. Student groups at the iSchool (https://ischool.wisc.edu/student-experience/student-organizations/) are very active and organize and sponsor events.

The CDIS Commons Library (https://www.library.wisc.edu/ischool/) The Rebecca M. Blank Commons is a welcoming and inclusive environment that supports the advancement of learning, research, teaching, and outreach across the disciplines of Computer, Data, and Information Sciences with state-of-the-art spaces, services, and resources. The Commons Library features typography and letterpress printing equipment for teaching and learning in book history, book arts, design, art, and making. After completion of training with continued good stewardship of materials, students can operate the press for independent or student org letterpress print projects.

## RESEARCH & SCHOLARSHIP

The Information School faculty are known for scholarly work in the areas of:

- Data and information policy and ethics
- User behaviors and literacies
- Print culture
- Library and information technology history
- Electronic publishing
- Information and communications technologies (ICT) and development, and transnational diaspora use of ICT
- The social aspects of ICT
- Medical information and medical information technologies
- Youth and new media

For more information, see the iSchool Research Overview Page. (https://ischool.wisc.edu/faculty-staff-directory/research/)

## RESEARCH COLLABORATIONS

Faculty and staff are widely involved in different research groups on campus. For example, the iSchool is home to the Center for the History of Print and Digital Culture (http://www.wiscprintdigital.org/), a research center focused on authorship, reading, publication, and distribution of print and digital materials. The Information School faculty members are involved with the Holtz Center for Science and Technology Studies, the Digital Humanities Research Network, the HCI+Design Group, the Wisconsin Institute for Discovery, and the Center for Financial Security.

# ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The school admits students to its on campus and online master's programs once a year, for fall semester. Priority consideration, including consideration for departmental scholarships, is given to applications received by the fall deadline. Applications are accepted until **March 1.** After March 1, interested applicants should contact the department to ask if a late application can still be considered.

For more information on the Information School MA program, including detailed admissions instructions, read the program admission (https://ischool.wisc.edu/programs/ma-library-information-studies/ma-lis-admission/) page.

The Graduate School requires a bachelor's degree from a regionally accredited US institution, or a comparable degree from an international institution. A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) in the last 60 earned credit hours is required.

Application evaluation criteria include academic abilities, professional promise, leadership and community engagement. An undergraduate program that includes breadth in liberal arts and sciences is required. Any major is acceptable. Prior work experience related to information professions is useful but is not required.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 36 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. The remaining 6 credits cannot be L I S courses numbered 300-699 without the Grad 50% designation. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Within the student's total program, one grade of BC or C is allowable in either a required or elective course if it is balanced by a grade of A or AB earned prior to or concurrently with the unsatisfactory grade. A second grade of BC or C or any grade of D or F will normally result in the student being dropped from the program. |
| Assessments and Examinations | Candidates must complete a minimum of a 120-hour practicum, and must complete a PLO Assessment. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| All three courses are required; take L I S 602 in first semester and L I S 601 in first or second semester. L I S 603 can be taken at any time. | | 9 |
| L I S 601 | Information: Perspectives and Contexts | |
| L I S 602 | Information: Organization and Search | |
| L I S 603 | Research and Assessment for Information Professionals | |
| **Tier Diversity, Equity and Inclusion (DEI)** | | |
| Complete one of the following courses: | | 3 |
| L I S/AFRICAN/ COM ARTS 444 | Technology and Development in Africa and Beyond | |
| L I S 500 | Code and Power | |
| L I S/ AMER IND 520 | Tribal Libraries, Archives, and Museums (TLAM) History & Context | |
| L I S 629 | Multicultural Literature and Resources for Children and Youth | |
| L I S 640 | Topics in Library and Information Studies (Services to Diverse Populations) | |
| L I S 640 | Topics in Library and Information Studies (Tribal Libraries Archives and Museums) | |
| **Tier Management** | | |
| Complete one of the following courses: | | 3 |
| L I S 654 | Information Services Management | |
| L I S 712 | The Public Library | |
| L I S 722 | College and University Libraries | |
| **Tier Technology** | | |
| Complete one of the following courses: | | 3 |
| L I S 644 | Digital Tools, Trends and Debates | |
| L I S 640 | Topics in Library and Information Studies (Web Development) | |
| L I S 646 | Introduction to Info Architecture and Interaction Design for the Web | |
| L I S 668 | Digital Curation and Collections | |
| L I S 751 | Database Design for Information Professionals | |
| L I S 768 | Digital Humanities Analytics | |
| L I S/CURRIC/ ED PSYCH 803 | Computational Research Methods | |
| **Tier LIS Fundamentals** | | |
| Complete two of the following courses: | | 6 |
| L I S 615 | Systems Analysis and Project Management for Information Professionals | |
| L I S 632 | Metadata Standards and XML | |
| L I S 635 | Reference and Information Service | |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| L I S 651 | Cataloging and Classification | |
| L I S 655 | Collection Management | |
| L I S/ HISTORY 734 | Introduction to Archives and Records Management | |
| **Capstone** | | **3** |
| L I S/ AMER IND 521 | Tribal Libraries, Archives and Museums (TLAM) Practicum | |
| L I S/CURRIC 620 | Field Project in Library and Information Agencies | |
| L I S 862 | Teaching & Learning Practicum | |
| **PLO Assessment** | | |
| Students are required to complete a PLO Assessment prior to graduation. This is a non-credit bearing requirement. | | 0 |
| **Electives** | | |

| | | |
|---|---|---|
| Suggested courses below are based on potential concentrations. Students do not declare concentrations and may mix and match courses across areas. Students may take up to 6 credits of electives outside of the iSchool. All non-L I S electives must be approved by the student's advisor. | | 9 |
| *Digital Librarianship* | | |
| L I S 646 | Introduction to Info Architecture and Interaction Design for the Web | |
| L I S 615 | Systems Analysis and Project Management for Information Professionals | |
| L I S 500 | Code and Power | |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| L I S 751 | Database Design for Information Professionals | |
| L I S 668 | Digital Curation and Collections | |
| L I S 640 | Topics in Library and Information Studies (Web Development) | |
| L I S 768 | Digital Humanities Analytics | |
| L I S/ LEGAL ST 460 | Surveillance, Privacy, and Police Powers | |
| L I S 461 | Data and Algorithms: Ethics and Policy | |
| L I S 510 | Human Factors in Information Security | |
| L I S 661 | Information Ethics and Policy | |
| *Archives/Records* | | |
| L I S/ HISTORY 734 | Introduction to Archives and Records Management | |
| L I S 616 | Records Management | |
| L I S 818 | Archives Accessioning and Appraisal | |
| L I S 640 | Topics in Library and Information Studies (Description and Arrangement) | |
| L I S 678 | Preservation and Conservation of Library and Archives Materials | |
| L I S 615 | Systems Analysis and Project Management for Information Professionals | |
| L I S 632 | Metadata Standards and XML | |
| L I S 651 | Cataloging and Classification | |
| L I S 751 | Database Design for Information Professionals | |
| *Public* | | |
| L I S 712 | The Public Library | |
| L I S 635 | Reference and Information Service | |
| L I S 651 | Cataloging and Classification | |
| L I S 655 | Collection Management | |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| L I S/ NURSING 517 | Digital Health: Information and Technologies Supporting Consumers and Patients | |
| L I S 640 | Topics in Library and Information Studies (Services to Diverse Populations) | |
| L I S 642 | Reading Interests of Adults | |
| L I S 755 | Electronic Resource Management & Licensing | |
| L I S 668 | Digital Curation and Collections | |
| L I S 661 | Information Ethics and Policy | |
| L I S 632 | Metadata Standards and XML | |
| *Youth* | | |
| L I S 622 | Childrens Literature | |
| L I S 629 | Multicultural Literature and Resources for Children and Youth | |
| L I S 631 | Literature and Resources for Youth | |
| L I S 772 | Library Services to Children and Young Adults | |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| L I S 668 | Digital Curation and Collections | |
| L I S 755 | Electronic Resource Management & Licensing | |
| L I S 661 | Information Ethics and Policy | |
| L I S 655 | Collection Management | |
| L I S 635 | Reference and Information Service | |
| L I S 632 | Metadata Standards and XML | |
| *College and Research Libraries* | | |
| L I S 722 | College and University Libraries | |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| L I S 635 | Reference and Information Service | |
| L I S 651 | Cataloging and Classification | |
| L I S 632 | Metadata Standards and XML | |
| L I S 640 | Topics in Library and Information Studies (Services to Diverse Populations) | |
| L I S 655 | Collection Management | |
| L I S 661 | Information Ethics and Policy | |
| L I S 668 | Digital Curation and Collections | |
| L I S 755 | Electronic Resource Management & Licensing | |
| *Additional Courses* | | |
| L I S 640 | Topics in Library and Information Studies | |
| L I S 855 | Topics in Information Agency Management | |
| L I S 501 | Introduction to Text Mining | |
| L I S/MUSIC 619 | Music Research Methods and Materials | |
| L I S/ART HIST/ HISTORY/ JOURN 650 | History of Books and Print Culture in Europe and North America | |
| L I S/ LEGAL ST 663 | Introduction to Cyberlaw | |
| L I S/ COM ARTS 705 | Introductory Analytics for Decision Making | |

| | |
|---|---|
| L I S 706 | Data Mining Planning and Management |
| L I S 707 | Data Visualization and Communication for Decision Making |
| L I S 839 | Special Collections |
| L I S 875 | Topics in Information Processing and Retrieval |
| One credit courses are offered every semester under a variety of topics under L I S 640 and L I S 855. | |
| **Total Credits** | **36** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students may transfer up to 6 credits of approved graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With approval, UW–Madison undergraduates accepted into the Information School program may transfer up to 7 graduate iSchool credits (courses in L I S numbered 400 and above) toward their MA degree. With approval, students may transfer up to 7 credits of graduate level credit earned at other institutions during the undergraduate career.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Students are allowed to transfer up to 6 approved credits of coursework numbered 400 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy and iSchool Student Handbook. (https://ischool.wisc.edu/current-students/ma-requirements-overview/ma-program-planning-guides/)

## ADVISOR / COMMITTEE

All continuing students are encouraged to meet with their advisor prior to registering for each semester in order to remove registration holds and ensure timely progress towards degree completion. Students may switch advisors at any time by completing a change of advisor form.

## CREDITS PER TERM ALLOWED

The iSchool recommends 9 credits per semester and a maximum of 4 credits per summer term. 8 to 12 credits in a regular semester is considered full time at the graduate level. Course load maximums are 12 credits in a regular semester, 8 credits in the summer term and 3 credits in the intersession.

## TIME LIMITS

The maximum period for completion of the MA (under special circumstances) is seven calendar years. Contact the department for more information.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## ISCHOOL CAREER SERVICES

The iSchool offers career services and resources (https://ischool.wisc.edu/programs/ma-library-information-studies/ma-lis-career-services/) specifically tailored to students in the program, including individual advising, workshops and The iSchool Career Toolkit (https://ischool.wisc.edu/student-experience/career-services/career-toolkit/)website, a curated list of resources for students in the Library and Information Studies field.

# LIBRARY AND INFORMATION STUDIES: ONLINE PROGRAM, MA

This is a named option within the Library and Information Studies MA (p. 1107).

The ALA-accredited master's degree at the Information School (iSchool) prepares graduates to develop, provide, and assess information services that create, collect, organize, store, analyze, find, distribute, and use information in a diverse, technological, and global society. The program prepares information professionals to work in multiple areas of the information professions, including libraries (public, university and college, youth services, special, and government), archives, digital librarianship (which includes user experience and data analytics/management), and information organization. Students can tailor their program to include other emphases such as Tribal Libraries, Archives and Museums, social justice, and digital humanities.

**Librarianship:** Graduates obtain employment in college and university librarianship, public librarianship, youth and young adult librarianship, electronic collections management, science and health librarianship, research data management, and school library media centers.

**Archives in a Digital Age**: Graduates obtain employment in digital asset management, digital preservation and curation, digital archives, corporate archives, government archives, special collections, and tribal libraries archives and museums.

**Digital Libraries:** Design, develop, and manage information technologies with a focus on the user. Potential jobs include user experience and web design, digital humanities, digital asset management and curation, database and data management, and IT training/instruction.

**Organization of Information:** Graduates obtain employment in metadata management, taxonomy and ontology development and implementation, digital asset management, cataloging, XML and linked data, and database management.

Full-time students generally complete the master's program in two academic years; part-time students complete it in three to four years. Students gain hands-on experience as part of their degree through the school's required field practicum. Students may choose practicum settings based on their career goals.

# NAMED OPTIONS

Students interested in the Master of Arts in Library and Information Studies should refer to one of the named options:

- Campus Program (p. 1109)
- Online Program (p. 1115)

# OPTIONAL SPECIALIZATIONS

The Information School hosts several specializations that require specific coursework from other departments or other requirements.

**Business School Graduate/Professional Certificate in Strategic Innovation:** The Information School offers a specialization in information innovation and organizational change in conjunction with the School of Business graduate/professional certificate (p. 1312) which can be completed as part of the school's MA degree (on-campus program only).

**Certificate in Leadership:** iSchool students can earn the UW–Madison Certificate in Leadership (https://cfli.wisc.edu/leadership-certificate/) as part of their Information School MA degree (on-campus and online programs).

**Double degrees:** The iSchool offers double degrees with the UW Law School, the School of Music, and the Department of Art History. These require separate admissions and additional coursework. (on-campus program only)

**School Library Media Specialist License:** The School Library Media Specialist License in the State of Wisconsin is a stand-alone teaching license. The iSchool MA program can be modified to provide candidates with the educational requirements for the license taken in addition to the MA courses. Candidates already holding a valid Wisconsin teaching license can be endorsed for the School Library Media Specialist through the iSchool MA program. UW–Madison is part of the UW System School Library Education Consortium (UWSSLEC), which is a certification-only program. Because each state has its own regulations for teacher licenses, this specialization is available to Wisconsin residents or those who will be working in Wisconsin schools only.

Online students (distance degree option) should note: Specialized courses in art, music, law, and school library media specialist, as well as courses offered outside the Information School that may be part of concentrations, specializations, or double degrees, are generally not available online. For a distance student with academic background in one of these areas, combining the general Information School degree with the specialized background may be the best preparation.

The Information School master's program is accredited by the American Library Association, recognized by the Wisconsin Division for Libraries, Technology, and Community Learning for certification of public librarians, and recognized by the state's Department of Public Instruction for preparation of school library media specialists.

# ABOUT THE INFORMATION SCHOOL

## PROGRAMS

The UW–Madison Information School, "the iSchool," is a professional school offering several degrees and non-credit education that prepare students for careers in the information professions:

- The iSchool MA degree (https://ischool.wisc.edu/programs/ma-library-information-studies/) is a professional master's that prepares information professionals to work in multiple areas of the information professions, including libraries (public, university and college, youth services, special, and government), archives, digital librarianship (which includes user experience and data analytics/management), and information organization. Students can tailor their program to include other emphases such as Tribal Libraries, Archives and Museums, social justice, and digital humanities.
- The Capstone Certificate in User Experience Design (https://ischool.wisc.edu/programs/uxcapstone/) is an educational credential aimed at working adults who seek further education to advance their careers or move into new fields without the commitment of a full master's degree. See the Capstone Certificate Guide page here (https://guide.wisc.edu/nondegree/capstone/user-experience-design-capstone-certificate/).
- The PhD degree (https://ischool.wisc.edu/programs/phd-program/) provides advanced academic preparation for those wishing to pursue careers in academia, industrial research, or policymaking. See the PhD Guide page here (p. 1102).
- The Undergraduate Digital Studies Certificate (https://guide.wisc.edu/undergraduate/letters-science/communication-arts/digital-studies-certificate/) provides undergraduate coursework in information technologies and society and information management. See the Undergraduate Certificate Guide page here (https://guide.wisc.edu/undergraduate/letters-science/communication-arts/digital-studies-certificate/).
- The iSchool offers non-credit continuing education short courses (https://ischool.wisc.edu/continuing-education/) that help information professionals stay up to date.

## COMMUNITY

The Information School at UW–Madison is well known for its public-good, community-engagement orientation (https://ischool.wisc.edu/slis/community-engagement/). It is home to student organizations that shepherd information-justice projects including the Jail Library Group, the Tribal Library Archives and Museums Group, and the KidsLib and Beyond Group. Student groups at the iSchool (https://ischool.wisc.edu/student-experience/student-organizations/) are very active and organize and sponsor events.

The CDIS Commons Library (https://www.library.wisc.edu/ischool/) The Rebecca M. Blank Commons is a welcoming and inclusive environment that supports the advancement of learning, research, teaching, and outreach across the disciplines of Computer, Data, and Information Sciences with state-of-the-art spaces, services, and resources. The Commons Library features typography and letterpress printing equipment for teaching and learning in book history, book arts, design, art, and making. After completion of training with continued good

stewardship of materials, students can operate the press for independent or student org letterpress print projects.

## RESEARCH & SCHOLARSHIP

The Information School faculty are known for scholarly work in the areas of:

- Data and information policy and ethics
- User behaviors and literacies
- Print culture
- Library and information technology history
- Electronic publishing
- Information and communications technologies (ICT) and development, and transnational diaspora use of ICT
- The social aspects of ICT
- Medical information and medical information technologies
- Youth and new media

For more information, see the iSchool Research Overview Page. (https://ischool.wisc.edu/faculty-staff-directory/research/)

## RESEARCH COLLABORATIONS

Faculty and staff are widely involved in different research groups on campus. For example, the iSchool is home to the Center for the History of Print and Digital Culture (http://www.wiscprintdigital.org/), a research center focused on authorship, reading, publication, and distribution of print and digital materials. The Information School faculty members are involved with the Holtz Center for Science and Technology Studies, the Digital Humanities Research Network, the HCI+Design Group, the Wisconsin Institute for Discovery, and the Center for Financial Security.

# ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The school admits students to its on campus and online master's programs once a year, for fall semester. Priority consideration, including consideration for departmental scholarships, is given to applications received by the fall deadline. Applications are accepted until **March 1.** After March 1, interested applicants should contact the department to ask if a late application can still be considered.

Students from any geographical location (including Madison, Wisconsin) are welcome to apply. Online students cannot take face to face courses.

For more information on the Information School MA program, including detailed admissions instructions, read the program admission (https://ischool.wisc.edu/programs/ma-library-information-studies/ma-lis-admission/) page.

The Graduate School requires a bachelor's degree from a regionally accredited US institution, or a comparable degree from an international institution. A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) in the last 60 earned credit hours is required.

Application evaluation criteria include academic abilities, professional promise, leadership and community engagement. An undergraduate program that includes breadth in liberal arts and sciences is required. Any major is acceptable. Prior work experience related to information professions is useful but is not required.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 36 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. The remaining 6 credits cannot be L I S courses numbered 300-699 without the Grad 50% designation. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Within the student's total program, one grade of BC or C is allowable in either a required or elective course if it is balanced by a grade of A or AB earned prior to or concurrently with the unsatisfactory grade. A second grade of BC or C or any grade of D or F will normally result in the student being dropped from the program. |
| Assessments and Examinations | Candidates must complete a minimum of a 120-hour practicum, and must complete a PLO Assessment. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| All three courses are required; take L I S 602 in first semester and L I S 601 in first or second semester. L I S 603 can be taken at any time. | | 9 |
| L I S 601 | Information: Perspectives and Contexts | |
| L I S 602 | Information: Organization and Search | |
| L I S 603 | Research and Assessment for Information Professionals | |
| **Tier Diversity, Equity and Inclusion (DEI)** | | |
| Complete one of the following courses: | | 3 |
| L I S/AFRICAN/ COM ARTS 444 | Technology and Development in Africa and Beyond | |
| L I S 500 | Code and Power | |
| L I S/ AMER IND 520 | Tribal Libraries, Archives, and Museums (TLAM) History & Context | |
| L I S 629 | Multicultural Literature and Resources for Children and Youth | |
| L I S 640 | Topics in Library and Information Studies (Services to Diverse Populations) | |
| L I S 640 | Topics in Library and Information Studies (Tribal Libraries Archives and Museums) | |
| **Tier Management** | | |
| Complete one of the following courses: | | 3 |
| L I S 654 | Information Services Management | |
| L I S 712 | The Public Library | |
| L I S 722 | College and University Libraries | |
| **Tier Technology** | | |
| Complete one of the following courses: | | 3 |
| L I S 644 | Digital Tools, Trends and Debates | |
| L I S 640 | Topics in Library and Information Studies (Web Development) | |
| L I S 646 | Introduction to Info Architecture and Interaction Design for the Web | |
| L I S 668 | Digital Curation and Collections | |
| L I S 751 | Database Design for Information Professionals | |
| L I S 768 | Digital Humanities Analytics | |
| L I S/CURRIC/ ED PSYCH 803 | Computational Research Methods | |
| **Tier L I S Fundamentals** | | |
| Complete two of the following courses: | | 6 |
| L I S 615 | Systems Analysis and Project Management for Information Professionals | |
| L I S 632 | Metadata Standards and XML | |
| L I S 635 | Reference and Information Service | |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| L I S 651 | Cataloging and Classification | |

| | | |
|---|---|---|
| L I S 655 | Collection Management | |
| L I S/ HISTORY 734 | Introduction to Archives and Records Management | |
| **Capstone** | | **3** |
| L I S/CURRIC 620 | Field Project in Library and Information Agencies | |
| L I S/ AMER IND 521 | Tribal Libraries, Archives and Museums (TLAM) Practicum | |
| **PLO Assessment** | | |
| Students are required to complete a PLO Assessment prior to graduation. This is a non-credit bearing requirement. | | 0 |
| **Electives** | | |
| Suggested courses below are based on potential concentrations. Students do not declare concentrations and may mix and match courses across areas. Students may take up to 6 credits of electives outside of the iSchool. All non-L I S electives must be approved by the student's advisor. | | 9 |
| *Digital Librarianship* | | |
| L I S 646 | Introduction to Info Architecture and Interaction Design for the Web | |
| L I S 615 | Systems Analysis and Project Management for Information Professionals | |
| L I S 500 | Code and Power | |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| L I S 751 | Database Design for Information Professionals | |
| L I S 668 | Digital Curation and Collections | |
| L I S 640 | Topics in Library and Information Studies (Web Development) | |
| L I S 768 | Digital Humanities Analytics | |
| L I S/ LEGAL ST 460 | Surveillance, Privacy, and Police Powers | |
| L I S 461 | Data and Algorithms: Ethics and Policy | |
| L I S 510 | Human Factors in Information Security | |
| L I S 661 | Information Ethics and Policy | |
| *Archives/Records* | | |
| L I S/ HISTORY 734 | Introduction to Archives and Records Management | |
| L I S 616 | Records Management | |
| L I S 818 | Archives Accessioning and Appraisal | |
| L I S 640 | Topics in Library and Information Studies (Description and Arrangement) | |
| L I S 678 | Preservation and Conservation of Library and Archives Materials | |
| L I S 615 | Systems Analysis and Project Management for Information Professionals | |
| L I S 632 | Metadata Standards and XML | |
| L I S 651 | Cataloging and Classification | |
| L I S 751 | Database Design for Information Professionals | |
| *Public* | | |
| L I S 712 | The Public Library | |
| L I S 635 | Reference and Information Service | |
| L I S 651 | Cataloging and Classification | |
| L I S 655 | Collection Management | |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| L I S/ NURSING 517 | Digital Health: Information and Technologies Supporting Consumers and Patients | |
| L I S 640 | Topics in Library and Information Studies (Services to Diverse Populations) | |
| L I S 642 | Reading Interests of Adults | |
| L I S 755 | Electronic Resource Management & Licensing | |
| L I S 668 | Digital Curation and Collections | |
| L I S 661 | Information Ethics and Policy | |
| L I S 632 | Metadata Standards and XML | |
| *Youth* | | |
| L I S 622 | Childrens Literature | |
| L I S 629 | Multicultural Literature and Resources for Children and Youth | |
| L I S 631 | Literature and Resources for Youth | |
| L I S 772 | Library Services to Children and Young Adults | |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| L I S 668 | Digital Curation and Collections | |
| L I S 755 | Electronic Resource Management & Licensing | |
| L I S 661 | Information Ethics and Policy | |
| L I S 655 | Collection Management | |
| L I S 635 | Reference and Information Service | |
| L I S 632 | Metadata Standards and XML | |
| *College and Research Libraries* | | |
| L I S 722 | College and University Libraries | |
| L I S 639 | Pedagogical Theory and Practice for Information Professionals | |
| L I S 635 | Reference and Information Service | |
| L I S 651 | Cataloging and Classification | |
| L I S 632 | Metadata Standards and XML | |
| L I S 640 | Topics in Library and Information Studies (Services to Diverse Populations) | |
| L I S 655 | Collection Management | |
| L I S 661 | Information Ethics and Policy | |
| L I S 668 | Digital Curation and Collections | |
| L I S 755 | Electronic Resource Management & Licensing | |
| *Additional Courses* | | |
| L I S 640 | Topics in Library and Information Studies | |

| | |
|---|---|
| L I S 855 | Topics in Information Agency Management |
| L I S 501 | Introduction to Text Mining |
| L I S/MUSIC 619 | Music Research Methods and Materials |
| L I S/ART HIST/ HISTORY/ JOURN 650 | History of Books and Print Culture in Europe and North America |
| L I S/ LEGAL ST 663 | Introduction to Cyberlaw |
| L I S/ COM ARTS 705 | Introductory Analytics for Decision Making |
| L I S 706 | Data Mining Planning and Management |
| L I S 707 | Data Visualization and Communication for Decision Making |
| L I S 839 | Special Collections |
| L I S 875 | Topics in Information Processing and Retrieval |
| One credit courses are offered every semester under a variety of topics under L I S 640 and L I S 855. | |
| **Total Credits** | **36** |

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students may transfer up to 6 credits of approved graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With approval, UW–Madison undergraduates accepted into the Information School program may transfer up to 7 graduate iSchool credits (courses in L I S numbered 400 and above) toward their MA degree. With approval, students may transfer up to 7 credits of graduate level credit earned at other institutions during the undergraduate career.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Students are allowed to transfer up to 6 approved credits of coursework numbered 400 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy and iSchool Student Handbook. (https://ischool.wisc.edu/current-students/ma-requirements-overview/ma-program-planning-guides/)

## ADVISOR / COMMITTEE

All continuing students are encouraged to meet with their advisor prior to registering for each semester in order to remove registration holds and ensure timely progress towards degree completion. Students may switch advisors at any time by completing a change of advisor form.

## CREDITS PER TERM ALLOWED

The iSchool recommends 3 to 6 credits per semester for online students. 8 to 12 credits in a regular semester is considered full time at the graduate level.

## TIME LIMITS

The maximum period for completion of the MA (under special circumstances) is seven calendar years. Contact the department for more information.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)

- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# ISCHOOL CAREER SERVICES

The iSchool offers career services and resources (https://ischool.wisc.edu/programs/ma-library-information-studies/ma-lis-career-services/) specifically tailored to students in the program, including individual advising, workshops and The iSchool Career Toolkit (https://ischool.wisc.edu/student-experience/career-services/career-toolkit/)website, a curated list of resources for students in the Library and Information Studies field.

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# PRINT CULTURE HISTORY, DOCTORAL MINOR

Since 1980, the field has generated a sizable literature, and with the establishment of this doctoral minor in 1998, the study of print culture history has found an institutional home within the University of Wisconsin–Madison's curricular structure. The Doctoral Minor in Print Culture History gives graduate students opportunities to design a curriculum around the historical study and sociology of books and print culture within their general doctoral studies. The program particularly encourages students to do original archival and special collections work in the extensive relevant holdings of the library systems of the University of Wisconsin–Madison and the Wisconsin Historical Society (http://www.wisconsinhistory.org/).

See the full description of the Doctoral Minor in Print Culture History (http://www.wiscprintdigital.org/ph-d-minor/) on the Center for the History of Print and Digital Culture website for more information.

ADMISSIONS

## ADMISSIONS

The Minor in Print Culture History is an interdisciplinary program functioning under the University of Wisconsin–Madison Graduate School's Option A rules (see the Graduate School Catalog, Minors) (http://guide.wisc.edu/graduate/#doctoralminorstext). To qualify, students will need written approval from their major advisor and from the director of the Doctoral Minor in Print Culture History.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

REQUIREMENTS

## REQUIREMENTS

Like the study of print culture itself, the minor is intentionally flexible and interdisciplinary. Students are required to take a **minimum of 12 credits** in courses whose subjects in some way address print culture, book history, or related topics. Related topics may range from the history of mass communications, cartography, literature, education, consumer movements, and library and information studies, to subjects dealing with gender, race, age, social class, and sexual orientation. Within the 12-credit minor, students are required to take at least **3 credits of seminar studies**. L I S/ ART HIST/HISTORY/JOURN 650 is highly recommended for 3 of the 12 credits toward the minor.

# INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Clinical and Health Informatics, MS (p. 1122)
- Clinical Investigation, Doctoral Minor (p. 1127)
- Clinical Investigation, MS (p. 1127)
- Clinical Investigation, PhD (p. 1132)
- Fundamentals of Clinical Research, Graduate/Professional Certificate (p. 1137)
- Implementation Science and Community Health Outcomes, Graduate/Professional Certificate (p. 1138)

# CLINICAL AND HEALTH INFORMATICS, MS

The online Master of Science degree in Clinical and Health Informatics gives students a solid foundation in healthcare decision-making using methods developed from study of biomedical informatics, healthcare operations management, industrial systems engineering, nursing, pharmacy, and population health.

Based in UW–Madison's Institute for Clinical and Translation Research, this online graduate degree program provides students with an interdisciplinary approach to develop innovative solutions and improve current practices in health policy, clinical practice, data security, and biomedical and health information systems.

The program is designed to serve professionals for clinical or information technology-related work in the healthcare industry. Graduates will be ready to meet the growing workforce demand for informaticists.

Further detail, including tuition and costs, is provided here (https://uwinformatics.wisc.edu/).

ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | August 1 |
| Spring Deadline | December 15 |
| Summer Deadline | April 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

### PROGRAM ADMISSION

Applicants to our Master of Science degree program must meet the minimum requirements (https://grad.wisc.edu/apply/requirements/) of

the UW-Madison Graduate School, as well as those of our Clinical and Health Informatics (CHI) program:

- Personal Statement - Tell us more about you, your interest in this profession, and why you wish to earn a graduate degree in Clinical and Health Informatics. You may also note any (or none) of the following information:
  - What will make you successful in graduate program coursework?
  - What challenges do you anticipate facing while being a graduate student? What support might you need?
  - What unusual circumstances would you like considered when faculty review your application? This may include reasons for past academic performance, career changes, life challenges, etc.
- CV/Resume
- 2 letters of recommendation
- Successful completion of a college level statistics course, analytical/computational course, or equivalent work experience

While not required, you will benefit from having:

- work experience in information technology, statistics, computer science, health care, or similar field(s) – or are highly motivated to pursue a career change
- a focused area of interest in informatics, data analytics, clinical care or research, health information technology or similar fields

Contact learn@ictr.wisc.edu if you have any questions, check out the Graduate School's Admissions FAQ (https://grad.wisc.edu/apply/) page, or complete the online application (https://grad.wisc.edu/apply/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

You may, however, qualify for a fee grant for the application fee. https://grad.wisc.edu/apply/fee-grant/

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 18 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None. |
| Language Requirements | None. |
| Assessments and Examinations | The program assessments are in the form of case study presentations and strategic planning for data analysis and feedback. During the final semester, students complete a final project in the capstone course. The summative project is assessed for meeting required competencies. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| B M I 573 | Foundations of Data-Driven Healthcare | 3 |

| | | |
|---|---|---|
| I SY E 557 | Human Factors Engineering for Healthcare Systems | 3 |
| MEDICINE 700 | Introduction to Clinical and Health Informatics | 3 |
| MEDICINE 702 | Clinical and Health Information Systems | 3 |
| or NURSING 715 | Evaluation of Health Informatics Solutions | |
| NURSING 772 | Leadership and Organizational Decision-Making in Health Care | 3 |
| POP HLTH 795 | Principles of Population Health Sciences | 3 |
| MEDICINE 750 | Capstone Project in Clinical and Health Informatics | 3 |
| **Elective** | | |
| Complete from the following: | | 9 |
| B M I/STAT 541 | Introduction to Biostatistics | |
| E P D 605 | Fundamentals of Technical Project Management | |
| E P D 606 | Leading and Managing Technical Teams | |
| E P D 612 | Technical Project Management | |
| E P D 614 | Marketing for Technical Professionals | |
| E P D 619 | Fostering and Leading Innovation | |
| E P D 701 | Writing for Professionals | |
| E P D 702 | Professional Presentations | |
| E P D 706 | Change Management | |
| E P D 708 | Creating Breakthrough Innovations | |
| E P D 712 | Ethics for Professionals | |
| E P D/ACCT I S/ GEN BUS 781 | Financial and Business Acumen | |
| E P D/GEN BUS/ M H R 785 | Effective Negotiation Strategies | |
| GEN BUS 882 | Data Exploration with SQL and Artificial Intelligence (AI) | |
| GEN BUS 885 | Python Fundamentals | |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | |
| PHM PRAC 617 | Health System Pharmacy Data Analysis and Informatics | |
| POP HLTH 709 | Translational and Outcomes Research in Health and Health Care | |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

If applicable to degree completion, and with program approval, students may transfer no more than 12 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to the master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

If applicable to degree completion and with program approval, students may transfer 6 credits of coursework from another institution or numbered 300 or above from a UW–Madison undergraduate degree. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 12 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

An advisor is assigned to incoming students and will work with students individually to ensure they are making satisfactory progress toward a degree.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)

  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

### Requirements for Programs

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

### Procedures

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.

c. The grievance advisor or program director will share the response with the student filing the grievance.
d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.

6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Health: Describe and explain background knowledge of the history, goals, methods and challenges of the major health sciences, including human biology, genomics, clinical and translational science, healthcare delivery, personal health and population health.
2. Information Science and Technology: Demonstrate background knowledge of concepts, terminology, methods and tools of information science and technology for managing and analyzing data, information and knowledge.
3. Social and Behavioral Science: Evaluate the effects of social, behavioral, legal, psychological, management, cognitive, and economic theories, methods, and models applicable to health informatics from multiple levels including individual, social group, and society.
4. Health Information Science and Technology: Determine concepts and recognize tools for managing and analyzing biomedical and health data, information, and knowledge. Key foci include systems design and development, standards, integration, interoperability, and protection of biomedical and health information.
5. Human Factors and Socio-technical Systems: Apply social behavioral theories and human factors engineering to better understand the interaction between users and information technologies within the organizational, social, and physical contexts of their lives, and apply this understanding in information system design.
6. Social and Behavioral Aspects of Health: Evaluate and apply social determinants of health and patient-generated data to analyze problems arising from health or disease, to recognize the implications of these problems on daily activities, and to recognize and/or develop practical solutions to managing these problems.
7. Social, Behavioral, and Information Science and Technology Applied to Health: Appraise the diverse foundation concepts and facets in order to develop integrative approaches to the design, implementation, and evaluation of health informatics solutions.
8. Professionalism: Demonstrate conduct that reflects the aims or qualities that characterize a professional person encompassing especially a defined body of knowledge and skills and their lifelong maintenance as well as adherence to an ethical code.
9. Interprofessional Collaborative Practice: Exhibit behavior that reflects the foundations of values/ethics, roles/responsibilities, interprofessional communication practices, and interprofessional teamwork for team-based practice.
10. Leadership: Demonstrate the following characteristics: credibility, honest, competence, ability to inspire, and ability to formulate and communicate a vision.

# CLINICAL INVESTIGATION, DOCTORAL MINOR

Doctoral students in engineering, nursing, veterinary medicine, and other disciplines can declare a focus in Clinical and Translational Science (https://ictr.wisc.edu/program/graduate-program-in-clinical-investigation/) by earning the doctoral minor in Clinical Investigation to learn about applications of research to clinical disciplines. The minor provides students with foundational training in interdisciplinary clinical research, while emphasizing a scientific area of graduate study.

Students should be aware that:

- No course that counts for the major can also count for the minor. The point of the minor focus is to add breadth to the student's coursework.

**Important Note:** For students who are funded by the TL1 Predoctoral Training Program, the minor requires additional training as described on the TL1 website (https://ictr.wisc.edu/program/tl1-training-awards/).

## ADMISSIONS

## ADMISSIONS

All graduate students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change programs.

Students should also submit a form (https://ictr.wisc.edu/education-training/graduate-programs/) to declare the doctoral minor in Clinical Investigation. The program director will review your application for admittance, and reach out to you if there are any further questions.

## REQUIREMENTS

## REQUIREMENTS

### REQUIRED COURSES

The minor requires 9 credits. Note: For students who are funded by the TL1 Predoctoral Training Program, the minor requires additional training as described on the TL1 website (https://ictr.wisc.edu/program/tl1-training-awards/).

| Code | Title | Credits |
|---|---|---|
| **Introduction Clinical Requirement** | | |
| Students complete the following course: | | |
| B M I/STAT 542 | Introduction to Clinical Trials I | 3 |
| **Clinical Translational Science Requirement** | | |
| To fulfill this requirement, students must complete 3 credits from one of the following courses: | | 3 |
| B M I 544 | Introduction to Clinical and Healthcare Research II | |
| B M I 773 | Clinical Research Informatics | |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | |
| **Research Design Science Requirement** | | |
| To fulfill this requirement, students must complete 3 credits of a clinical translational science, biostatistics, or methods course. Program administrator approval required for alternative courses and must be graduate level ("Grad 50%" designation). Examples of the courses include the following: | | 3 |
| B M I/ POP HLTH 552 | Regression Methods for Population Health | |
| B M I/ POP HLTH 651 | Advanced Regression Methods for Population Health | |
| B M I/STAT 741 | Survival Analysis Theory and Methods | |
| B M I/ COMP SCI 771 | Learning Based Methods for Computer Vision | |
| B M I/COMP SCI/ PSYCH 841 | Computational Cognitive Science | |
| NURSING 804 | Qualitative Design and Methods | |
| ED PSYCH/ COUN PSY/ CURRIC/ ED POL/ELPA/ RP & SE 719 | Introduction to Qualitative Research | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| ED PSYCH 771 | Test Construction | |
| **Total Credits** | | **9** |

# CLINICAL INVESTIGATION, MS

Clinical investigation is a field in which teams of health care professionals, biostatisticians, and others imagine, design, and conduct clinical research, and then take discoveries to human or animal patient populations in the health care system or in communities.

The graduate program in clinical investigation offers a MS degree. The focus of clinical investigation is to provide physicians, clinical scientists, and other health care professionals with the knowledge and skills needed to conduct and translate basic science discoveries into clinical applications through patient (human or animal)–oriented research. The MS program trains students to help move research toward solutions for patient populations more quickly.

Applicants ideally will have a health professional degree (MD, DVM, PharmD, BSN, BSE, MPT, DPT). Clinical Investigation students are unique among UW–Madison graduate students because they enter with a terminal degree (with exceptions) and they are seeking training to apply their work to improving health and(or) healthcare delivery.

The curriculum draws from existing courses in the partner schools and includes new courses developed exclusively for the clinical investigation program. Coursework provides a solid foundation in research methods and analysis, including biostatistics, study design, informatics, and ethical conduct. Through electives and a research requirement, students pursue their own areas of specialization in patient-oriented clinical research.

Representatives from the Schools of Medicine and Public Health, Nursing, Pharmacy, Education, and Veterinary Medicine, and the College of Engineering gathered in 2006 and designed the program. They are

joined by partner Marshfield Clinic as members of the faculty executive committee that guides the program.

The clinical investigation program is housed in the UW Institute for Clinical and Translational Research (ICTR) and is designed in response to a need for clinical research training programs. The ICTR Clinical and Translational Science Award (CTSA) facilitates UW–Madison's ability to offer a spectrum of graduate programs in clinical research. This applied, clinical, and translational graduate program complements the areas of clinical research training by the population health sciences, nursing, and other graduate programs.

The knowledge and skills acquired while earning a degree in clinical investigation can be applied to jobs in academic institutions; private industry, including pharmaceutical companies, insurers, and managed care organizations; government agencies; non-profit organizations; and a range of local to international organizations.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 1 |
| Spring Deadline | October 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The program's faculty executive committee considers all aspects of each application. The applicant must meet the minimum requirements of the Graduate School plus those of the program, listed here:

- Have a focused area of interest in patient-oriented clinical research and a passion for continuing in a career in patient-oriented translational and/or clinical research.
- Ideally have a health professional degree (MD, DVM, PharmD, PhD, BSN, BSE, MPT, DPT).
- Identify a primary advisor to mentor and support the applicant throughout graduate study.

Admission will depend in part on identification of a research program that aligns with an applicant's research interests and career goals, an applicant's fit with the program and likelihood of successfully completing a graduate degree. Identification of a faculty advisor and research area of study is a key consideration in the admissions process but does not guarantee admission.

Acceptance into the program does not assure funding.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all core curriculum coursework. |
| Assessments and Examinations | Defense of MS thesis required. The thesis is submitted in writing to the degree committee two weeks prior to the defense date; the thesis is defended verbally during the defense meeting. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Requirement** | | |
| Students must complete the following courses. | | |
| B M I/STAT 542 | Introduction to Clinical Trials I | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| NURSING/ MEDICINE/ POP HLTH 705 | Seminar in Interdisciplinary Clinical Research Evidence | 2-3 |
| H ONCOL 750 | Multi-disciplinary Patient-Oriented Research Presentation Skills Seminar | 1 |
| **Biostatistics Requirement** | | |
| To fulfill this requirement, students must complete one of the following courses or sequence: | | 3-4 |
| B M I/STAT 541 | Introduction to Biostatistics | |
| B M I/ POP HLTH 551 | Introduction to Biostatistics for Population Health [1] | |
| B M I 699 | Independent Study [2] | |
| **Clinical Translational Science Requirement** | | |
| To fulfill this requirement, students must complete 3 credits from one of the following courses: | | 3 |
| B M I 544 | Introduction to Clinical and Healthcare Research II | |
| B M I 773 | Clinical Research Informatics | |
| POP HLTH 709 | Translational and Outcomes Research in Health and Health Care | |
| **Research Design Requirement** | | |
| To fulfill this requirement, students must complete 3 credits of a clinical and translational science, biostatistics, or methods course. Program administrator approval required for alternative courses and must be graduate level ("Grad 50%" designation). Examples of courses include the following: | | 3 |
| SOC/ C&E SOC 361 | Statistics for Sociologists II | |
| B M I/ POP HLTH 552 | Regression Methods for Population Health | |
| B M I/ COMP SCI 567 | Biomedical Image Analysis | |
| B M I/ POP HLTH 651 | Advanced Regression Methods for Population Health | |
| B M I/STAT 741 | Survival Analysis Theory and Methods | |
| B M I/ COMP SCI 771 | Learning Based Methods for Computer Vision | |
| B M I/ COMP SCI 775 | Computational Network Biology | |
| B M I/COMP SCI/ PSYCH 841 | Computational Cognitive Science | |
| NURSING 804 | Qualitative Design and Methods | |
| CURRIC/ COUN PSY/ ED POL/ ED PSYCH/ELPA/ RP & SE 719 | Introduction to Qualitative Research | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| ED PSYCH 771 | Test Construction | |
| **Responsible Conduct of Research Requirement** | | |
| To fulfill this requirement, students must complete one of the following courses: | | 1-2 |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics | |
| PHARMACY 800 | Research Ethics: Scientific Integrity and the Responsible Conduct of Research | |
| NURSING 802 | Ethics and the Responsible Conduct of Research | |
| COMP BIO/PATH-BIO 812 | Research Ethics and Career Development | |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students | |
| OBS&GYN 956 | Advanced Responsible Conduct of Research for Biomedical Students | |
| **Research or Electives** | | |
| To satisfy the minimum credit requirement, students complete additional courses or research credits (e.g., MED 990) | | 5-11 |
| **Total Credits** | | **30** |

[1] Students who complete this 8-credit sequence are required to take fewer research credits to compensate.

[2] The 1-credit B M I 699 Independent Study is for students with instructor consent who have prior statistics (no biostatistics coursework). Students who take this option must also complete 2 credits of another biostatistics course chosen in consultation with the program faculty director.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW–Madison or another institution's undergraduate degree may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Because the program provides flexibility to clinical professionals who frequently begin their graduate careers part time as Special students, this program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

MS students select their faculty advising (degree) committees by the end of the first year in the program. Students and the advisors who sign the form are asked to meet annually or more.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and

Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If

the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

### OTHER

Full time PhD students and dual degree students are eligible for NIH funding. Students must obtain a faculty advisor and write a detailed personal statement that demonstrates working knowledge of clinical and/or translational research. No rotations are offered.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

See the ICTR website (https://ictr.wisc.edu/) for more information.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Formulate research questions and address them using rigorous methods to generate reproducible findings that contribute to improving health.
2. Learn from and improve the health of patients through engagement in research that respects the full diversity of the population.
3. Contribute to programs that integrate clinical and translational science across scientific fields, disciplines, and professions to improve the health of patients and communities.
4. Draw on the expertise of collaborators in multiple disciples.
5. Contribute to analysis, interpretation, and reporting research findings through peer-reviewed scientific channels and to the public.
6. Apply and foster professional, ethical, and responsible conduct of research.

# CLINICAL INVESTIGATION, PHD

Clinical investigation is a field in which teams of health care professionals, biostatisticians, and others imagine, design, and conduct clinical research, and then take discoveries to human or animal patient populations in the health care system or in communities.

The focus of the PhD in Clinical Investigation is to enable translational competency among team leaders. In other words, the graduate program trains students to help move research toward solutions for patient populations more quickly. The PhD is one of fewer than 10 offered in the country with this focus.

Applicants ideally will have a health professional degree (MD, DVM, PharmD, BSN, BSE, MPT, DPT). Clinical Investigation students are unique among UW–Madison graduate students because they enter with a terminal degree (with exceptions) and they are seeking training to apply their work to improving health and(or) healthcare delivery.

The graduate program in clinical investigation that offers the PhD is housed in the UW Institute for Clinical and Translational Research (ICTR) and is designed in response to a need for clinical research training programs. The ICTR Clinical and Translational Science Award (CTSA) facilitates UW–Madison's ability to offer a spectrum of graduate programs in clinical research. This applied, clinical, and translational graduate program complements the areas of clinical research training by the population health sciences, nursing, and other graduate programs.

Representatives from the Schools of Medicine and Public Health, Nursing, Pharmacy, Education, and Veterinary Medicine, and the College of Engineering met as a task force in 2006 to design the program. All ICTR academic partners are represented in the curriculum. They are joined by partner Marshfield Clinic as members of the faculty executive committee that guides the program.

The curriculum draws from existing courses in the partner schools and includes new courses developed exclusively for the clinical investigation program. Coursework provides a solid foundation in research methods and analysis, including biostatistics, study design, informatics, and ethical conduct. Through electives and a research requirement, students pursue their own areas of specialization in patient-oriented clinical research.

The knowledge and skills acquired while earning a degree in clinical investigation can be applied to jobs in academic institutions; private industry, including pharmaceutical companies, insurers, and managed care organizations; government agencies; non-profit organizations; and a range of local to international organizations.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 1 |
| Spring Deadline | October 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |

| | |
|---|---|
| Letters of Recommendation Required | 3 |

The program's faculty executive committee considers all aspects of each application. Applicants must meet the minimum requirements of the Graduate School plus those of the program, listed here:

- Have a focused area of interest in patient-oriented clinical research and a passion for continuing in a career in patient-oriented translational and/or clinical research.
- Ideally have a health professional degree (MD, DVM, PharmD, PhD, BSN, BSE, MPT, DPT).
- Identify a primary advisor to mentor and support the applicant throughout graduate study.

Admission will depend in part on identification of a research program that aligns with an applicant's research interests and career goals, an applicant's fit with the program and likelihood of successfully completing a graduate degree. Identification of a faculty advisor and research area of study is a key consideration in the admissions process but does not guarantee admission.

Acceptance into the program does not assure funding.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Prospective PhD students should see the program website (https://ictr.wisc.edu/graduate-program-in-clinical-investigation/) for funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all core curriculum coursework. |
| Assessments and Examinations | Oral preliminary exam required.<br><br>Defense of PhD dissertation required. The dissertation is submitted in writing to the degree committee two weeks prior to the defense date, and then defended verbally during the defense meeting. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | Doctoral students in Clinical Investigation are not required to complete a doctoral minor or graduate/professional certificate. Breadth is achieved in other areas of the curriculum. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| B M I/STAT 542 | Introduction to Clinical Trials I | 3 |
| POP HLTH 709 | Translational and Outcomes Research in Health and Health Care | 3 |

| | | |
|---|---|---|
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| NURSING/ MEDICINE/ POP HLTH 705 | Seminar in Interdisciplinary Clinical Research Evidence | 2-3 |
| H ONCOL 750 | Multi-disciplinary Patient-Oriented Research Presentation Skills Seminar | 1 |
| **Biostatistics Requirement** | | |
| To fulfill this requirement, students must complete one of the following courses or sequence: | | 3-4 |
| B M I/STAT 541 | Introduction to Biostatistics | |
| B M I/ POP HLTH 551 | Introduction to Biostatistics for Population Health [1] | |
| B M I 699 | Independent Study [2] | |
| **Clinical Translational Science Requirement** | | |
| To fulfill this requirment, students must complete 3 credits from one of the following courses: | | 3 |
| B M I 544 | Introduction to Clinical and Healthcare Research II | |
| B M I 773 | Clinical Research Informatics | |
| **Research Design Requirement** | | |
| To fulfill this requirement, students must complete 6 credits of a clinical and translational science, biostatistics, or methods course. Program administrator approval required for alternative courses and must be graduate level ("Grad 50%" designation). Examples of courses include the following: | | 6 |
| SOC/ C&E SOC 361 | Statistics for Sociologists II | |
| B M I/ POP HLTH 552 | Regression Methods for Population Health | |
| B M I/ POP HLTH 651 | Advanced Regression Methods for Population Health | |
| B M I/STAT 741 | Survival Analysis Theory and Methods | |
| B M I/ COMP SCI 771 | Learning Based Methods for Computer Vision | |
| B M I/ COMP SCI 775 | Computational Network Biology | |
| B M I/COMP SCI/ PSYCH 841 | Computational Cognitive Science | |
| NURSING 804 | Qualitative Design and Methods | |
| CURRIC/ COUN PSY/ ED POL/ ED PSYCH/ELPA/ RP & SE 719 | Introduction to Qualitative Research | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| ED PSYCH 771 | Test Construction | |
| **Grant Writing Requirement** | | |
| To fulfill this requirement, students must complete 1-2 credits of a grant writing course. Program administrator approval required for alternative courses and must be graduate level ("Grad 50%" designation). Examples of courses include the following: | | 1-2 |
| S&A PHM 701 | Grant Writing for Health Services Research | |
| CS&D 900 | Seminar-Speech Science (Topic: Research Career Development Seminar on Grant Writing) | |
| **Responsible Conduct for Research Requirement** | | |
| To fulfill this requirement, students must complete one of the following courses: | | 1-2 |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics | |
| PHARMACY 800 | Research Ethics: Scientific Integrity and the Responsible Conduct of Research | |
| NURSING 802 | Ethics and the Responsible Conduct of Research | |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students | |
| OBS&GYN 956 | Advanced Responsible Conduct of Research for Biomedical Students | |
| **Research or Electives** | | |
| To satisfy the minimum credit requirement, students complete additional courses or research credits (e.g., MED 990) | | 24-27 |
| **Total Credits** | | **51** |

1. Students who complete this 8-credit sequence are required to take fewer research credits to compensate.
2. The 1-credit B M I 699 Independent Study is for students with instructor consent who have prior statistics (no biostatistics coursework). Students who take this option must also complete 2 credits of another biostatistics course chosen in consultation with the program faculty director.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW–Madison or another institution's undergraduate degree may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Because the program provides flexibility to clinical professionals who frequently begin their graduate careers part time as Special students, this program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

PhD students select their faculty advising (degree) committees by the end of the first year in the program. Students and the advisors who sign the Proposed Degree Committee form are asked to meet annually or more; dissertators (post–preliminary exam) twice a year or more.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Doctoral students are expected to pass the final oral examination and deposit the dissertation no later than five years from the date of passing the preliminary examination. The oral examination is the oral defense of the completed dissertation. Full-time students generally complete the dissertation within two years of the preliminary examination. Part-time students may take longer.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures

for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

Full-time PhD students and dual degree students are eligible for NIH funding. Students must obtain a faculty advisor, and write a detailed personal statement that demonstrates working knowledge of clinical and/or translational research. No rotations are offered.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

See the ICTR website (https://ictr.wisc.edu/) for more information.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Formulate research questions and address them using rigorous methods to generate reproducible findings that contribute to improving health.
2. Disseminate knowledge through best practices, teaching, and mentoring students/trainees.
3. Learn from and improve the health of patients through design and implementation of research that respects the full diversity of the population.
4. Be prepared to lead programs that integrate clinical and translational science across scientific fields, disciplines, and professions to improve the health of patients and communities.
5. Engage patients and communities to inform research, to advance translational progress, and to produce research outcomes that respects the full diversity of the population.
6. Draw on the expertise of collaborators in multiple disciplines.
7. Analyze, interpret, and report research findings through peer-reviewed scientific channels and to the public.
8. Apply and foster professional, ethical, and responsible conduct of research.

# FUNDAMENTALS OF CLINICAL RESEARCH, GRADUATE/PROFESSIONAL CERTIFICATE

To conduct patient-oriented clinical studies adequately, it is necessary to understand the principles of research design and statistical analysis. With increasing complexities in clinical research, it is imperative that clinical researchers receive a minimum training in clinical research methods. The objective of the certificate in the fundamentals of clinical research is to provide formalized training in clinical research methodology and a practicum in research design and statistical analysis in patient-oriented clinical research. Areas of study include: biostatistics, epidemiology, and clinical trials design and implementation.

## ADMISSIONS

# ADMISSIONS

Applications to the certificate program are considered on a rolling basis. Students in graduate or professional programs at UW–Madison should apply before enrolling for the semester in which they want to start the certificate courses.

Submit the graduate or professional certificate application (https://ictr.wisc.edu/program/fundamentals-of-clinical-research-certificate/).

All forms and materials can be emailed in PDF form (preferred), delivered, or mailed to:

Graduate Program Manager (see contact box for individual contact information)
studentinquiry@ictr.wisc.edu
2112 Health Sciences Learning Center
750 Highland Avenue
Madison, WI 53705

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary must contact the Program for information on how to apply.

## REQUIREMENTS

# REQUIREMENTS

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| B M I/STAT 542 | Introduction to Clinical Trials I | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| **Biostatistics Requirement** | | |
| Students must complete 3-4 credits to fulfill this requirement. Course selections are listed below. | | 3-4 |
| B M I/STAT 541 | Introduction to Biostatistics | |
| B M I 699 | Independent Study [1] | |
| B M I/ POP HLTH 551 | Introduction to Biostatistics for Population Health | |
| **Clinical Translational Science Requirement** | | |
| Students complete 3-credits to fulfill this requirement. Course selections are listed below. | | 3 |
| B M I 544 | Introduction to Clinical and Healthcare Research II | |
| B M I 773 | Clinical Research Informatics | |
| POP HLTH 709 | Translational and Outcomes Research in Health and Health Care | |
| **Total Credits** | | **12** |

[1] The 1-credit B M I 699 is for students with instructor consent who have prior statistics (not biostatistics) coursework. Students who take this option must also complete an additional 2 credits. Consult with certificate program for course options.

For questions, contact the Graduate Program Manager, at studentinquiry@ictr.wisc.edu. (studentinquiry@ictr.wisc.edu)

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Determine when it is appropriate to use a patient-oriented research design to investigate a translational clinical problem.

2. Understand the principles of clinical research design and statistical analysis.
3. Understand the principles of multidisciplinary patient-oriented clinical research protocols.
4. Apply and foster professional, ethical and responsible conduct of clinical research.

# IMPLEMENTATION SCIENCE AND COMMUNITY HEALTH OUTCOMES, GRADUATE/PROFESSIONAL CERTIFICATE

Students who are interested in solving problems in community health, health services, or health policy may want to supplement their training with the Certificate in Implementation Science and Community Health Outcomes.

Current research investments reflect an emphasis on research that looks for ways to translate what has been learned in controlled settings into positive outcomes in clinical practice and community health. This research requires the ability to:

- consider multiple factors that interact to influence a community or organization;
- form and manage research partnerships with communities and organizations;
- evaluate whether a health intervention or prevention method works or will be used; and
- articulate policy implications of health issues and interventions.

The Certificate in Implementation Science and Community Health Outcomes focuses on the development of these skills.

The certificate addresses a well-documented gap in what should be a continuum between basic health and medical research discoveries and the application of those discoveries in clinical and public health practice. To bridge this gap, new discoveries must move beyond efficacy studies to research that tests effectiveness in real-world settings, exploring factors that facilitate or impede positive health outcomes. This research requires engagement among community members, organizations, clinicians, and researchers as partners in the research process and draws on a distinct set of skills. This certificate focuses on the development of skills to engage successfully in clinical and community health outcomes research.

## ADMISSIONS

# ADMISSIONS

## APPLICATION GUIDELINES

The Institute for Clinical and Translational Research (ICTR) is the administrative home of the Certificate in Implementation Science and Community Health Outcomes. Detailed information about the curriculum, admission requirements, application procedures, and student services coordinators is posted on the ICTR website (http://www.ictr.wisc.edu/).

Whether a student enrolls in the graduate/professional certificate or capstone certificate program will depend on their educational goals (course requirements are the same for all).

## PREREQUISITES, APPLICATION AND ENROLLMENT PROCEDURES

Graduate and professional students from any discipline are eligible to apply for enrollment in the graduate/professional certificate program. To be considered for admission, complete the following application procedures.

1. Print and complete the certificate application form (available on the program website (https://ictr.wisc.edu/T2TRCertificate/)).
2. Send the completed application to the Graduate Program Coordinator, 2112J HSLC, University of Wisconsin, Madison, WI 53705; studentinquiry@ictr.wisc.edu.
3. Applications are reviewed on a rolling basis by the certificate advisory committee.
4. Notification of admission to the certificate program: If the student has completed the application procedures described above, notification of the admission decision will be received within three weeks. Students with questions about the status of the application should contact Graduate Program Coordinator at studentinquiry@ictr.wisc.edu.
5. All Graduate School students must also utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for this graduate/professional certificate. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.
6. Once admitted, the certificate advisory committee will review the stated research interests and recommend an advisor. The objective is to match students with an advisor from a discipline other than their own, to expose students to a variety of perspectives. Students will be notified with the name and contact information of their advisor. They should schedule a meeting with the certificate advisor within the first month after being admitted to identify learning and career objectives, and to discuss the program in relation to student goals.

### Note to PhD Students:

PhD students should start the graduate/professional certificate program early enough to be finished before starting the dissertation. Refer to the Graduate School: Dissertator Status (https://policy.wisc.edu/library/UW-1247/) policy.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Requirement** | | |
| Students must complete the following course. | | |
| POP HLTH 709 | Translational and Outcomes Research in Health and Health Care | 3 |
| **Electives** | | |
| Students must select one course from each of the following areas: | | 5-6 |

| | |
|---|---|
| *Working with Communities and Implementation Science* | |
| COUN PSY 531 | Prevention and Intervention in Mental Health Across the Lifespan |
| CSCS 813 | Transformative Evaluation in Practice |
| DS 679 | Research Methods in Design |
| ED POL/ELPA/ PUB AFFR 765 | Issues in Educational Policy Analysis |
| ED PSYCH 573 | Implementation Science in Community and School Mental Health |
| HDFS 872 | Bridging the Gap Between Research and Action |
| JOURN/ COM ARTS/ LSC 617 | Health Communication in the Information Age |
| HDFS/ ED PSYCH/ NURSING/ SOC WORK 880 | Prevention Science |
| I SY E 417 | Health Systems Engineering |
| I SY E 517 | Decision Making in Health Care |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities |
| NURSING 714 | Advanced Health Systems Leadership and Innovation |
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement |
| NURSING 818 | Patient-centered Research |
| OTM 753 | Healthcare Operations Management |
| OTM 758 | Managing Technological and Organizational Change |
| OTM 770 | Sustainable Approaches to System Improvement |
| S&A PHM 652 | Pharmacist Communication: Educational and Behavioral Interventions |
| S&A PHM 704 | Dissemination, Implementation and Sustainment of Change in Health Services Research |
| PHARMACY 608 | Safety and Quality in the Medication Use System |
| PUB AFFR 863 | Health Systems and Policy |
| PUB AFFR 974 | Topics in Public Affairs |
| PUBLHLTH 780 | Evidence-Based Decision-Making |
| SOC/ C&E SOC 573 | Community Organization and Change |
| SOC/C&E SOC/ URB R PL 617 | Community Development |
| *Qualitative Methods Relevant to Implementation Science and Community Outcomes Research* | |
| ANTHRO 909 | Research Methods and Research Design in Cultural Anthropology |
| COUN PSY/ CURRIC/ED POL/ ED PSYCH/ELPA/ RP & SE 788 | Qualitative Research Methods in Education: Field Methods I |
| CURRIC/ COUN PSY/ ED POL/ ED PSYCH/ELPA/ RP & SE 719 | Introduction to Qualitative Research |
| ELPA 824 | Introduction to Qualitative Inquiry in Educational Leadership and Policy Analysis |
| NURSING 804 | Qualitative Design and Methods |
| SOC/ ED POL 955 | Seminar-Qualitative Methodology |
| **Project** | |
| Students work with their certificate advisor to develop an appropriate project. Students will enroll in an independent study course to complete the project. | 2 |
| FAM MED 699 | Directed Study |
| or KINES 699 | Independent Study |
| or SOC WORK 799 | Independent Study |
| or OBS&GYN 699 | Directed Study |
| or NURSING 999 | Advanced Independent Study |
| or I SY E 699 | Advanced Independent Study |
| **Seminar** | |
| Students must select one of the following: | 1-2 |
| COUN PSY 601 | Best Practices in Community-Engaged Scholarship |
| NURSING 590 | Contemporary Practices in Nursing |
| POP HLTH 699 | Independent Reading |
| Presentation/Video Option [1] | |
| **Total Credits** | **11** |

[1] Students enroll in 1 credit of independent study with their certificate advisor. For details about the Presentation/Video Option for the seminar, contact the certificate coordinator.

## Electives

The certificate advisor may help students choose courses to fulfill the two elective areas:

1. Working with Communities and
2. Qualitative Research Methods Relevant to Translational and Outcomes Research.

At least one of the courses must be from outside the student's major. Students may propose to their certificate advisor an alternative course (i.e., not on the list of approved electives) for consideration as elective credit, including a course that also fulfills a requirement for their degree program. For criteria and procedures, see the handbook on the program website (https://ictr.wisc.edu/program/implementation-science-community-health-outcomes-certificate/).

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### ADDITIONAL RESOURCES AND OPPORTUNITIES

UW Institute for Clinical and Translational Research (https://ictr.wisc.edu/)

Resources to support clinical, translational, and outcomes research

### MENTORING

- Research Mentoring: https://ictr.wisc.edu/research-services/
- The Individual Development Plan for mapping your mentee's (graduate student and postdoc) academic and professional development: http://grad.wisc.edu/pd/idp (http://grad.wisc.edu/pd/idp/)

Qualitative and Mixed Methods Research Resources (https://ictr.wisc.edu/program/qualitative-mixed-method-research-educational-resources/)

HIP Xchange (https://www.hipxchange.org/)

Tools, videos, and data downloads to identify socioeconomic disadvantaged locations, improve patient engagement in research, identify patients with chronic conditions, and more.

Training-grant opportunities (https://ictr.wisc.edu/career-development-awards-2/)

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop a research question about a health concern of an actual community.
2. Select an evidence-based approach to addressing the health concern.
3. Involve investigators from two or more disciplines and/or stakeholders from two or more sectors as partners in your project.
4. Demonstrate an understanding of collaboration skills for sustainable partnerships, e.g., benefits to the community partner(s) are built into the project; evidence of partner input to project design.
5. Employ data gathering and analysis methods that respect community partners' organizational culture, values, staffing, and work flow.

# INSTITUTE FOR REGIONAL AND INTERNATIONAL STUDIES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- African Studies, Doctoral Minor (p. 1140)
- African Studies, Graduate/Professional Certificate (p. 1142)
- East Asian Studies, Doctoral Minor (p. 1142)
- Global Studies, Doctoral Minor (p. 1144)
- Latin American, Caribbean, and Iberian Studies, Doctoral Minor (p. 1144)
- Latin American, Caribbean, and Iberian Studies, MA (p. 1145)
- Russian, East European and Central Asian Studies, Doctoral Minor (p. 1149)
- Russian, East European and Central Asian Studies, Graduate/Professional Certificate (p. 1149)
- Russian, East European and Central Asian Studies, MA (p. 1152)
- Southeast Asian Studies, Doctoral Minor (p. 1158)
- Southeast Asian Studies, MA (p. 1158)

# AFRICAN STUDIES, DOCTORAL MINOR

The Doctoral Minor in African Studies is for students completing a PhD at the University of Wisconsin–Madison who wish to focus their study on Africa. It requires four courses or seminars in two departments outside the student's major department. The African studies minor is completed under "Minor Option A" of the Graduate School regulations.

# SUGGESTIONS FOR STUDENTS PURSUING THE DOCTORAL MINOR IN AFRICAN STUDIES

- Early Approval of Minor Program: It is the student's responsibility as a graduate student to determine that all courses/seminars being completed are eligible for inclusion in the doctoral minor. Students are encouraged to consult with the African Studies Program advisor before taking courses intended to be included in the minor.
- Language Training: In planning the program, students should bear in mind the strong desirability of attaining competence in an African language. For many kinds of research, ability to use a language as a research tool is indispensable.

- Auditing Courses: In addition to courses and seminars formally taken for credit, students are encouraged to audit additional offerings to develop a broad competence in African studies.

## ADMISSIONS

# ADMISSIONS

- Meet with the African Studies Program advisor. To make an appointment, send an email to the program's Associate Director (see Contact Information).
- All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.
- After you have completed the preliminary PhD examinations, the African Studies Program director or designate will sign the warrant indicating completion of the minor.

## REQUIREMENTS

# REQUIREMENTS

### GRADE REQUIREMENT

Grade Point Average: A 3.0 grade point average is required for all courses submitted for the minor.

### REQUIRED COURSES

- Complete a minimum of 12 graduate credits from the African Studies Program core curriculum (http://africa.wisc.edu/?page_id=26) in four courses or seminars outside the major field, and from at least two different departments, in consultation with the faculty advisor. (Agricultural and applied economics, and economics courses/seminars are considered to be of one discipline for purposes of the minor.) See list below for example courses. Other courses may be chosen in consultation with the faculty advisor.
- Graduate credit is available only for courses with numbers of 300 or higher and with the graduate designation ("Grad 50%").
- At least one of these four units must be a course or seminar numbered 700 to 999. No thesis or dissertation credits (990) may be used.
- Introductory first-year language courses may not be used for the doctoral minor in African studies even if they are numbered 300 or higher. Language courses may count for the minor only in so far as they do not overlap with departmental language requirements. When a department requires an African language for the PhD, language courses may count toward the minor only above and beyond four semesters of study in one language.
- Include no more than one independent reading and research course in the four courses or seminars submitted.

#### Example Courses

| Code | Title | Credits |
|---|---|---|
| AFROAMER/ AFRICAN 813 | Contemporary African and Caribbean Drama | 3 |
| AFRICAN 321 | First Semester Arabic | 5 |
| AFRICAN 322 | Second Semester Arabic | 5 |
| AFRICAN 323 | Third Semester Arabic | 4 |
| AFRICAN 324 | Fourth Semester Arabic | 4 |
| AFRICAN 329 | Fifth Semester Arabic | 3 |
| AFRICAN 330 | Sixth Semester Arabic | 3 |
| AFRICAN 331 | First Semester Swahili | 5 |
| AFRICAN 332 | Second Semester Swahili | 5 |
| AFRICAN 333 | Third Semester Swahili | 4 |
| AFRICAN 334 | Fourth Semester Swahili | 4 |
| AFRICAN 335 | First Semester-A Language of Southern Africa | 5 |
| AFRICAN 336 | Second Semester-A Language of Southern Africa | 4-5 |
| AFRICAN 361 | First Semester Hausa | 5 |
| AFRICAN 362 | Second Semester Hausa | 4-5 |
| AFRICAN 371 | First Semester Yoruba | 5 |
| AFRICAN 372 | Second Semester Yoruba | 5 |
| AFRICAN 373 | Third Semester Yoruba | 4 |
| AFRICAN 374 | Fourth Semester Yoruba | 4 |
| AFRICAN 391 | First Semester-A Language of West Africa | 5 |
| AFRICAN 392 | Second Semester-A Language of West Africa | 4-5 |
| AFRICAN 393 | Third Semester-A Language of West Africa | 4 |
| AFRICAN 394 | Fourth Semester-A Language of West Africa | 4 |
| AFRICAN 670 | Theories and Methods of Learning a Less Commonly Taught Language | 2 |
| AFRICAN 671 | Multilanguage Seminar | 4 |
| AFRICAN 672 | Intensive Summer Multilanguage Seminar | 8 |
| AFRICAN 700 | Reading and Writing African Cultural Studies | 3 |
| AFRICAN 703 | Topics in Teaching African Languages | 1 |
| AFRICAN 803 | Theories of African Cultural Studies | 3 |
| AFRICAN 901 | Seminar in Modern African Literature | 3 |
| AFRICAN 905 | Seminar in African Cultural Studies: Topics | 3 |
| AFRICAN 926 | Seminar in Research Methods in African Cultural Studies | 3 |
| AFRICAN/ ANTHRO/ECON/ GEOG/HISTORY/ POLI SCI 983 | Interdepartmental Seminar in African Studies Topics | 3 |
| HISTORY 861 | Seminar-The History of Africa | 1-3 |
| ENGL 829 | Topics in Migration and Diaspora (Migration in the Black Diaspora) | 3 |
| INTL ST 620 | Topics in International Studies (Contemporary Issues in Africa) | 1-4 |
| POLI SCI/AFRICAN/ ANTHRO/ ECON/GEOG/ HISTORY 983 | Interdepartmental Seminar in African Studies Topics | 3 |

### SPECIAL CIRCUMSTANCES AND CONDITIONS IN COMPLYING WITH THE DOCTORAL MINOR

- Credits from Other Universities: Courses from other universities that were taken for graduate credit may count toward the minor with approval of the African Studies Program. Normally, only two of the required four courses or seminars may come from outside the University of Wisconsin–Madison. Exceptions may be proposed by petition.
- Courses Taken as an Undergraduate: Courses taken while the candidate was an undergraduate student are not eligible for credit toward the doctoral minor, including courses with graduate-level numbers.

# AFRICAN STUDIES, GRADUATE/PROFESSIONAL CERTIFICATE

The Graduate Certificate in African Studies is awarded to students at the graduate level at the University of Wisconsin–Madison to certify advanced training in African studies. It is awarded by the African Studies Program and the Graduate School.

## ADMISSIONS

## ADMISSIONS

### APPLICATION FOR CERTIFICATE IN AFRICAN STUDIES AT THE GRADUATE LEVEL

- Contact the Associate Director and Advisor.
- All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.
- After the student has completed the requirements for the graduate certificate in African studies, the African Studies Program director or designate will inform the major department that the student has earned the certificate.

## FUNDING

## FUNDING

Information about funding through the African Studies Program is available from our website (http://africa.wisc.edu/?page_id=28). We also encourage our students to explore funding options available through the Institute for Regional and International Studies (IRIS) Awards Office (https://iris.wisc.edu/funding/).

## REQUIREMENTS

## REQUIREMENTS

- Complete at least 12 credits of African Studies Program core courses or extended core courses (https://africa.wisc.edu/academics/courses/) taught by an African Studies Program faculty member.
- Graduate credit is available only for courses numbered 300 or higher with the Grad 50% designation.
- Maintain a grade point average of 3.0 (on a 4.0 scale).
- Fulfill the requirements for a master's or doctoral degree at the University of Wisconsin–Madison.
- Include 9 credits outside of the major department. No more than 3 credits will count from the major department.
- Complete at least one graduate-level seminar in African studies with a grade of AB or better. It may be in the major field.

### ADDITIONAL TERMS

- Include no more than 3 credits of directed reading and research or independent reading (AFRICAN 699 Directed Study, AFRICAN 999 Independent Reading and Research). No thesis/dissertation credits (AFRICAN 990 Thesis) may be included.
- Only one course in a single language may satisfy certificate requirements, but two languages courses may be applied if they are in different African languages.
- Note: All African Cultural Studies courses (https://guide.wisc.edu/courses/african/) may satisfy requirements for the graduate certificate within the limits set by the distribution requirements described above.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Regional expertise: advanced knowledge of the societies and cultures of the region through in-depth understanding of the principal historical, social, political, cultural and scientific forces and conditions that have given rise to the unity and diversity in the region today.
2. Multi-disciplinarity: analyzing contemporary political, economic, and cultural realities in the region from at least two disciplinary perspectives, ideally including humanities, social sciences and sometimes natural science approaches.
3. Depth of knowledge: advanced knowledge of particular facets of life in the region by taking courses on particular sub-regions or countries, by studying a regional language, or by taking at least two courses on the region in one discipline
4. Research and methods: Students must demonstrate the ability to conduct interdisciplinary research that shows knowledge of research methodologies, demonstrates analytical skills, and the ability to articulate and elaborate research findings.

# EAST ASIAN STUDIES, DOCTORAL MINOR

The Center for East Asian Studies (https://eastasia.wisc.edu/) (CEAS) is the focal point connecting East Asia to UW-Madison. One of UW-

Madison's eight federally funded National Resource Centers, CEAS is dedicated to all aspects of research, education, and outreach related to China, Japan, and Korea.

CEAS began in 1962 as the East Asian Studies program, building on more than sixty years of research and teaching on China, Japan, and Korea at UW-Madison. Over the years it has grown from fewer than a dozen faculty members teaching 30 graduate-level courses to more than 70 faculty members teaching nearly 300 courses at both undergraduate and graduate levels.

The doctoral minor in East Asian Studies is offered to students who are enrolled in a doctoral program at UW-Madison and are interested in focusing their studies on East Asia. Students interested in obtaining this minor should consult with the Center's Associate Director, who serves as the advisor for the minor in East Asian studies.

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

The Associate Director and Advisor will review your application for admittance, and reach out to you if there are any further questions. Please contact the Associate Director and Advisor prior to submitting your application in the Graduate Student Portal.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

Students earning an interdisciplinary PhD Minor in East Asian Studies must complete a minimum of 12 credits in East Asian area studies. These credits must be earned in at least three subject listings other than the student's major department, and courses must contain a minimum of 25 percent East Asian content. Please contact the Center for East Asian Studies for additional guidance on course selection.

| Code | Title | Credits |
|---|---|---|
| A A E/INTL ST 374 | The Growth and Development of Nations in the Global Economy | 3 |
| A A E/ECON 474 | Economic Problems of Developing Areas | 3 |
| ANTHRO 300 | Cultural Anthropology: Theory and Ethnography | 3 |
| ANTHRO 330 | Topics in Ethnology | 3-4 |
| ANTHRO 357 | Introduction to the Anthropology of Japan | 3 |
| ANTHRO 490 | Undergraduate Seminar | 3 |
| ANTHRO 940 | Seminar-Problems in Cultural Anthropology | 3 |
| ART HIST 307 | From Tomb to Temple: Ancient Chinese Art and Religion in Transition | 3 |
| ART HIST 308 | The Tastes of Scholars and Emperors: Chinese Art in the Later Periods | 3 |
| ART HIST 411 | Topics in Asian Art | 3-4 |
| ART HIST 575 | Proseminar in Japanese Art | 3 |
| ART HIST 576 | Proseminar in Chinese Art | 3 |
| ART HIST 875 | Seminar in Japanese Art | 3 |
| ART HIST 876 | Seminar in Chinese Art | 3 |
| All upper-level/graduate-level courses on East Asia offered by the Department of Asian Languages and Cultures may be taken as part of the East Asian studies doctoral minor. [1] | | |
| COM ARTS 458 | Global Media Cultures | 3 |
| CURRIC 564 | Advanced Problems on the Teaching of World Languages | 3 |
| DANCE 560 | Current Topics in Dance: Workshop | 3 |
| ECON 464 | International Trade | 3 |
| ECON 467 | International Industrial Organizations | 3 |
| ECON 475 | Economics of Growth | 4 |
| HISTORY 336 | Chinese Economic and Business History: From Silk to iPhones | 3-4 |
| HISTORY/ ASIAN 337 | Social and Intellectual History of China, 589 AD-1919 | 3-4 |
| HISTORY/ASIAN 341 | History of Modern China, 1800-1949 | 3-4 |
| HISTORY/ ASIAN 342 | History of the Peoples Republic of China, 1949 to the Present | 3-4 |
| HISTORY/ ASIAN 454 | Samurai: History and Image | 3-4 |
| HISTORY/ ASIAN 456 | Pearl Harbor & Hiroshima: Japan, the US & The Crisis in Asia | 3-4 |
| HISTORY 600 | Advanced Seminar in History | 3 |
| HISTORY 725 | Seminar in East Asian History | 3 |
| HISTORY 753 | Seminar-Comparative World History | 3 |
| HISTORY 854 | Seminar in Modern Chinese History | 3 |
| HISTORY 855 | Seminar in Japanese History | 3 |
| INTL BUS/ M H R 403 | Global Issues in Management | 3 |
| INTL BUS/ MARKETNG 420 | Global Marketing Strategy | 3 |
| INTL BUS/ FINANCE 445 | Multinational Business Finance | 3 |
| INTL BUS/ FINANCE 745 | Multinational Business Finance | 3 |
| LAW 940 | Law and Contemporary Problems (The State in Economic Development) | 2 |
| LAW 940 | Law and Contemporary Problems (Chinese Law) | 2 |
| LAW 953 | Selected Problems in Business Organization-Seminar | 1 |
| LITTRANS 373 | Topics in Japanese Literature | 3 |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | 3 |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | 3 |

| | | |
|---|---|---|
| POLI SCI 324 | Chinese Politics | 3-4 |
| POLI SCI 601 | Proseminar: Topics in Political Science | 3 |
| PUB AFFR 857 | Political Economy of Corruption and Good Governance | 3 |
| SOC 496 | Topics in Sociology | 3 |
| THEATRE 526 | The Theatres of China and Japan | 3 |

[1] See course listings for Asian Languages and Cultures (https://guide.wisc.edu/courses/asian/).

# GLOBAL STUDIES, DOCTORAL MINOR

A doctoral minor in global studies will be of interest to doctoral students who plan for careers in public policy, research, and academia, as well as those interested in careers in government, media, and the private and nonprofit sectors. The minor emphasizes systemic approaches to globalization in an interdisciplinary context, thereby distinguishing itself from existing graduate course work in international studies that emphasize specialization in particular areas of the world (e.g., East Asian studies or African studies) or specific aspects of globalization (e.g., global health or global legal studies). The minor is intended to provide doctoral students with an institutional setting to pursue the study of globalization as a complement to their major degree program.

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. The minor coordinator will review your application for admittance, and reach out to you if there are any further questions.

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

The IRIS Awards Office manages its own funding opportunities (Scott Kloeck-Jenson Fellowships, IRIS Graduate Fieldwork Awards, Incubator Grants), coordinates the campus component of a number of external programs (Boren Fellowships, Fulbright U.S. Student Program, Fulbright-Hays DDRA, Luce Scholars Program), coordinates IRIS regional center awards such as the Foreign Language and Area Studies (FLAS) Fellowships, assists students, faculty, and staff in exploring funding options, and much more.

Follow us on X (formerly Twitter) (https://twitter.com/uwiris_awards/) and contact Mark Lilleleht, Assistant Director for Awards, with questions at awards@iris.wisc.edu, 608-265-6070.

## REQUIREMENTS

## REQUIREMENTS

The minor in Global Studies is 12 credits total. Students who minor in global studies will be required to take the core Global Studies Graduate Seminar (INTL ST 720 Global Studies Seminar) and related course work. In addition to the 3-credit Global Studies Graduate Seminar, students must take 9 credits from a list of approved courses. Students must take one course from three of the four categories:

1. Global Culture and Humanity
2. Global Commons
3. World Affairs and the Global Economy
4. Human Security and Global Citizenship

Students should consult with an IRIS advisor (https://iris.wisc.edu/advising/) for course listings within these categories.

# LATIN AMERICAN, CARIBBEAN, AND IBERIAN STUDIES, DOCTORAL MINOR

Candidates for a PhD degree in other departments may obtain this Option A doctoral minor in Latin American, Caribbean, and Iberian Studies. All PhD minor candidates must consult with the program director or associate director at the time they begin their work for the PhD minor. Certification of proficiency in Spanish or Portuguese is required.

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. The advisor will review your application for admittance, and reach out to you if there are any further questions.

## REQUIREMENTS

## REQUIREMENTS

Students take a minimum of 12 credits in graduate courses related to Latin America, the Caribbean, Spain, or Portugal. A list of courses available for LACIS credit is prepared each semester by the program staff. This work is to be done outside the major field of the candidate's doctoral specialization. One course cross-listed with the major may be used for the minor so long as it is not taught by a faculty member from the major department and is not a required course for the major. The LACIS MA may

be used as a PhD minor, as long as the degree program meets the minor requirements.

# LATIN AMERICAN, CARIBBEAN, AND IBERIAN STUDIES, MA

The Latin American, Caribbean, and Iberian Studies (LACIS) Program offers three graduate programs: Master of Arts, a Doctoral Minor, and a Dual Degree in Law and Latin American, Caribbean, and Iberian Studies.

The mission of the graduate program is to provide an interdisciplinary foundation for the study of Latin America, the Caribbean, Spain, and Portugal. The University of Wisconsin–Madison is nationally recognized for excellence in research and teaching on these regions. The LACIS program includes a core faculty of over 100 members and course offerings in close to 40 disciplines and professional schools, including anthropology, business, community and environmental sociology, comparative literature, environmental studies, gender and women's studies, geography, history, law, music, political science, sociology, and population health. Languages offered include Spanish, and Portuguese. Quechua and Yucatec Maya are also offered on a periodic basis.

Many faculty members have received extensive national and international recognition. Detailed faculty research interests and publications can be accessed through Mapping LACIS Research. (https://lacis.wisc.edu/mapping-lacis-research/) UW–Madison also publishes the journal *Luso-Brazilian Review* and holds an annual graduate student conference, *Kaleidoscope*.

While the majority of candidates in the program are from the United States, a significant number are from Latin America, the Caribbean, and Iberia. Funding assistance for candidates specializing in Latin America, the Caribbean, and Iberia includes: Title VI Foreign Language and Area Studies (FLAS) fellowships, the Helen Firstbrook Franklin Fellowship, Advanced Opportunity Fellowship (AOF), teaching assistantships (Intro to Latin American Studies), and the Tinker-Nave Field Grant Program, commonly used for summer research travel. Please contact the program office for more information on funding opportunities (https://lacis.wisc.edu/funding/for-graduates/).

Originally established in the 1930s, the program has a long history of university and federal support. Since 1961, LACIS has been recognized as a National Resource Center (NRC) by the US Department of Education, which provides Title VI support for program activities and for FLAS fellowships. The program has a faculty of extraordinary diversity and across-the-board strength. These strengths encompass not only the classic social science and humanities fields, but also the natural and ecological sciences and the agricultural and professional schools. Not many other universities can compete with the overall range of UW–Madison's faculty expertise in Latin American, Caribbean, and Iberian studies. UW–Madison's general excellence is reflected by its consistent ranking among the top ten graduate universities in the United States.

## DUAL DEGREE PROGRAM

Candidates interested in earning a dual degree in law and Latin American, Caribbean, and Iberian Studies must apply to both programs and must meet the degree requirements for both programs. The dual degree program can be completed in seven semesters. Typically, the student begins the LACIS portion of the program in the second year of law school. More information can be found on the website (https://lacis.wisc.edu/programs/dual-degree-in-law-and-lacis/).

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | October 15 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission to the master's program is competitive and requires a strong undergraduate academic background, a clear demonstration of interdisciplinary interests, and a strong statement of purpose illustrating the applicant's goals. In addition to the online application, applicants must submit to the program: transcript(s) of all undergraduate work, three letters of recommendation, a statement of reasons for graduate study, and a current CV. Applications must be received by deadline above for the fall semester.

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### Tinker Nave Short Term Field Research Grants

Application Deadline: Applications for summer fieldwork are typically due the first Friday in March.

See website (https://lacis.wisc.edu/funding/for-graduates/) for more details.

### Foreign Language and Area Studies Graduate Fellowships (FLAS), (HEA Title VI)

FLAS funding is not currently available. See website (https://flas.wisc.edu/) for more details.

For further information and assistance about financial aid please visit the Office of Student Financial Aid (https://financialaid.wisc.edu/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 18 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students must write and defend a paper or optional master's thesis to a three-person committee consisting of the faculty advisor, Latin American, Caribbean, and Iberian Studies director or associate director and one more relevant faculty member. |
| Language Requirements | Candidates must obtain certification of basic proficiency in Spanish or Portuguese or offer proof of proficiency. |

## REQUIRED COURSES

Completion of the degree requires 30 credits of courses with Latin American, Caribbean and Iberian language and area content. At least 50% of course credit must be in courses numbered 700 or above, or that have the graduate designation. Students choose among Latin American, Caribbean, and Iberian Studies' core areas in consultation with the Program Associate Director and their faculty advisor.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| Core area courses numbered 300 or above decided in consultation with the Program Associate Director and faculty advisor | | 12 |
| **Complementary Area Coursework** | | |
| Courses numbered 300 or above, or Foreign Language and Area studies approved language courses decided in consultation with the Program Associate Director and faculty advisor | | 12 |
| *Pertinent Research Methods* | | |
| At least 3 credits of complementary coursework in a pertinent research methods course are required. | | |
| *Graduate Seminars* | | |
| At least two seminars (6 credits total) must be included in the complementary coursework, including the following course. | | |
| LACIS/A A E/ ANTHRO/ C&E SOC/ GEOG/HISTORY/ POLI SCI/ PORTUG/SOC/ SPANISH 982 | Interdepartmental Seminar in the Latin-American Area | |
| **Additional Coursework** | | |
| The remaining credits will be completed through additional coursework. Thesis credits may satisfy additional coursework (see below for more information). | | 6 |
| **Total Credits** | | **30** |

### Thesis Credits

Thesis credits may satisfy requirements for additional coursework. **A limit of 6 credits of LACIS 698 Directed Study or LACIS 699 Directed**

**Study can fulfill Latin American, Caribbean, and Iberian Studies coursework.**

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework from other institutions.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Students are allowed to transfer no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. The student would not be allowed to transfer courses toward the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

The program director or associate director will be the formal advisor for all students in the program. In addition, students are expected to work with a faculty advisor to complete a final paper or an optional thesis to be defended to a three member committee.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Candidates are expected to finish the degree in four semesters of full-time study; after four semesters, the student must petition for extension. Time to degree will be customized for students in dual or articulated degree programs. Students must also petition for part-time (fewer than 6 credits per semester) status.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress

- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

Latin American, Caribbean, and Iberian Studies has a JD/MA dual degree. Contact the program for more information.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an understanding of the principal historical, societal, scientific and humanist concerns that are rooted in the realities of the broader Latin American, Caribbean and Iberian regions. These include but are not limited to: knowledge of pre-colonial indigenous societal organizations; the experience of colonialism; the biodiversity of the region; and the regions tumultuous social, economic and political trajectory and the specific challenges these have posed for the peoples of the regions. In particular, students should demonstrate an understanding of the unique historical trajectory of these regions as the product of the global confluence of various cultural, social, political and economic influences beginning in the late 15th century. This includes not only the especially profound mutual impact of Iberian colonization of the Americas, but also the larger context of European imperial conflict in the Western Hemisphere, the central place of African slavery in the development of the Atlantic economy, and the significant and multifaceted role that the United States has played in shaping Latin America and the Caribbean. Students should recognize how these histories and contemporary realities impact more specific questions, contemporary or historical, and humanist, social scientific or scientific in nature.
2. Within students' more specific area of interest, they should be able to articulate key theoretical and empirical concerns and identify appropriate theoretical approaches to the problem of interest and identify empirical sources that can help to answer that question or problem.
3. Students should demonstrate proficiency, and preferably advanced language ability, in either Spanish or Portuguese. Additional indigenous language learning, such as Kichwa, Quechua, Quichua and Nahuatil, are also encouraged.
4. Demonstrate the ability to conduct interdisciplinary research that: includes a critical literature review; selects appropriate research methodologies; proposes an appropriate research design to collect, analyze, interpret, and present findings; successfully carries out this research plan.
5. Demonstrate the ability to articulate and elaborate their research findings.
6. Recognize and apply principles of ethical and professional conduct. This includes, in particular, an understanding of the ethics of research and professional activities in cross-cultural contexts.

# RUSSIAN, EAST EUROPEAN AND CENTRAL ASIAN STUDIES, DOCTORAL MINOR

## ADMISSIONS

### ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. The advisor will review your application for admittance, and reach out to you if there are any further questions.

Doctoral students may not earn both the REECAS graduate/professional certificate and the REECAS doctoral minor.

## REQUIREMENTS

### REQUIREMENTS

Recognition of interdisciplinary training at the graduate level can be acquired with a REECAS certificate. Doctoral minor requirements in specific fields can also be fulfilled under the REECAS program. The requirements for a doctoral minor under Option A (external minor) may be satisfied by completing 9 credits of graduate courses in Russian, East European and Central Asian studies. These 9 credits must be distributed over at least two departments outside the student's major department. Students should contact the program office for specific information regarding these requirements.

# RUSSIAN, EAST EUROPEAN AND CENTRAL ASIAN STUDIES, GRADUATE/ PROFESSIONAL CERTIFICATE

The graduate/professional certificate in REECAS provides graduate students with a general background in the areas of anthropology, economics, foreign policy, geography, government and politics, history, language and literature, law, and sociology. It also provides specific knowledge about one of these areas. With its emphasis on interdisciplinary study, a REECAS certificate enhances the training of PhD candidates who wish to teach and do research at the college level, and serves the needs of MA and PhD students who wish to make a career in public service, journalism, library and information studies, or other professions requiring a well-rounded acquaintance with this diverse and highly important area.

## ADMISSIONS

### ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

The certificate coordinator will review your application for admittance, and reach out to you if there are any further questions.

## REQUIREMENTS

### REQUIREMENTS

#### REQUIRED COURSES

Students must complete 12 credits in Russian, East European and Central Asian Studies (REECAS) core courses distributed over three distinct subject listings from the lists below. Language classes are not applicable to the 12-credit requirement. All 12 credits must be in REECAS area studies content classes and include:

- At least 6 credits must be graduate-level coursework (i.e., courses numbered 700 or above, or 300 or above with the Grad 50% designation).
- At least one course (3 credits) must be a graduate-level seminar in which a research paper on the region (Russia, East Europe, Central Asia) is written, utilizing original source material in the target language(s).

#### Language Requirement

In addition to the required 12 credits in area studies content classes, students must demonstrate a working knowledge of one of the languages of Russia, Eastern and Central Europe, and/or Eurasia. This requirement may be met through two years of university language study (or the equivalent) in one of the region's languages. At UW-Madison, Kazakh, Persian, Polish, Russian, Turkish, and Ukrainian are offered regularly during the academic year.

#### General Courses

| Code | Title | Credits |
|---|---|---|
| A A E/ECON/ REAL EST/ URB R PL 306 | The Real Estate Process | 3 |
| A A E/INTL ST 374 | The Growth and Development of Nations in the Global Economy | 3 |
| A A E/ECON 474 | Economic Problems of Developing Areas | 3 |
| ASIAN/AFRICAN/ RELIG ST 370 | Islam: Religion and Culture | 3-4 |
| ANTHRO 330 | Topics in Ethnology (Jews of Central & Eastern Europe) | 3-4 |
| ANTHRO 330 | Topics in Ethnology (People & Culture - Cen&East Eur) | 3-4 |
| ANTHRO 330 | Topics in Ethnology (Peoples & Cultures-Russia) | 3-4 |
| ANTHRO 690 | Problems in Anthropology (Late Pleistocene of E. Eurasia) | 3-4 |
| ANTHRO 690 | Problems in Anthropology (Nationalisms & Modern Wars) | 3-4 |

| | | |
|---|---|---|
| ANTHRO 690 | Problems in Anthropology (Understanding Human Rights) | 3-4 |
| ART HIST 310 | Icons, Religion, and Empire: Early Christian and Byzantine Art, ca. 200-1453 | 3 |
| ART HIST 556 | Proseminar in 20th Century European Art (Art & Visual Culture of WWI) | 3 |
| ART HIST 556 | Proseminar in 20th Century European Art (Art in Europe, 1945-1975) | 3 |
| ART HIST 556 | Proseminar in 20th Century European Art (Artistic Nat'l: Internat'l Age) | 3 |
| ART HIST 556 | Proseminar in 20th Century European Art (European Interwar Art) | 3 |
| ART HIST 556 | Proseminar in 20th Century European Art (Fascist/Totalitarian Modernity) | 3 |
| ART HIST 805 | Seminar-Ancient Art and Architecture (Achaemenid Persia) | 3 |
| ART HIST 805 | Seminar-Ancient Art and Architecture (Persia: The First World Empire) | 3 |
| ART HIST 815 | Seminar-Medieval Art (Icons and the Senses) | 3 |
| ART HIST 815 | Seminar-Medieval Art (Sem: Holy Image-East Orth Cult) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (Art & Visual Culture of WWI) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (Art in Europe, 1945-1975) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (European Avant-Garde:1900-1950) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (European Interwar Art) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (Fascist/ Totalitarian Modernity) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (Grd Smr-20th C Eur Art:Hrd Art) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (Nat'lism in Era of Internat'l) | 3 |
| COM ARTS 463 | Avant-Garde Film | 3 |
| COM ARTS 958 | Seminar in Film History | 2-3 |
| ECON/A A E/ REAL EST/ URB R PL 306 | The Real Estate Process | 3 |
| ECON 390 | Contemporary Economic Issues | 3-4 |
| ECON 467 | International Industrial Organizations | 3-4 |
| ECON/A A E 474 | Economic Problems of Developing Areas | 3 |
| FOLKLORE/ LITTRANS 347 | In Translation: Kalevala and Finnish Folk-Lore | 3-4 |
| FOLKLORE/ RELIG ST 352 | Shamanism | 3 |
| FOLKLORE/ SCAND ST 443 | Sami Culture, Yesterday and Today | 4 |
| FOLKLORE 460 | Folk Epics | 3 |
| GEOG 318 | Introduction to Geopolitics | 3 |
| GEOG 518 | Power, Place, Identity | 3 |
| GEOG 918 | Seminar in Political Geography | 2-3 |
| GNS 324 | Literatures of Central Asia | 3 |
| HISTORY/ MEDIEVAL/ RELIG ST 309 | The Crusades: Christianity and Islam | 3-4 |
| HISTORY 357 | The Second World War | 3-4 |
| HISTORY 359 | History of Europe Since 1945 | 3-4 |
| HISTORY 417 | History of Russia | 3-4 |
| HISTORY 418 | History of Russia | 3-4 |
| HISTORY 419 | History of Soviet Russia | 3-4 |
| HISTORY 420 | Russian Social and Intellectual History | 3-4 |
| HISTORY 424 | The Soviet Union and the World, 1917-1991 | 3-4 |
| HISTORY 500 | Reading Seminar in History (East European Jewry 1648-1945) | 3 |
| HISTORY 500 | Reading Seminar in History (Holocaust: Destructn-Eur Jewry) | 3 |
| HISTORY/ CURRIC/ED POL/ JEWISH 515 | Holocaust: History, Memory and Education | 3 |
| HISTORY 600 | Advanced Seminar in History (Central Asia) | 3 |
| HISTORY 600 | Advanced Seminar in History (Cold War on Ice: 1972) | 3 |
| HISTORY 600 | Advanced Seminar in History (Holocaust Victims & Survivors) | 3 |
| HISTORY 600 | Advanced Seminar in History (Russia & Its Crisis 1900-1917) | 3 |
| HISTORY 600 | Advanced Seminar in History (Russia's Great War, 1914-1917) | 3 |
| HISTORY 600 | Advanced Seminar in History (Russia/America 1880s-1960s) | 3 |
| HISTORY 600 | Advanced Seminar in History (Soviet Hist - Memoirs) | 3 |
| HISTORY 600 | Advanced Seminar in History (Stalin and Hitler) | 3 |
| HISTORY 600 | Advanced Seminar in History (Totalitarianism) | 3 |
| HISTORY 600 | Advanced Seminar in History (Twentieth Century Central Asia) | 3 |
| HISTORY 753 | Seminar-Comparative World History | 1-3 |
| HISTORY/FRENCH/ GERMAN/POLI SCI/ SOC 804 | Interdisciplinary Western European Area Studies Seminar | 3 |

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|---|---|---|
| HISTORY 850 | Smr-Hist of the Soviet Union & Modern Hist of E Central Europe | 1-3 |
| HISTORY 891 | Proseminar in Modern European History | 1-3 |
| JOURN 620 | International Communication | 4 |
| LITTRANS/ FOLKLORE 347 | In Translation: Kalevala and Finnish Folk-Lore | 3-4 |
| POLI SCI 334 | Russian Politics | 3-4 |
| POLI SCI 340 | The European Union: Politics and Political Economy | 3-4 |
| POLI SCI/ INTL ST 439 | The Comparative Study of Genocide | 3-4 |
| POLI SCI/FRENCH/ GERMAN/HISTORY/ SOC 804 | Interdisciplinary Western European Area Studies Seminar | 3 |
| POLI SCI 814 | Social Identities: Definition and Measurement | 3 |
| POLI SCI 854 | Nationalism and Ethnic Conflict | 3 |
| POLI SCI 948 | Seminar: Topics in Comparative Politics (Authoritarian Politics and Ins) | 3 |
| POLI SCI 948 | Seminar: Topics in Comparative Politics (Nondemocratic Politics) | 3 |
| POLI SCI 948 | Seminar: Topics in Comparative Politics (Post-Communist Politics) | 3 |
| SCAND ST/ FOLKLORE 443 | Sami Culture, Yesterday and Today | 4 |
| SCAND ST/ MEDIEVAL 444 | Kalevala and Finnish Folk-Lore | 4 |
| SLAVIC 405 | Women in Russian Literature | 3-4 |
| SLAVIC 420 | Chekhov | 3-4 |
| SLAVIC 421 | Gogol | 3-4 |
| SLAVIC 422 | Dostoevsky | 3-4 |
| SLAVIC 424 | Tolstoy | 3-4 |
| SLAVIC 433 | History of Russian Culture | 3 |
| SLAVIC 434 | Contemporary Russian Culture | 3 |
| SLAVIC 470 | History of Polish Literature until 1863 | 3 |
| SLAVIC 701 | Survey of Old Russian Literature | 2 |
| SLAVIC 702 | Eighteenth-Century Russian Literature | 2 |
| SLAVIC 705 | Special Topics in Russian Language/ Linguistics | 3 |
| SLAVIC 755 | Topics in Slavic Literature | 1-3 |
| SLAVIC 801 | Slavic Critical Theory and Practice | 3 |
| SLAVIC 802 | The Structure of Russian | 2 |
| SLAVIC 803 | Introduction to Old Church Slavonic and the History of Russian Literary Language | 2 |
| SLAVIC 804 | Methods of Teaching Slavic Languages | 2 |
| SLAVIC 820 | College Teaching of Russian | 1 |
| SLAVIC 900 | Seminar: Slavic Literature and Culture | 1-3 |
| SOC 496 | Topics in Sociology (Anti-Semitism in Eur Culture) | 1-3 |
| SOC 496 | Topics in Sociology (On Russia's War in Ukraine) | 1-3 |
| SOC 496 | Topics in Sociology (Pop & Society in Contem Russia) | 1-3 |
| SOC 496 | Topics in Sociology (Pop & Society in Former USSR) | 1-3 |
| SOC 496 | Topics in Sociology (Soc, Cul, Pol Contemp Russia) | 1-3 |
| SOC 496 | Topics in Sociology (Sociology of Eastern Europe) | 1-3 |
| POLI SCI 401 | Selected Topics in Political Science (The Soviet Jewish Experience) | 3-4 |
| SOC 633 | Social Stratification | 3 |

## Seminar Courses

| Code | Title | Credits |
|---|---|---|
| GEOG 918 | Seminar in Political Geography | 2-3 |
| HISTORY 753 | Seminar-Comparative World History | 1-3 |
| HISTORY 850 | Smr-Hist of the Soviet Union & Modern Hist of E Central Europe | 1-3 |
| HISTORY 891 | Proseminar in Modern European History | 1-3 |
| POLI SCI 854 | Nationalism and Ethnic Conflict | 3 |
| SLAVIC 800 | Proseminar-Slavic Literature and Culture | 1 |
| SLAVIC 900 | Seminar: Slavic Literature and Culture | 1-3 |

## Language Courses

| Code | Title | Credits |
|---|---|---|
| ASIALANG 355 | First Semester Asian Language for Graduate Students (Persian) | 4 |
| ASIALANG 356 | Second Semester Asian Language for Graduate Students (Persian) | 4 |
| ASIALANG 357 | Third Semester Asian Language for Graduate Students (Persian) | 4 |
| ASIALANG 358 | Fourth Semester Asian Language for Graduate Students (Persian) | 4 |
| ASIALANG 337 | Fifth Semester Persian | 3-4 |
| ASIALANG 338 | Sixth Semester Persian | 3-4 |
| GNS 331 | First Semester Kazakh | 4 |
| GNS 332 | Second Semester Kazakh | 4 |
| GNS 339 | First Semester Turkish | 4 |
| GNS 340 | Second Semester Turkish | 4 |
| GNS 351 | First Semester Central Eurasian Language | 4 |
| GNS 352 | Second Semester Central Eurasian Language | 4 |
| GNS 370 | Topics in GNS (Intermediate) | 3 |
| GNS 431 | Third Semester Kazakh | 4 |
| GNS 432 | Fourth Semester Kazakh | 4 |
| GNS 439 | Third Semester Turkish | 4 |
| GNS 440 | Fourth Semester Turkish | 4 |
| GNS 451 | Third Semester Central Eurasian Language | 4 |

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|---|---|---|
| GNS 452 | Fourth Semester Central Eurasian Language | 4 |
| GNS 531 | Fifth Semester Kazakh | 3-4 |
| GNS 532 | Sixth Semester Kazakh | 3-4 |
| GNS 539 | Fifth Semester Turkish and Azeri | 3-4 |
| GNS 540 | Sixth Semester Turkish and Azeri | 3-4 |
| GNS 551 | Fifth Semester Central Eurasian Language | 4 |
| GNS 552 | Sixth Semester Central Eurasian Language | 4 |
| SLAVIC 301 | Introduction to Intensive Polish | 3 |
| SLAVIC 304 | Fourth Semester Intensive Polish | 4 |
| SLAVIC 305 | Fifth Semester Intensive Polish | 3 |
| SLAVIC 306 | Sixth Semester Intensive Polish | 3 |
| SLAVIC 315 | Russian Language and Culture I | 3 |
| SLAVIC 316 | Russian Language and Culture II | 3 |
| SLAVIC 321 | Fourth Year Russian I | 3 |
| SLAVIC 322 | Fourth Year Russian II | 3 |
| SLAVIC 331 | Fourth Year Polish I | 3 |
| SLAVIC 332 | Fourth Year Polish II | 3 |
| SLAVIC 351 | First Semester Intensive Czech | 3 |
| SLAVIC 352 | Second Semester Intensive Czech | 3 |
| SLAVIC 451 | Third Semester Intensive Czech | 3 |
| SLAVIC 452 | Fourth Semester Intensive Czech | 3 |
| SLAVIC 705 | Special Topics in Russian Language/ Linguistics | 3 |

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Regional expertise: advanced knowledge of the societies and cultures of the region through in-depth understanding of the principal historical, social, political, cultural and scientific forces and conditions that have given rise to the unity and diversity in the region today.
2. Multi-disciplinarity: analyzing contemporary political, economic, and cultural realities in the region from at least two disciplinary perspectives, ideally including humanities, social sciences and sometimes natural science approaches.
3. Depth of knowledge: advanced knowledge of particular facets of life in the region by taking courses on particular sub-regions or countries, by studying a regional language, or by taking at least two courses on the region in one discipline
4. Research and methods: Students must demonstrate the ability to conduct interdisciplinary research that shows knowledge of research methodologies, demonstrates analytical skills, and the ability to articulate and elaborate research findings.

# RUSSIAN, EAST EUROPEAN AND CENTRAL ASIAN STUDIES, MA

The master of arts degree program in Russian, East European and Central Asian studies provides interdisciplinary area studies training for emerging professionals and future leaders in business, development, government, journalism, law, publishing, and the military. The curriculum is designed to promote a broad understanding of the cultural, political, economic, social, and historical factors that have shaped the development of societies in Eurasia, Russia, and Central and Eastern Europe; mastery in Russian, East European, or Central Asian languages at a level necessary for doing advanced research on and professional work in the region; and knowledge of methodological and analytical approaches of different disciplines that will contribute to a better understanding of the region and will prepare students for conducting advanced research. The program requires both area studies and language training.

The MA program is designed to be completed in three semesters, but motivated students who enter with prior language study and commit to intensive summer coursework have the option of completing the course of study within 12 calendar months. Students will work closely with the MA advisor, who serves as their primary graduate studies advisor, to ensure that their course of study is both coherent and sufficiently interdisciplinary.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 8 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Students entering the master's program must have a bachelor's degree from an accredited institution and provide evidence of academic achievement and intellectual ability, including a minimum total grade point average of 3.0 (on a 4.0 scale) and a 3.4 in related area courses and letters of recommendation. There is no minimum admission requirement for language, but students are strongly advised to complete two years of area language study before entering the program.

Applicants for admission to the MA degree program in Russian, East European and Central Asian studies should submit an online application.

The following materials are required:

- Statement of purpose
- Official transcripts from all postsecondary institutions attended
- Three letters of recommendation
- Language questionnaire

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

CREECA is not able to offer a financial guarantee to students but is committed to connecting students with funding opportunities on campus. A limited number of teaching assistantships and project assistantships may be available in CREECA and in specific departments that offer high-enrollment courses on REECAS. Information about these assistantships can be obtained by writing or calling CREECA and the respective departments.

Information on the Foreign Language and Area Studies (FLAS) Fellowships program, funded by the U.S. government, can be found on the FLAS website: Foreign Language & Area Studies (FLAS) Fellowships (http://flas.wisc.edu/).

Students interested in studying Polish may be eligible to apply for a Michael and Emily Lapinski fellowship (https://gns.wisc.edu/lapinski-scholarship/). The annual deadline is March 1. Please contact the Slavic program for more information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students have the option to complete a thesis. The master's thesis will demonstrate the student's ability to engage in original research in a student's chosen field, including the ability to use original-language material. Contact the program for more information. |
| Language Requirements | Language learning is an integral part of the program, and students will be required to enroll in language courses each term. Students already proficient in their main language will be expected to choose another Slavic or Central Eurasian language for the duration of their program. For degree completion, students must have a minimum of two years of university-level study (or the equivalent) of a regional language with at least three years of study strongly recommended. During the academic year, the program offers Kazakh, Persian, Polish, Russian, Turkish, and Ukrainian.<br><br>Students entering with prior experience in Russian are required to take a pre-program assessment. Students are also required to take a language course each term. See below for more details. |

## REQUIRED COURSES

Students must complete 30 credits of coursework. A minimum of 22 credits must be in area studies (non-language) coursework. Specific requirements are outlined below.

| Code | Title | Credits |
|---|---|---|
| **Russian, East European and Central Asian Studies** | | |
| Five courses in Russian, East European and Central Asian Studies numbered 300 or above. Courses must be distributed over at least three subject listings. At least 50% of the credits must be courses designed for graduate work. Courses with the graduate level coursework ("Grad 50%") designationare identified and searchable in Guide. See the list below for courses. | | 15 |
| **Seminars** | | |
| Two graduate-level seminars (numbered 700-999). Refer to "Seminar Courses" list below. | | 6 |
| Russian, East European and Central Asian Studies MA students are expected to use original language source material in their graduate seminar papers. See lists below for courses. | | |
| **Topics** | | |
| Students must complete the following course: | | |
| SLAVIC 755 | Topics in Slavic Literature (Introduction to Russian, East European, and Central Asian Studies) | 1 |
| **Language Courses** | | |
| Refer to "Language Courses" list for options. | | 8 |
| **Optional Master's Thesis** | | |
| Students may enroll in a 3-credit, faculty-supervised, independent research course in the home department of their advisor. These credits can be applied toward the required 22 non-language credits, but could not take the place of a required graduate-level seminar. | | 0-3 |
| **Total Credits** | | **30** |

### General Courses

| Code | Title | Credits |
|---|---|---|
| A A E/ECON/ REAL EST/ URB R PL 306 | The Real Estate Process | 3 |
| A A E/INTL ST 374 | The Growth and Development of Nations in the Global Economy | 3 |
| A A E/ECON 474 | Economic Problems of Developing Areas | 3 |
| ASIAN/AFRICAN/ RELIG ST 370 | Islam: Religion and Culture | 3-4 |
| ANTHRO 330 | Topics in Ethnology (Jews of Central & Eastern Europe) | 3-4 |
| ANTHRO 330 | Topics in Ethnology (People & Culture - Cen&East Eur) | 3-4 |
| ANTHRO 330 | Topics in Ethnology (Peoples & Cultures-Russia) | 3-4 |
| ANTHRO 690 | Problems in Anthropology (Late Pleistocene of E. Eurasia) | 3-4 |
| ANTHRO 690 | Problems in Anthropology (Nationalisms & Modern Wars) | 3-4 |
| ANTHRO 690 | Problems in Anthropology (Understanding Human Rights) | 3-4 |
| ART HIST 310 | Icons, Religion, and Empire: Early Christian and Byzantine Art, ca. 200-1453 | 3 |
| ART HIST 556 | Proseminar in 20th Century European Art (Art & Visual Culture of WWI) | 3 |
| ART HIST 556 | Proseminar in 20th Century European Art (Art in Europe, 1945-1975) | 3 |
| ART HIST 556 | Proseminar in 20th Century European Art (Artistic Nat'l: Internat'l Age) | 3 |
| ART HIST 556 | Proseminar in 20th Century European Art (European Interwar Art) | 3 |
| ART HIST 556 | Proseminar in 20th Century European Art (Fascist/Totalitarian Modernity) | 3 |
| ART HIST 805 | Seminar-Ancient Art and Architecture (Achaemenid Persia) | 3 |
| ART HIST 805 | Seminar-Ancient Art and Architecture (Persia: The First World Empire) | 3 |
| ART HIST 815 | Seminar-Medieval Art (Icons and the Senses) | 3 |
| ART HIST 815 | Seminar-Medieval Art (Sem: Holy Image-East Orth Cult) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (Art & Visual Culture of WWI) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (Art in Europe, 1945-1975) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (European Avant-Garde:1900-1950) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (European Interwar Art) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (Fascist/ Totalitarian Modernity) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (Grd Smr-20th C Eur Art:Hrd Art) | 3 |
| ART HIST 856 | Graduate Seminar in Twentieth Century European Art (Nat'lism in Era of Internat'l) | 3 |
| COM ARTS 463 | Avant-Garde Film | 3 |
| COM ARTS 958 | Seminar in Film History | 2-3 |
| ECON/A A E/ REAL EST/ URB R PL 306 | The Real Estate Process | 3 |
| ECON 390 | Contemporary Economic Issues | 3 |

| | | |
|---|---|---|
| ECON 467 | International Industrial Organizations | 3-4 |
| ECON/A A E 474 | Economic Problems of Developing Areas | 3 |
| FOLKLORE/ LITTRANS 347 | In Translation: Kalevala and Finnish Folk-Lore | 3-4 |
| FOLKLORE/ RELIG ST 352 | Shamanism | 3 |
| FOLKLORE/ SCAND ST 443 | Sami Culture, Yesterday and Today | 4 |
| FOLKLORE 460 | Folk Epics | 3 |
| GEOG 318 | Introduction to Geopolitics | 3 |
| GEOG 518 | Power, Place, Identity | 3 |
| GEOG 918 | Seminar in Political Geography | 2-3 |
| GNS 324 | Literatures of Central Asia | 3 |
| HISTORY/ MEDIEVAL/ RELIG ST 309 | The Crusades: Christianity and Islam | 3-4 |
| HISTORY 357 | The Second World War | 3-4 |
| HISTORY 359 | History of Europe Since 1945 | 3-4 |
| HISTORY 417 | History of Russia | 3-4 |
| HISTORY 418 | History of Russia | 3-4 |
| HISTORY 419 | History of Soviet Russia | 3-4 |
| HISTORY 420 | Russian Social and Intellectual History | 3-4 |
| HISTORY 424 | The Soviet Union and the World, 1917-1991 | 3-4 |
| HISTORY 434 | American Foreign Relations, 1901 to the Present | 3-4 |
| HISTORY 500 | Reading Seminar in History (East European Jewry 1648-1945) | 3 |
| HISTORY 500 | Reading Seminar in History (Holocaust: Destructn-Eur Jewry) | 3 |
| HISTORY/ CURRIC/ED POL/ JEWISH 515 | Holocaust: History, Memory and Education | 3 |
| HISTORY 600 | Advanced Seminar in History (Central Asia) | 3 |
| HISTORY 600 | Advanced Seminar in History (Cold War on Ice: 1972) | 3 |
| HISTORY 600 | Advanced Seminar in History (Holocaust Victims & Survivors) | 3 |
| HISTORY 600 | Advanced Seminar in History (Russia & Its Crisis 1900-1917) | 3 |
| HISTORY 600 | Advanced Seminar in History (Russia's Great War, 1914-1917) | 3 |
| HISTORY 600 | Advanced Seminar in History (Russia/America 1880s-1960s) | 3 |
| HISTORY 600 | Advanced Seminar in History (Soviet Hist - Memoirs) | 3 |
| HISTORY 600 | Advanced Seminar in History (Stalin and Hitler) | 3 |
| HISTORY 600 | Advanced Seminar in History (Totalitarianism) | 3 |
| HISTORY 600 | Advanced Seminar in History (Twentieth Century Central Asia) | 3 |
| HISTORY 753 | Seminar-Comparative World History | 1-3 |
| HISTORY/FRENCH/ GERMAN/POLI SCI/ SOC 804 | Interdisciplinary Western European Area Studies Seminar | 3 |
| HISTORY 850 | Smr-Hist of the Soviet Union & Modern Hist of E Central Europe | 1-3 |
| HISTORY 891 | Proseminar in Modern European History | 1-3 |
| JOURN 620 | International Communication | 4 |
| LITTRANS/ FOLKLORE 347 | In Translation: Kalevala and Finnish Folk-Lore | 3-4 |
| POLI SCI 334 | Russian Politics | 3-4 |
| POLI SCI 340 | The European Union: Politics and Political Economy | 3-4 |
| POLI SCI 401 | Selected Topics in Political Science (The Soviet Jewish Experience) | 3-4 |
| POLI SCI/ INTL ST 439 | The Comparative Study of Genocide | 3-4 |
| POLI SCI/FRENCH/ GERMAN/HISTORY/ SOC 804 | Interdisciplinary Western European Area Studies Seminar | 3 |
| POLI SCI 814 | Social Identities: Definition and Measurement | 3 |
| POLI SCI 854 | Nationalism and Ethnic Conflict | 3 |
| POLI SCI 948 | Seminar: Topics in Comparative Politics (Authoritarian Politics and Ins) | 3 |
| POLI SCI 948 | Seminar: Topics in Comparative Politics (Nondemocratic Politics) | 3 |
| POLI SCI 948 | Seminar: Topics in Comparative Politics (Post-Communist Politics) | 3 |
| SLAVIC 405 | Women in Russian Literature | 3-4 |
| SLAVIC 420 | Chekhov | 3-4 |
| SLAVIC 421 | Gogol | 3-4 |
| SLAVIC 422 | Dostoevsky | 3-4 |
| SLAVIC 424 | Tolstoy | 3-4 |
| SLAVIC 433 | History of Russian Culture | 3 |
| SLAVIC 434 | Contemporary Russian Culture | 3 |
| SLAVIC 470 | History of Polish Literature until 1863 | 3 |
| SLAVIC 701 | Survey of Old Russian Literature | 2 |
| SLAVIC 702 | Eighteenth-Century Russian Literature | 2 |
| SLAVIC 705 | Special Topics in Russian Language/ Linguistics | 3 |
| SLAVIC 755 | Topics in Slavic Literature | 1-3 |
| SLAVIC 801 | Slavic Critical Theory and Practice | 3 |
| SLAVIC 802 | The Structure of Russian | 2 |
| SLAVIC 803 | Introduction to Old Church Slavonic and the History of Russian Literary Language | 2 |
| SLAVIC 804 | Methods of Teaching Slavic Languages | 2 |
| SLAVIC 820 | College Teaching of Russian | 1 |
| SLAVIC 900 | Seminar: Slavic Literature and Culture | 1-3 |

| | | |
|---|---|---|
| SCAND ST/ FOLKLORE 443 | Sami Culture, Yesterday and Today | 4 |
| SCAND ST/ MEDIEVAL 444 | Kalevala and Finnish Folk-Lore | 4 |
| SOC 496 | Topics in Sociology (Anti-Semitism in Eur Culture) | 1-3 |
| SOC 496 | Topics in Sociology (On Russia's War in Ukraine) | 1-3 |
| SOC 496 | Topics in Sociology (Pop & Society in Contem Russia) | 1-3 |
| SOC 496 | Topics in Sociology (Pop & Society in Former USSR) | 1-3 |
| SOC 496 | Topics in Sociology (Soc, Cul, Pol Contemp Russia) | 1-3 |
| SOC 496 | Topics in Sociology (Sociology of Eastern Europe) | 1-3 |
| SOC 633 | Social Stratification | 3 |
| SOC/FRENCH/ GERMAN/HISTORY/ POLI SCI 804 | Interdisciplinary Western European Area Studies Seminar | 3 |

### Seminar Courses

| Code | Title | Credits |
|---|---|---|
| GEOG 918 | Seminar in Political Geography | 2-3 |
| HISTORY 753 | Seminar-Comparative World History | 1-3 |
| HISTORY 850 | Smr-Hist of the Soviet Union & Modern Hist of E Central Europe | 1-3 |
| HISTORY 891 | Proseminar in Modern European History | 1-3 |
| POLI SCI 854 | Nationalism and Ethnic Conflict | 3 |
| SLAVIC 800 | Proseminar-Slavic Literature and Culture | 1 |
| SLAVIC 900 | Seminar: Slavic Literature and Culture | 1-3 |

### Language Courses

| Code | Title | Credits |
|---|---|---|
| ASIALANG 355 | First Semester Asian Language for Graduate Students (Persian) | 4 |
| ASIALANG 356 | Second Semester Asian Language for Graduate Students (Persian) | 4 |
| ASIALANG 357 | Third Semester Asian Language for Graduate Students (Persian) | 4 |
| ASIALANG 358 | Fourth Semester Asian Language for Graduate Students (Persian) | 4 |
| ASIALANG 337 | Fifth Semester Persian | 3-4 |
| ASIALANG 338 | Sixth Semester Persian | 3-4 |
| GNS 331 | First Semester Kazakh | 4 |
| GNS 332 | Second Semester Kazakh | 4 |
| GNS 339 | First Semester Turkish | 4 |
| GNS 340 | Second Semester Turkish | 4 |
| GNS 351 | First Semester Central Eurasian Language | 4 |
| GNS 352 | Second Semester Central Eurasian Language | 4 |
| GNS 370 | Topics in GNS (Intermediate) | 3 |
| GNS 431 | Third Semester Kazakh | 4 |
| GNS 432 | Fourth Semester Kazakh | 4 |
| GNS 439 | Third Semester Turkish | 4 |
| GNS 440 | Fourth Semester Turkish | 4 |
| GNS 451 | Third Semester Central Eurasian Language | 4 |
| GNS 452 | Fourth Semester Central Eurasian Language | 4 |
| GNS 460 | Readings in Turkish: Contemporary Turkey through Literature and Media | 4 |
| GNS 471 | Advanced Topics in East European and Central Asian Languages and Cultures | 1-4 |
| GNS 531 | Fifth Semester Kazakh | 3-4 |
| GNS 532 | Sixth Semester Kazakh | 3-4 |
| GNS 539 | Fifth Semester Turkish and Azeri | 3-4 |
| GNS 540 | Sixth Semester Turkish and Azeri | 3-4 |
| GNS 551 | Fifth Semester Central Eurasian Language | 4 |
| GNS 552 | Sixth Semester Central Eurasian Language | 4 |
| SLAVIC 301 | Introduction to Intensive Polish | 3 |
| SLAVIC 304 | Fourth Semester Intensive Polish | 4 |
| SLAVIC 305 | Fifth Semester Intensive Polish | 3 |
| SLAVIC 306 | Sixth Semester Intensive Polish | 3 |
| SLAVIC 315 | Russian Language and Culture I | 3 |
| SLAVIC 316 | Russian Language and Culture II | 3 |
| SLAVIC 321 | Fourth Year Russian I | 3 |
| SLAVIC 322 | Fourth Year Russian II | 3 |
| SLAVIC 331 | Fourth Year Polish I | 3 |
| SLAVIC 332 | Fourth Year Polish II | 3 |
| SLAVIC 351 | First Semester Intensive Czech | 3 |
| SLAVIC 352 | Second Semester Intensive Czech | 3 |
| SLAVIC 451 | Third Semester Intensive Czech | 3 |
| SLAVIC 452 | Fourth Semester Intensive Czech | 3 |
| SLAVIC 555 | Advanced Russian Listening & Speaking | 3 |
| SLAVIC 802 | The Structure of Russian | 2 |
| SLAVIC 705 | Special Topics in Russian Language/ Linguistics | 3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and

decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

Accelerated language study available during summer. We encourage qualified US citizens and permanent residents to apply for the Foreign Language and Area Studies (FLAS) fellowship through the Center for Russia, East Europe, and Central Asia (CREECA). Foreign Language and Area Studies (FLAS) applications are due on or near February 15 of each year; please check the FLAS website (https://flas.wisc.edu/) for updates. The application form for Foreign Language and Area Studies (FLAS) is separate from the application for admission. We regret that other sources of funding, such as teaching assistantships and project assistantships, are limited.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an understanding of the cultural, political, economic, social, and historical factors that that have shaped the development of societies in Eurasia, Russia, and East and Central Europe.
2. Articulate, critique, and/or elaborate the theories, research methods, and approaches to inquiry in one or more of the disciplines represented in the interdisciplinary field of Russian, East European, and Central Asian studies (REECAS).
3. Identify sources and assemble evidence pertaining to questions or challenges in REECAS.
4. Demonstrate an understanding of Russian, East European, and Central Asian studies in a historical, social, or global context.
5. Select and utilize appropriate methodologies and practices in one or more of the disciplines represented in the interdisciplinary field of REECAS.
6. Evaluate and synthesize information pertaining to questions or challenges in REECAS and should communicate clearly in written and spoken work in ways appropriate to REECAS.
7. Recognizes and apply principles of ethical and professional conduct in the context of Russian, East European, and Central Asian studies.
8. (Language proficiency) Develop speaking, listening, writing, and reading skills in one or more of the languages of Russia, East and Central Europe, and Central Eurasia, and integrate these skills to communicate in a variety of social and academic situations.

# SOUTHEAST ASIAN STUDIES, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. The minor coordinator will review your application for admittance, and reach out to you if there are any further questions.

The doctoral minor in Southeast Asian studies is offered to students who are enrolled in a doctoral program at the university and are interested in focusing their disciplinary program on Southeast Asia. Students interested in obtaining this minor should first consult with their disciplinary adviser to clarify the type of minor required and then consult with the center's advisor for the minor in Southeast Asian studies.

## REQUIREMENTS

# REQUIREMENTS

The minor requires a minimum of 12 credits in departments outside the student's major and must be approved in advance by the center director in consultation with a faculty associate of the center.

# SOUTHEAST ASIAN STUDIES, MA

The MA degree in Southeast Asian Studies is an interdisciplinary program designed to meet the unique needs of two broad groups of students: those seeking certification of area expertise en route to a disciplinary doctoral degree and those seeking a terminal MA en route to a wide range of careers in Southeast Asia, including employment in business, journalism, and various government and international organizations.

The Center for Southeast Asian Studies administers a formal graduate program in Southeast Asian studies and facilitates interdisciplinary study on Southeast Asia in intercollege, professional, and other degree

programs throughout the university. The Southeast Asian studies program provides students with the opportunity to concentrate their study of this dynamic region in several disciplines and professional areas: anthropology, communications (journalism), development, education, economics, environmental studies, geography, history, linguistics, literature, music and dance (performing arts), political science, public health, religion, sociology, and urban and regional planning, as well as natural resources, business, and law, and public policy. Faculty expertise and library holdings are particularly strong for in-depth study of Cambodia, Indonesia, Laos, Philippines, Thailand, and Vietnam. The goal of the program is to provide students with a strong area and language background on Southeast Asia and to prepare them for a range of academic and professional careers.

Language study is a critical component in area studies, and the center encourages students to develop proficiency in at least one Southeast Asian language. During the academic year, instruction is offered through the Department of Asian Languages and Cultures in five Southeast Asian languages: Filipino (Tagalog), Hmong, Indonesian, Thai, and Vietnamese. Each language is offered at two or more levels of instruction, with advanced readings and literature courses available in Indonesian. The center also facilitates participation in the Southeast Asian Studies Summer Institute (SEASSI), which provides instruction during the summers at multiple levels in eight languages of the region: Burmese, Filipino, Hmong, Indonesian/Malaysian, Javanese, Khmer, Lao, Thai, and Vietnamese, and depending on enrollments, Javanese. Though SEASSI is hosted by the center and based in Madison, it is open to students from anywhere. More information is available on the SEASSI website (http://seassi.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | April 1 for international applicants; June 1 for domestic applicants |
| Spring Deadline | August 1 for international applicants; October 1 for domestic applicants |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

### APPLICATION MATERIALS

The required materials for the online application are:

- Statement of purpose
- Unofficial transcripts of all undergraduate and graduate study
- Three references

Applicants must demonstrate a level of proficiency in a Southeast Asian language equivalent to four semesters of the language. The program will verify proficiency acquired through heritage (nationality) or previous study.

In cases where deficiencies are identified, applicants must complete additional language courses during enrollment (chosen in consultation with advisor). These courses do not satisfy minimum degree requirements.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Center Field Research Grants (for up to $7,000) are offered for graduate student research on a competitive basis during the summers and supported by the center's Mellon endowment; the competition for these grants takes place in mid-February each year and is intended for research in or about Southeast Asia in all disciplines. See the website (https://seasia.wisc.edu/fellowships-and-financial-aid/) for additional information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | To complete the MA program, students must write a research paper on Southeast Asia approved by and under the supervision of their faculty advisor; this paper must then be defended in an oral examination before three faculty members affiliated with the Center (their advisor and two others selected in consultation with their advisor). |
| Language Requirements | Students must demonstrate a level of proficiency in a Southeast Asian language equivalent to having successfully completed four semesters of the language. |

## REQUIRED COURSES

Students must complete thirty credits of area-content coursework (https://seasia.wisc.edu/courses/). Specific course requirements are outlined below.

| Code | Title | Credits |
|---|---|---|
| **Field of Concentration** | | |
| Students must complete 12 credits related to Southeast Asia in one field of concentration. This can be 12 credits from one department or 12 credits from an interdisciplinary field approved by the faculty advisor. See list below for example courses. Other courses may be chosen in consultation with the faculty advisor | | 12 |
| **Two or more Fields Coursework** | | |
| Students must complete the remaining 18 credits in two or more other fields. These courses are chosen in consultation with faculty advisor. | | 18 |
| *Graduate Seminars (6 credits)* | | |
| Students must complete at least 6 credits of graduate seminars. These seminars can be completed within the student's field of concentration, one or more other fields of coursework, or both requirements. | | |
| **Total Credits** | | **30** |

### Example Courses

Please contact the Center for Southeast Asian Studies for additional guidance on course selection.

| Code | Title | Credits |
|---|---|---|
| ANTHRO 310 | Topics in Archaeology (Archaeology of Southeast Asia) | 3 |
| ANTHRO 310 | Topics in Archaeology (Archaeology of Violence and Warfare) | 3 |
| ANTHRO 330 | Topics in Ethnology (Peoples and Cultures of Mainland Southeast Asia) | 3-4 |
| ANTHRO 330 | Topics in Ethnology (Film/Anthropology/Culture) | 3-4 |
| ANTHRO 490 | Undergraduate Seminar (Ancient States and Empires of East and Southeast Asia) | 3 |
| ASIAN 403 | Southeast Asian Literature | 3 |
| ASIAN 630 | Proseminar: Studies in Cultures of Asia | 3 |
| COM ARTS 310 | Topics in Rhetoric and Communication Science (Discourses of Dictators, Demagogues and Extremists) | 3 |
| COM ARTS 470 | Contemporary Political Discourse (Rhetoric of Modern Democratic Revoluations) | 3 |
| HISTORY/ASIAN/ RELIG ST 308 | Introduction to Buddhism | 3-4 |
| HISTORY/ASIAN 319 | The Vietnam Wars | 3-4 |
| HISTORY/ INTL ST 375 | The Cold War - From World War II to End of Soviet Empire | 3-4 |
| HISTORY 755 | Proseminar in Southeast Asian History (Empire and Revolution: US and European Empires in SE Asia) | 1-3 |
| HISTORY 755 | Proseminar in Southeast Asian History (CIA Covert Warfare and Conduct of US Foreign Policy) | 1-3 |

| | | |
|---|---|---|
| HISTORY 755 | Proseminar in Southeast Asian History (U.S. and European Colonialism in Southeast Asia) | 1-3 |

### Advanced Language

Up to 6 credits of Advanced Language (ASIALANG (https://guide.wisc.edu/courses/asialang/) courses) may be applied toward the minimum degree requirements. Interdisciplinary courses may be taken from many departments. All courses applied toward the degree program must have at least 30% Southeast Asian content, demonstrated by lectures and readings, and/or by relevant writing assignments or a research paper.

## POLICIES

# GRADUATE SCHOOL POLICIES

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies.

As a multidisciplinary program, the student will not be assigned a faculty advisor until they have decided on the disciplinary approach for their research paper. Until that time, the Graduate Program Advisor (Michael Cullinane) will serve as the student's advisor in completing the program requirements and will assist in the selection of a faculty advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate knowledge of one or more regions of Southeast Asia, focusing on a research question(s), problem or case study situated within a broader analytic framework and knowledge of the cultures, religions, history, anthropology, geography, economics, literature, and/or languages within scholarship on Southeast Asia.
2. Demonstrate proficiency in reading, speaking, and listening in one or more Southeast Asian languages, at least at the proficiency level of four semesters.
3. Analyze and synthesize information and ideas within the context of interdisciplinary Southeast Asian studies.
4. Understand, respond to, and construct arguments across disciplines relating to the study of Southeast Asia.
5. Apply their knowledge to solutions of intellectual as well as practical problems.
6. Recognize and apply principles of professional and ethical conduct.
7. Conduct academic research using an appropriate range of social scientific and/or humanistic sources, methodologies, and critical theories.
8. Communicate effectively in writing and orally.

# INTEGRATIVE BIOLOGY

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE PROFESSIONAL/CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE PROFESSIONAL/CERTIFICATES


- Freshwater and Marine Sciences, MS (p. 1163)
- Freshwater and Marine Sciences, PhD (p. 1166)
- Integrative Biology, Doctoral Minor (p. 1170)
- Integrative Biology, MS (p. 1170)
- Integrative Biology, PhD (p. 1176)

# FRESHWATER AND MARINE SCIENCES, MS

The Freshwater and Marine Sciences (FMS) Graduate Program offers curricula leading to the master of science and doctor of philosophy degrees in freshwater and marine sciences. Interdisciplinary in nature, each individualized program of study provides graduate training in aquatic sciences and integrates related sciences. Students enrolled in the program are advised by faculty in several departments in the College of Letters & Science, the College of Engineering, the College of Agricultural and Life Sciences, and the School of Veterinary Medicine.

UW–Madison is recognized worldwide as a leader in the field of limnology and aquatic ecology. The FMS Program began in 1962 as the oceanography and limnology program. The program combines research and teaching from several fields and departments to develop a greater understanding of aquatic systems—their origins, inhabitants, phenomena, and impact on human life.

The FMS Program emphasizes limnological studies and is based on the premise that limnology and marine sciences are integrated fields requiring a broad base in the fundamental disciplines. Students may specialize in limnology or in marine sciences, or they may focus on processes common to both environments.

Study plans are individually tailored for each student by a guidance and evaluation committee composed of at least three committee members including the major professor, another professor from the major field of interest, and a third from another discipline. The committee guides the student in developing study plans, research, and career goals.

## FACILITIES

Facilities for freshwater and marine research and instruction in the biological, chemical, and physical areas of limnology and marine sciences are available at UW–Madison through the Center for Limnology, the Water Science & Engineering Laboratory, and the departments of faculty participating in the program. The Center for Limnology also maintains a year-round laboratory at Trout Lake. This facility is a well-equipped biological field station in the Northern Highlands lake district of Wisconsin. Several research vessels are available for research on the Great Lakes. Ships belonging to other institutions are used for oceanographic field research.

## ADMISSIONS

### ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | October 1 |
| Summer Deadline | March 17 for international applicants; May 1 for domestic applicants |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

### ADMISSIONS

Given the broad nature of the program, there are no strict prerequisites for admission. Interested applicants should identify and contact potential faculty advisors. Students will be recommended for admission to the Freshwater and Marine Science graduate program if (1) a faculty graduate admission committee has determined the student's application meets all requirements, **and** (2) available funding. Applicants should contact potential faculty advisors by email early in the application process to discuss mutual interests and to determine if the faculty member is actively recruiting graduate students. For a list of all faculty members and their research interests, please see Faculty (https://fms.wisc.edu/faculty-staff/) on the program website.

In addition to the Graduate School application, all applicants must electronically submit at least three letters of recommendation, the supplemental application questions, a personal statement including areas of research interest and the names of prospective faculty advisors, a CV/resume, and unofficial transcripts from all undergraduate and graduate schools attended (official transcripts will be requested if recommended for admission to the program). Most admission decisions will be made, and applicants will be notified, by the end of March.

## FUNDING

### FUNDING

#### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

#### PROGRAM RESOURCES

Various types of financial assistance programs are available to qualified students in the form of research assistantships, teaching assistantships, fellowships, and special grants. Decisions regarding financial support are based on letters of recommendation, grades, and the matching of interests or experience of the applicant to the research program. For

research assistantships, the applicant's interests and experience must match the needs of the funding project.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all courses applied to degree requirements. |
| Assessments and Examinations | A formal thesis is required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

MS students in the Freshwater and Marine Sciences program must complete courses and seminars to satisfy the minimum credit requirement for the degree. Some common graduate level coursework examples are listed below. Specific courses are approved by the student's advisor or advisory committee and depend on the student's research area, interests, and goals.

| Code | Title | Credits |
|---|---|---|
| **Graduate Seminars** | | |
| Common coursework examples include: | | 3-4 |
| ZOOLOGY/ ATM OCN/ BOTANY/ CIV ENGR/ ENVIR ST/ GEOSCI 911 | Limnology and Marine Science Seminar | |
| ZOOLOGY 955 | Seminar-Limnology | |
| **Research Credits** | | |
| Common coursework examples include: | | 9-11 |
| ATM OCN 990 | Research | |
| BOTANY 995 | Research-Plant Ecology | |
| CIV ENGR 790 | Master's Research or Thesis | |
| ENVIR ST 990 | Research | |
| F&W ECOL 990 | Research and Thesis | |
| GEOSCI 990 | Research | |
| MICROBIO 990 | Research | |
| PATH-BIO 990 | Research | |
| PLANTSCI 990 | Research | |
| SOIL SCI 990 | Research | |
| ZOOLOGY 990 | Research | |
| **Graduate Level Coursework** | | |
| At least 50% of credits must be in courses designated as graduate level coursework ("Grad 50%" designation). Common coursework examples include: | | 15 |
| CIV ENGR 415 | Hydrology | |
| CIV ENGR 500 | Water Chemistry | |
| F&W ECOL/ STAT 571 | Statistical Methods for Bioscience I | |
| F&W ECOL/ ZOOLOGY 660 | Climate Change Ecology | |
| F&W ECOL/ ENTOM 711 | Multivariate Analysis of Ecological and Community Data | |
| ZOOLOGY/ ENTOM 540 | Theoretical Ecology | |
| ZOOLOGY/ BOTANY 725 | Ecosystem Concepts | |
| **Total Credits** | | **30** |

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may be allowed to transfer up to 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework is allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may be allowed to transfer up to 15 credits taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

All incoming students are assigned an advisor. Students are expected to meet with their advisor on a regular basis.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.

- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate, critique, or elaborate the theories, research methods, and approaches to inquiry or practice in the relevant area of freshwater and/or marine sciences.
2. Identify sources and assembles evidence pertaining to questions or challenges in the relevant research field(s).
3. Understand the historical or global context of freshwater and/or marine sciences.
4. Select and/or use appropriate methodologies and practices.
5. Evaluate or synthesize information pertaining to questions or challenges in the students' area of specialization within the freshwater and marine sciences.
6. Communicate clearly in ways appropriate to the field of study.
7. Recognize and applies principles of ethical conduct.

# FRESHWATER AND MARINE SCIENCES, PHD

The Freshwater and Marine Sciences (FMS) Graduate Program offers curricula leading to the master of science and doctor of philosophy degrees in freshwater and marine sciences. Interdisciplinary in nature, each individualized program of study provides graduate training in aquatic sciences and integrates related sciences. Students enrolled in the program are advised by faculty in several departments in the College of Letters & Science, the College of Engineering, the College of Agricultural and Life Sciences, and the School of Veterinary Medicine.

UW–Madison is recognized worldwide as a leader in the field of limnology and aquatic ecology. The FMS Program began in 1962 as the oceanography and limnology program. The program combines research and teaching from several fields and departments to develop a greater understanding of aquatic systems—their origins, inhabitants, phenomena, and impact on human life.

The FMS Program emphasizes limnological studies and is based on the premise that limnology and marine sciences are integrated fields requiring a broad base in the fundamental disciplines. Students may specialize in limnology or in marine sciences, or they may focus on processes common to both environments.

Study plans are individually tailored for each student by a guidance and evaluation committee composed of at least five faculty members including the major professor. The committee guides the student in developing study plans, research, and career goals.

All PhD candidates are expected to obtain a broad background in aquatic sciences and depth in their research area. The background may include biology, chemistry, data science, geology, physics, or other related fields. The major, by nature of the program, includes advanced courses in several subdisciplines in freshwater and marine sciences.

# FACILITIES

Facilities for freshwater and marine research and instruction in the biological, chemical, and physical areas of limnology and marine sciences are available at UW–Madison through the Center for Limnology, the

Water Science & Engineering Laboratory, and the departments of faculty participating in the program. The Center for Limnology also maintains a year-round laboratory at Trout Lake. This facility is a well-equipped biological field station in the Northern Highlands lake district of Wisconsin. Several research vessels are available for research on the Great Lakes. Ships belonging to other institutions are used for oceanographic field research.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | October 1 |
| Summer Deadline | March 17 for international applicants; May 1 for domestic applicants |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADMISSIONS

Given the broad nature of the program, there are no strict prerequisites for admission. Interested applicants should identify and contact potential faculty advisors. Students will be recommended for admission to the Freshwater and Marine Science graduate program if (1) a faculty graduate admission committee has determined the student's application meets all requirements, and (2) available funding. Applicants should contact potential faculty advisors by email early in the application process to discuss mutual interests and to determine if the faculty member is actively recruiting graduate students. For a list of all faculty members and their research interests, please see Faculty (https://fms.wisc.edu/faculty-staff/) on the program website.

In addition to the Graduate School application, all applicants must electronically submit at least three letters of recommendation, the supplemental application questions, a personal statement including areas of research interest and the names of prospective faculty advisors, a CV/resume, and unofficial transcripts from all undergraduate and graduate schools attended (official transcripts will be requested if recommended for admission to the program). Most admission decisions will be made, and applicants will be notified, by the end of March.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Various types of financial assistance programs are available to qualified students in the form of research assistantships, teaching assistantships, fellowships, and special grants. Decisions regarding financial support are based on letters of recommendation, grades, and the matching of interests or experience of the applicant to the research program. For research assistantships, the applicant's interests and experience must match the needs of the funding project.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all courses applied to degree requirements. |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary exam by the end of their fifth semester of study in the PhD program. A final oral exam of the doctoral dissertation is required. Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

PhD students in the Freshwater and Marine Sciences (FMS) program must complete courses and seminars to satisfy the minimum credit requirement for the degree. The FMS program does not require specific classes, but instead courses are approved by the student's advisor or advisory committee and depend on the student's research area, interests, and professional goals (below are a list common graduate level courses).

| Code | Title | Credits |
|---|---|---|
| **Breadth** | | **9** |
| **Graduate Seminars** | | |
| Common coursework examples include: | | 3-4 |
| ZOOLOGY/ ATM OCN/ BOTANY/ CIV ENGR/ ENVIR ST/ GEOSCI 911 | Limnology and Marine Science Seminar | |
| ZOOLOGY 955 | Seminar-Limnology | |
| **Research Credits** | | |
| Common coursework examples include: | | 9-12 |
| ATM OCN 990 | Research | |
| BOTANY 995 | Research-Plant Ecology | |
| CIV ENGR 890 | Pre-Dissertator's Research | |
| CIV ENGR 990 | Thesis | |
| ENVIR ST 990 | Research | |
| F&W ECOL 990 | Research and Thesis | |
| GEOSCI 990 | Research | |
| MICROBIO 990 | Research | |
| PATH-BIO 990 | Research | |
| PLANTSCI 990 | Research | |
| SOIL SCI 990 | Research | |
| ZOOLOGY 990 | Research | |
| **Graduate Level Coursework** | | |
| At least 50% of credits must be in courses designated as graduate level coursework ("Grad 50%" designation). Common coursework examples include: | | 26 |
| CIV ENGR 415 | Hydrology | |
| CIV ENGR 500 | Water Chemistry | |
| F&W ECOL/ STAT 571 | Statistical Methods for Bioscience I | |
| F&W ECOL/ ZOOLOGY 660 | Climate Change Ecology | |
| F&W ECOL/ ENTOM 711 | Multivariate Analysis of Ecological and Community Data | |
| ZOOLOGY/ ENTOM 540 | Theoretical Ecology | |
| ZOOLOGY/ BOTANY 725 | Ecosystem Concepts | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may be allowed to transfer up to 19 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework is allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may be allowed to transfer up to 15 credits taken as a UW–Madison University Special student. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

A semester GPA below 3.000 will result in the student being placed on academic probation. If a semester GPA of 3.000 is not attained during the subsequent semester of enrollment the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

All incoming students are assigned an advisor. Students are expected to meet with their advisor on a regular basis.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may be required to take another preliminary examination and to be admitted to candidacy a second time.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.

c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.

4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate challenges, frontiers, and limits with respect to theory, knowledge or practice within relevant areas of freshwater and marine sciences.
2. Formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the students' relevant research field(s).
3. Conduct research that makes a substantive contribution.
4. Demonstrate breadth within freshwater and marine sciences.
5. Communicate complex or ambiguous ideas in a clear and understandable manner.
6. Consider the implications of the discipline to broader societal concerns.
7. Foster ethical conduct and professional guidelines.

# INTEGRATIVE BIOLOGY, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

Graduate students who wish to pursue a doctoral minor in integrative biology should consult a faculty member within the Department of Integrative Biology (their potential minor professor) or the chair of the integrative biology graduate committee.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

Students must complete at least 9 credits in ZOOLOGY (https://guide.wisc.edu/courses/zoology/) while in residence. Courses are selected in consultation with the minor and departmental advisor. Requirements include:

- Complete one seminar course.
- Courses must be graduate-level (numbered 300 and above with the Grad 50% designation)
- ZOOLOGY 698 Directed Study and ZOOLOGY 699 Directed Studies in Zoology do not satisfy doctoral minor requirements.

# INTEGRATIVE BIOLOGY, MS

The Integrative Biology Graduate Program provides training in the following broad subject areas: cellular and molecular biology, developmental biology, neuroscience, physiology, ecology, evolution, and animal behavior. There is great flexibility in our graduate program to serve the diverse scholarly interests and cultures in the Department of Integrative Biology. Each student's course of study is tailored to his or her individual interests, career goals, and needs, and we admit students with diverse academic backgrounds. The path taken by a student results from a deliberative process that involves discussions between the student and the student's advisor and advisory committee.

The Department of Integrative Biology faculty strongly believes that graduate education should be distinguished from undergraduate education in recognition of individuality and emphasis on responsibility in graduate students. This philosophy requires flexibility and is not well served by the imposition of many formal requirements to be met by all students. Rather, more emphasis is placed on the role of advisory committees in devising programs of breadth and depth appropriate for individual students with due regard to areas outside of biology that are important for the student's effectiveness in their chosen field.

The faculty, students, and staff in the Integrative Biology Graduate Program are committed to supporting a diverse, equitable, and inclusive workplace. We believe that each person's identity, background, ethnicity, race, sexual orientation, beliefs, and other experiences fuel the creativity and innovation that are central to scientific discovery.

# FACILITIES

Facilities and staff are available for advanced study in a wide variety of biological fields, including aquatic and terrestrial ecology, conservation biology, cell/molecular/developmental and neurobiology, endocrinology, ethology, genetics, evolution and systematics, comparative physiology, and physiological ecology.

In addition to a broad range of well-equipped laboratories, research facilities include advanced microscopy facilities (http://www.microscopy.wisc.edu/), limnological laboratories on campus (Lake Mendota) and in northern Wisconsin (Trout Lake), the University Arboretum, the Zoological Museum, and a Molecular Systematics Laboratory.

ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Given the broad nature of the program, there are no strict prerequisites for admission. Interested applicants should identify and contact potential faculty advisors. Admission to the graduate program is contingent upon being accepted by an individual faculty advisor. Applicants should contact potential faculty advisors by email early in the application process to discuss mutual interests and to determine if the faculty member is actively recruiting graduate students. For a list of all faculty members and their research interests, please see People (https://integrativebiology.wisc.edu/people/) on the department website.

In addition to the Graduate School application, all applicants must electronically submit at least three letters of recommendation, the supplemental questions, a personal statement including areas of research interest and the names of prospective faculty advisors, a CV/resume, and unofficial transcripts from all undergraduate and graduate schools attended (official transcripts will be requested if recommended for admission to the program). For more specific instructions regarding application requirements, please see Prospective Students (https://integrativebiology.wisc.edu/prospective-graduate-students/) on the department website. Most admission decisions will be made, and applicants will be notified, by the end of March.

FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Application fee waivers are available to qualified students through the graduate school and can often be made available by the professors in the department. Financial support is available to qualified graduate students in the form of teaching assistantships, research assistantships, and fellowships.

Graduate students who have a teaching or research assistantship of at least a 33% appointment during the fall or spring semester are eligible to receive remission of full tuition. Fellowships that are payrolled through the university and that carry stipends equivalent to at least a 33% research assistantship also qualify for remission of non-resident tuition. Tuition remission is conditionally awarded at the start of the semester based on the expectation that actual earnings during the semester will be at least 33% of the full-time rate.

All students pay segregated fees. The only exception is that fellowships paid through the Graduate School have segregated fees waived in addition to tuition. Segregated fees are used for campus overhead to help pay for the exercise facilities, student unions, student organization funding, etc.

Assistantships and fellowships also provide eligibility for an excellent health insurance program, an extremely valuable benefit that provides single or family coverage that is more comprehensive than individuals can usually purchase on their own. Additionally, assistantships and fellowships provide a stipend for living expenses.

### Teaching Assistantships

The most common source of support is a teaching assistantship. To receive a teaching assistantship, candidates for admission must meet the following requirements:

- evidence (usually from the undergraduate transcript) of an appropriate background in the relevant subject matter of the course(s) to which appointment is being considered;
- evidence (usually from letters of recommendation or verbal communication) of the candidate's potential as a teaching assistant;
- an undergraduate GPA of 3.0 or above (on a 4.0 scale); and
- for students whose native language is not English, evidence of competence in spoken English through the SPEAK test that is administered by UW–Madison. International applicants should note that a TA appointment is not normally possible during the first year of graduate study.

Current students who apply for their first teaching assistantship are also subject to the above criteria, as well as their performance as a graduate student. Reappointment as a teaching assistant depends upon satisfactory

progress as a graduate student, satisfactory performance as a teaching assistant, and completing the Equity/Diversity TA Training.

Teaching assistants may be eligible for UW–Madison teaching awards (https://grad.wisc.edu/taawards/), including the Early Excellence in Teaching Award, Exceptional Service Award, Innovation in Teaching Award, Capstone PhD Teaching Award, and the College of Letters & Science Teaching Fellow Award.

### Research Assistantships

Research assistantships are made possible by grants awarded to faculty for particular research programs. Recipients are selected by the individual professor concerned, and the student's interests and experience must match the needs of the funding project. Availability of research assistantships varies.

### Advanced Opportunity Fellowships

Advanced Opportunity Fellowships (AOF) are granted to the UW–Madison Graduate School by the State of Wisconsin and are combined with other graduate education funds to support the recruitment and retention of highly qualified students in UW–Madison graduate programs. Fellowships are competitive and merit-based. AOF fellowships are paid through the Graduate School by the College of Letters & Science's Community of Graduate Research Scholars (http://ls.wisc.edu/current-students/graduate-students/cgrs/) (CGRS) program.

### External Fellowships

Fellowships from professional societies and outside agencies provide another important source of aid for which students may apply either before or after commencing graduate work at UW–Madison. If necessary, external fellowships can often be supplemented with university funds up to prevailing university fellowship rates.

All qualified students who are U.S. citizens or permanent residents are urged to apply to the National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP). Students apply directly to NSF; the closing date is usually in early November. Please check the NSF (http://www.nsf.gov/) website for the application instructions and deadline.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | An average record of B or better in all work taken as a graduate student is required by the Department of Integrative Biology (grades of P and S are for this purpose considered to be satisfactory at the B level; grades of Incomplete are considered for this purpose to be unsatisfactory if they are not removed during the following semester of residence). |
| Assessments and Examinations | In the second semester of the first year, students must complete the Certification of Candidate for a Master's Degree.<br><br>Typically the defense of the master's degree occurs no later than the end of the student's sixth semester. A master's degree warrant must be requested from the department prior to the defense. |
| Language Requirements | To be determined by the advisory committee. |

## REQUIRED COURSES

MS students in Integrative Biology must take courses and seminars to fulfill the minimum credit requirement for the degree. Specific courses (examples are listed below) are approved by the student's advisor or advisory committee and depend on the student's research area, interests, and goals.

| Code | Title | Credits |
|---|---|---|
| **Graduate Level Coursework** | | |
| At least 50% of credits must be with courses designated as graduate level coursework ("Grad 50%" designation). Examples listed below. | | 15 |

| | | |
|---|---|---|
| **Research Credits** | | |
| Complete research credits. | | 6-9 |
| ZOOLOGY 799 | Independent Study | |
| ZOOLOGY 990 | Research | |
| **Additional Electives** | | |
| Complete additional electives consulted by student's advisor | | 6 |
| **Total Credits** | | **30** |

## Common Graduate Level Courses

| Code | Title | Credits |
|---|---|---|
| ANTHRO 458 | Primate Behavioral Ecology | 3 |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | 3 |
| B M I/STAT 877 | Statistical Methods for Molecular Biology | 3 |
| BOTANY/ENTOM/ PL PATH 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects | 3 |
| BOTANY/ PL PATH 563 | Phylogenetic Analysis of Molecular Data | 3 |
| BOTANY 801 | Advanced Plant Community Ecology | 4 |
| BOTANY 802 | Physiological Plant Ecology | 3 |
| BOTANY 860 | Plant Cell Biology | 2 |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology | 3 |
| CRB 650 | Molecular and Cellular Organogenesis | 3 |
| ENTOM 321 | Physiology of Insects | 3 |
| ENTOM/ ZOOLOGY 371 | Medical Entomology: Biology of Vector and Vector-borne Diseases | 3-4 |
| ENTOM/ F&W ECOL 711 | Multivariate Analysis of Ecological and Community Data | 2 |
| ENTOM 901 | Seminar in Organismal Entomology | 1 |
| F&W ECOL/STAT 571 | Statistical Methods for Bioscience I | 4 |
| F&W ECOL/ STAT 572 | Statistical Methods for Bioscience II | 4 |
| GENETICS/ BIOCHEM/ MICROBIO 612 | Prokaryotic Molecular Biology | 3 |
| GENETICS/ BIOCHEM/ MD GENET 620 | Eukaryotic Molecular Biology | 3 |
| GENETICS/ENTOM/ ZOOLOGY 624 | Molecular Ecology | 3 |
| GENETICS/ CHEM 626 | Genomic Science | 2 |
| GENETICS/ BIOCHEM 631 | Plant Genetics and Development | 3 |
| GENETICS 633 | Population Genetics | 3 |
| GENETICS/CRB 710 | Developmental Genetics | 3 |
| GENETICS 885 | Advanced Genomic and Proteomic Analysis | 3 |
| NEURODPT 629 | Molecular and Cellular Mechanisms of Memory | 3 |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | 4 |
| NTP/NEURODPT/ PSYCH 611 | Systems Neuroscience | 4 |
| NTP/ NEURODPT 640 | Computational Neuroscience: From Single Cells to Whole Brain Models | 3 |
| NTP 677 | Basic Sleep Mechanisms and Sleep Disorders: from Neurobiology to Sleep Medicine | 3 |
| NTP 701 | Experimental Design and Statistical Methodology | 1 |
| PATH 750 | Cellular and Molecular Biology/ Pathology | 2 |
| PATH 752 | Cellular and Molecular Biology/ Pathology Seminar | 1 |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | 2 |
| ZOOLOGY 403 | Endocrinology | 3 |
| ZOOLOGY/ BOTANY/ ENTOM 473 | Plant-Insect Interactions | 3 |
| ZOOLOGY/ BOTANY/ENVIR ST/ F&W ECOL 516 | Conservation Biology | 3 |
| ZOOLOGY/ F&W ECOL 520 | Ornithology | 3 |
| ZOOLOGY/ F&W ECOL 521 | Birds of Southern Wisconsin | 3 |
| ZOOLOGY/ ENTOM 540 | Theoretical Ecology | 3 |
| ZOOLOGY/ GEOSCI 542 | Invertebrate Paleontology | 3 |
| ZOOLOGY 604 | Computer-based Gene and Disease/Disorder Research Lab | 2 |
| ZOOLOGY 620 | Neuroethology Seminar | 2 |
| ZOOLOGY/ F&W ECOL 660 | Climate Change Ecology | 3 |
| ZOOLOGY/ BOTANY 672 | Historical Ecology | 2 |
| ZOOLOGY/ NEURODPT/ PSYCH 674 | Behavioral Neuroendocrinology Seminar | 2 |
| ZOOLOGY/ BOTANY 725 | Ecosystem Concepts | 3 |
| ZOOLOGY/ ATM OCN/ ENVIR ST/ GEOSCI 750 | Problems in Oceanography | 3 |
| ZOOLOGY/ NEURODPT 765 | Developmental Neuroscience | 3 |
| ZOOLOGY 799 | Independent Study | 1-6 |
| ZOOLOGY 800 | Advanced Topics in the Biological Sciences | 1-3 |
| ZOOLOGY/ BOTANY/ENTOM/ GENETICS 820 | Foundations of Evolution | 2 |

| | | |
|---|---|---|
| ZOOLOGY/ BOTANY/ENTOM/ F&W ECOL 821 | Foundations of Ecology | 2 |
| ZOOLOGY/ BOTANY 879 | Advanced Landscape Ecology | 3 |
| ZOOLOGY/ AGROECOL/ ATM OCN/BOTANY/ ENTOM/ENVIR ST/ GEOG 953 | Introduction to Ecology Research at UW-Madison | 1-2 |
| ZOOLOGY/AN SCI/ OBS&GYN 954 | Seminar in Endocrinology-Reproductive Physiology | 1 |
| ZOOLOGY 955 | Seminar-Limnology | 1 |
| ZOOLOGY 956 | Seminar-Ecology | 1 |
| ZOOLOGY 957 | Seminar-Evolution | 1 |
| ZOOLOGY 960 | Seminar in Cellular Biology | 1 |
| ZOOLOGY 962 | Seminar-Ethology | 1 |
| ZOOLOGY/ ATM OCN/BOTANY/ ENVIR ST/GEOG/ GEOSCI 980 | Earth System Science Seminar | 1 |
| ZOOLOGY 990 | Research | 1-9 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may be allowed to transfer up to 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework is allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may be allowed to transfer 15 credits taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor and a committee. To ensure that students are making satisfactory progress toward a degree, every student is required to meet with the advisor and committee annually to review progress. If a progress report has not been filed by April 1, a hold will be placed on student course registration.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

It is expected that a master's student will complete the thesis or research report by the end of the third academic year. If this is not accomplished by the end of the summer following the third academic year, the major professor must present a written statement to the Director of Graduate Studies that explains why the master's degree has not been completed and describes plans that the student and the student's advisory committee have agreed upon to ensure completion, including specific expectations, dates for completion, and consequences should expectations not be met. Continuation in the program beyond four years will be at the discretion of the mentor and advisory committee. Five years is the outside limit by which a student must complete the master's degree.

It is up to the student's committee to determine whether or not a student who has been absent for five or more consecutive years can use that coursework to count toward satisfying degree requirements.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

There is great flexibility in our graduate program to serve the diverse scholarly interests and cultures in the Department of Integrative Biology. The path taken by a student results from a deliberative process that involves discussions between the student and the student's advisor and advisory committee. The department's policy is to only accept students that can be financially supported by teaching assistantships, research assistantships, and/or fellowships.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## DEPARTMENT RESOURCES

A goal for our graduate program is to provide students in Integrative Biology with diverse training that will prepare them for a range of flexible and sustainable careers (e.g., academia, industry, government, science policy and administration, science commerce, science writing, law, and science education and outreach at all levels). In consultation with their advisor and advisory committee, students can engage in professional development, teaching training (e.g., through the Delta program), internships in industry, science writing, and/or policy, and some earn master's degrees in areas that complement their studies in Integrative Biology (e.g., biostatistics, biotechnology).

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Knowledge: Master fundamental skills in at least one of the broad subject areas represented in the Department of Integrative Biology.
2. Research: Students will complete an original research project in one of the broad subject areas represented in the Department of Integrative Biology.
3. Communication: Effectively communicate in writing and orally.
4. Ethical Conduct: Students will have an understanding of professional and ethical responsibility.
5. Career Preparation: Students will be provided with diverse training that will prepare them for a range of flexible and sustainable careers (e.g., academia, industry, government, science policy and administration,

science commerce, science writing, law, and science education and outreach at all levels).

# INTEGRATIVE BIOLOGY, PHD

The Integrative Biology Graduate Program provides training in the following broad subject areas: cellular and molecular biology, developmental biology, neuroscience, physiology, ecology, evolution, and animal behavior. There is great flexibility in our graduate program to serve the diverse scholarly interests and cultures in the Department of Integrative Biology. Each student's course of study is tailored to his or her individual interests, career goals, and needs, and we admit students with diverse academic backgrounds. The path taken by a student results from a deliberative process that involves discussions between the student and the student's advisor and advisory committee.

The Department of Integrative Biology faculty strongly believes that graduate education should be distinguished from undergraduate education in recognition of individuality and emphasis on responsibility in graduate students. This philosophy requires flexibility and is not well served by the imposition of many formal requirements to be met by all students. Rather, more emphasis is placed on the role of advisory committees in devising programs of breadth and depth appropriate for individual students with due regard to areas outside of biology that are important for the student's effectiveness in their chosen field.

The faculty, students, and staff in the Integrative Biology Graduate Program are committed to supporting a diverse, equitable, and inclusive workplace. We believe that each person's identity, background, ethnicity, race, sexual orientation, beliefs, and other experiences fuel the creativity and innovation that are central to scientific discovery.

## JOINT DEGREE

Doctoral students may elect a joint degree (two programs) that combines integrative biology with another biological program. The requirements for such candidates will be determined by the certification committee (which includes members of both programs) in accordance with regulations established by the Graduate School.

## FACILITIES

Facilities and staff are available for advanced study in a wide variety of biological fields including aquatic and terrestrial ecology, conservation biology, cell/molecular/developmental and neurobiology, endocrinology, ethology, genetics, evolution and systematics, comparative physiology, and physiological ecology.

In addition to a broad range of well-equipped laboratories, research facilities include advanced microscopy facilities (http://www.microscopy.wisc.edu/), limnological laboratories on campus (Lake Mendota) and in northern Wisconsin (Trout Lake), the University Arboretum, the Zoological Museum, and a Molecular Systematics Laboratory.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Given the broad nature of the program, there are no strict prerequisites for admission. Interested applicants should identify and contact potential faculty advisors. Admission to the graduate program is contingent upon being accepted by an individual faculty advisor. Applicants should contact potential faculty advisors by email early in the application process to discuss mutual interests and to determine if the faculty member is actively recruiting graduate students. For a list of all faculty members and their research interests, please see People (https://integrativebiology.wisc.edu/people/) on the department website.

In addition to the Graduate School application, all applicants must electronically submit at least three letters of recommendation, the supplemental questions, a personal statement including areas of research interest and the names of prospective faculty advisors, a CV/resume, and unofficial transcripts from all undergraduate and graduate schools attended (official transcripts will be requested if recommended for admission to the program). For more specific instructions regarding application requirements, please see Prospective Students (https://integrativebiology.wisc.edu/prospective-graduate-students/) on the department website. Most admission decisions will be made, and applicants will be notified, by the end of March.

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Application fee waivers are available to qualified students through the graduate school and can often be made available by the professors in the department. Financial support is available to qualified graduate students in the form of teaching assistantships, research assistantships, and fellowships.

Graduate students who have a teaching or research assistantship of at least a 33% appointment during the fall or spring semester are eligible to receive remission of full tuition. Fellowships that are payrolled through the university and that carry stipends equivalent to at least a 33% research assistantship also qualify for remission of non-resident tuition. Tuition remission is conditionally awarded at the start of the semester based on the expectation that actual earnings during the semester will be at least 33% of the full-time rate.

All students pay segregated fees. The only exception is that fellowships paid through the Graduate School have segregated fees waived in addition to tuition. Segregated fees are used for campus overhead to help pay for the exercise facilities, student unions, student organization funding, etc.

Assistantships and fellowships also provide eligibility for an excellent health insurance program, an extremely valuable benefit that provides single or family coverage that is more comprehensive than individuals can usually purchase on their own. Additionally, assistantships and fellowships provide a stipend for living expenses.

### Teaching Assistantships

The most common source of support is a teaching assistantship. To receive a teaching assistantship, candidates for admission must meet the following requirements:

- evidence (usually from the undergraduate transcript) of an appropriate background in the relevant subject matter of the course(s) to which appointment is being considered;
- evidence (usually from letters of recommendation or verbal communication) of the candidate's potential as a teaching assistant;
- an undergraduate GPA of 3.0 or above (on a 4.0 scale); and
- for students whose native language is not English, evidence of competence in spoken English through the SPEAK test that is administered by UW–Madison. International applicants should note that a TA appointment is not normally possible during the first year of graduate study.

Current students who apply for their first teaching assistantship are also subject to the above criteria, as well as their performance as a graduate student. Reappointment as a teaching assistant depends upon satisfactory progress as a graduate student, satisfactory performance as a teaching assistant, and completing the Equity/Diversity TA Training.

Teaching assistants may be eligible for UW–Madison teaching awards (https://grad.wisc.edu/taawards/), including the Early Excellence in Teaching Award, Exceptional Service Award, Innovation in Teaching Award, Capstone PhD Teaching Award, and the College of Letters & Science Teaching Fellow Award.

### Research Assistantships

Research assistantships are made possible by grants awarded to faculty for particular research programs. Recipients are selected by the individual professor concerned, and the student's interests and experience must match the needs of the funding project. Availability of research assistantships varies.

### Advanced Opportunity Fellowships

Advanced Opportunity Fellowships (AOF) are granted to the UW–Madison Graduate School by the State of Wisconsin and are combined with other graduate education funds to support the recruitment and retention of highly qualified students in UW–Madison graduate programs. Fellowships are competitive and merit-based. AOF fellowships are paid through the Graduate School by the College of Letters & Science's Community of Graduate Research Scholars (http://ls.wisc.edu/current-students/graduate-students/cgrs/) (CGRS) program.

### External Fellowships

Fellowships from professional societies and outside agencies provide another important source of aid for which students may apply either before or after commencing graduate work at UW–Madison. If necessary, external fellowships can often be supplemented with university funds up to prevailing university fellowship rates.

All qualified students who are U.S. citizens or permanent residents are urged to apply to the National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP). Students apply directly to NSF; the closing date is usually in early November. Please check the NSF (http://www.nsf.gov/) website for the application instructions and deadline.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | An average record of B or better in all work taken as a graduate student is required by the Department of Integrative Biology (grades of P and S are for this purpose considered to be satisfactory at the B level; grades of Incomplete are considered for this purpose to be unsatisfactory if they are not removed during the following semester of residence). |
| Assessments and Examinations | In the second semester of the first year, students must complete the Certification of Candidate for a PhD degree.<br><br>By the end of the fourth semester, students must complete the qualifying examination and return the signed qualifying examination form to the department.<br><br>The preliminary examination (defense of research project) should be completed and the prelim warrant submitted by the end of the sixth semester. Note that in addition to passing the prelim exam, students must have completed 32 credits, clear all Incomplete or Progress grades in nonresearch courses, complete all minor requirements and earn at least a cumulative 3.000 GPA in order to be granted dissertator status. The preliminary defense warrant must be requested from the department.<br><br>Defense of the PhD usually occurs after the tenth semester. A final defense warrant must be requested from the department. |
| Language Requirements | To be determined by the advisory committee. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

PhD students in Integrative Biology must take courses and seminars to fulfill the minimum credit requirement for the degree. Specific courses (examples are listed below) are approved by the student's advisor or advisory committee and depend on the student's research area, interests, and goals.

| Code | Title | Credits |
|---|---|---|
| **Breadth** | | **9** |
| **Graduate Level Coursework** | | |
| At least 50% of credits (26 for a PhD) must be with courses designed as graduate level coursework ("Grad 50%" designation). | | 26 |
| **Research Credits** | | |
| Complete research credits. | | 12-16 |
| ZOOLOGY 799 | Independent Study (Research credits) | |
| ZOOLOGY 990 | Research | |
| **Total Credits** | | **51** |

### Common Graduate Level Courses

| Code | Title | Credits |
|---|---|---|
| ANTHRO 458 | Primate Behavioral Ecology | 3 |
| B M I/ COMP SCI 776 | Advanced Bioinformatics | 3 |
| B M I/STAT 877 | Statistical Methods for Molecular Biology | 3 |
| BOTANY/ENTOM/ PL PATH 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects | 3 |
| BOTANY/ PL PATH 563 | Phylogenetic Analysis of Molecular Data | 3 |
| BOTANY 801 | Advanced Plant Community Ecology | 4 |
| BOTANY 802 | Physiological Plant Ecology | 3 |
| BOTANY 860 | Plant Cell Biology | 2 |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology | 3 |
| CRB 650 | Molecular and Cellular Organogenesis | 3 |
| ENTOM 321 | Physiology of Insects | 3 |
| ENTOM/ ZOOLOGY 371 | Medical Entomology: Biology of Vector and Vector-borne Diseases | 3-4 |
| ENTOM/ F&W ECOL 711 | Multivariate Analysis of Ecological and Community Data | 2 |
| ENTOM 901 | Seminar in Organismal Entomology | 1 |
| F&W ECOL/STAT 571 | Statistical Methods for Bioscience I | 4 |
| F&W ECOL/ STAT 572 | Statistical Methods for Bioscience II | 4 |
| GENETICS/ BIOCHEM/ MICROBIO 612 | Prokaryotic Molecular Biology | 3 |
| GENETICS/ BIOCHEM/ MD GENET 620 | Eukaryotic Molecular Biology | 3 |
| GENETICS/ENTOM/ ZOOLOGY 624 | Molecular Ecology | 3 |
| GENETICS/ CHEM 626 | Genomic Science | 2 |
| GENETICS/ BIOCHEM 631 | Plant Genetics and Development | 3 |
| GENETICS 633 | Population Genetics | 3 |

| | | |
|---|---|---|
| GENETICS/CRB 710 | Developmental Genetics | 3 |
| GENETICS 885 | Advanced Genomic and Proteomic Analysis | 3 |
| NEURODPT 629 | Molecular and Cellular Mechanisms of Memory | 3 |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | 4 |
| NTP/NEURODPT/ PSYCH 611 | Systems Neuroscience | 4 |
| NTP/ NEURODPT 640 | Computational Neuroscience: From Single Cells to Whole Brain Models | 3 |
| NTP 677 | Basic Sleep Mechanisms and Sleep Disorders: from Neurobiology to Sleep Medicine | 3 |
| NTP 701 | Experimental Design and Statistical Methodology | 1 |
| PATH 750 | Cellular and Molecular Biology/ Pathology | 2 |
| PATH 752 | Cellular and Molecular Biology/ Pathology Seminar | 1 |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | 2 |
| ZOOLOGY 403 | Endocrinology | 3 |
| ZOOLOGY/ BOTANY/ ENTOM 473 | Plant-Insect Interactions | 3 |
| ZOOLOGY/ BOTANY/ENVIR ST/ F&W ECOL 516 | Conservation Biology | 3 |
| ZOOLOGY/ F&W ECOL 520 | Ornithology | 3 |
| ZOOLOGY/ F&W ECOL 521 | Birds of Southern Wisconsin | 3 |
| ZOOLOGY/ ENTOM 540 | Theoretical Ecology | 3 |
| ZOOLOGY/ GEOSCI 542 | Invertebrate Paleontology | 3 |
| ZOOLOGY 604 | Computer-based Gene and Disease/Disorder Research Lab | 2 |
| ZOOLOGY 620 | Neuroethology Seminar | 2 |
| ZOOLOGY/ F&W ECOL 660 | Climate Change Ecology | 3 |
| ZOOLOGY/ BOTANY 672 | Historical Ecology | 2 |
| ZOOLOGY/ NEURODPT/ PSYCH 674 | Behavioral Neuroendocrinology Seminar | 2 |
| ZOOLOGY/ BOTANY 725 | Ecosystem Concepts | 3 |
| ZOOLOGY/ ATM OCN/ ENVIR ST/ GEOSCI 750 | Problems in Oceanography | 3 |
| ZOOLOGY/ NEURODPT 765 | Developmental Neuroscience | 3 |
| ZOOLOGY 799 | Independent Study | 1-6 |
| ZOOLOGY 800 | Advanced Topics in the Biological Sciences | 1-3 |
| ZOOLOGY/ BOTANY/ENTOM/ GENETICS 820 | Foundations of Evolution | 2 |
| ZOOLOGY/ BOTANY/ENTOM/ F&W ECOL 821 | Foundations of Ecology | 2 |
| ZOOLOGY/ BOTANY 879 | Advanced Landscape Ecology | 3 |
| ZOOLOGY/ AGROECOL/ ATM OCN/BOTANY/ ENTOM/ENVIR ST/ GEOG 953 | Introduction to Ecology Research at UW-Madison | 1-2 |
| ZOOLOGY/AN SCI/ OBS&GYN 954 | Seminar in Endocrinology-Reproductive Physiology | 1 |
| ZOOLOGY 955 | Seminar-Limnology | 1 |
| ZOOLOGY 956 | Seminar-Ecology | 1 |
| ZOOLOGY 957 | Seminar-Evolution | 1 |
| ZOOLOGY 960 | Seminar in Cellular Biology | 1 |
| ZOOLOGY 962 | Seminar-Ethology | 1 |
| ZOOLOGY/ ATM OCN/BOTANY/ ENVIR ST/GEOG/ GEOSCI 980 | Earth System Science Seminar | 1 |
| ZOOLOGY 990 | Research | 1-9 |

### Teaching Assistant Requirement

All students are required to serve as a teaching assistant for a minimum of one semester. All students must hold a departmental seminar in which they present their graduate research.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may be allowed to transfer up to 19 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework is allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, 15 credits taken as a UW–Madison University Special Student are allowed toward minimum coursework requirements. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor and a committee. To ensure that students are making satisfactory progress toward a degree, every student is required to meet with the advisor and committee annually to review progress. If a progress report has not been filed by April 1, a hold will be placed on student course registration.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

It is expected that a PhD student will defend the dissertation by the end of the fifth academic year. If this is not accomplished by the end of the summer following the sixth academic year, the student's mentor must present a written statement to the Director of Graduate Studies that explains why the PhD has not been completed and describes plans that the student and the student's advisory committee have agreed upon to ensure completion, including specific expectations, dates for completion, and consequences should expectations not be met. Continuation in the program beyond eight years will be at the discretion of the mentor and advisory committee. Ten years is the outside limit by which a student must complete the PhD degree.

It is up to the student's committee to determine whether or not a student who has been absent for five or more consecutive years will lose the credit earned before the absence; that coursework may not count toward Graduate School credit requirements.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the

chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

There is great flexibility in our graduate program to serve the diverse scholarly interests and cultures in the Department of Integrative Biology. The path taken by a student results from a deliberative process that involves discussions between the student and the student's advisor and advisory committee. The department's policy is to only accept students that can be financially supported by teaching assistantships, research assistantships, and/or fellowships.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### DEPARTMENT RESOURCES

A goal for our graduate program is to provide students in Integrative Biology with diverse training that will prepare them for a range of flexible and sustainable careers (e.g., academia, industry, government, science policy and administration, science commerce, science writing, law, and science education and outreach at all levels). In consultation with their advisor and advisory committee, students can engage in professional development, teaching training (e.g., through the Delta program), internships in industry, science writing, and/or policy, and some earn master's degrees in areas that complement their studies in Integrative Biology (e.g., biostatistics, biotechnology).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Knowledge: Demonstrate academic mastery in at least one of the broad subject areas represented in the Department of Integrative Biology.
2. Research: Students will develop and complete original research that advances a specific field of study within one of the broad subject areas represented in the Department of Integrative Biology.
3. Communication: Effectively communicate to diverse audiences in writing, through oral presentations, and discussions.
4. Teaching: Effectively teach topics or research methods in Cellular and Molecular Biology; Developmental Biology; Neuroscience; Physiology; Ecology; Evolution; or Animal Behavior.
5. Ethical Conduct: Students will have an understanding of professional and ethical responsibility.
6. Career Preparation: Students will be provided with diverse training that will prepare them for a range of flexible and sustainable careers (e.g., academia, industry, government, science policy and administration, science commerce, science writing, law, and science education and outreach at all levels).

# JOURNALISM AND MASS COMMUNICATION

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Journalism and Mass Communication, MA (p. 1181)
- Mass Communications, Doctoral Minor (p. 1191)
- Mass Communications, PhD (p. 1192)

# JOURNALISM AND MASS COMMUNICATION, MA

Graduate programs in journalism and mass communication are designed for advanced academic preparation in the various fields of mass communication and journalism, and for training in research and teaching.

Students interested in the MA in Journalism and Mass Communication should refer to one of the two named options:

1. Professional MA (p. 1183) prepares students for careers in news and information production. The program provides a mix of practical communication skills, conceptual knowledge of journalism and mass communication, and an area of specialization (credits in multi-media communication and topic specialization).

2. Research MA (p. 1187) focuses on developing skills in mass communication research and typically leads to enrollment in a doctoral program, including our own PhD in Mass Communications (credits in theory and methods).

Both programs offer flexibility. Students, in consultation with their faculty advisors, select coursework based upon their interests and career goals.

# FACILITIES

The Center for Journalism Ethics (https://ethics.journalism.wisc.edu/) advances the ethical standards and practices of democratic journalism through discussion, research, teaching, professional outreach, and newsroom partnerships. Students, faculty, leading journalists and members of the public participate in conferences, workshops, and publications. The center tracks and analyzes ethical issues for all media platforms on its website. The center contributes to the teaching of ethics in the school's curriculum. Students have the opportunity to write for the center's website, cover conferences, and contribute to research.

Founded in 2006, Madison Commons (https://madisoncommons.org/) provides news and information from all of Madison's neighborhoods. It is a collaboration between Madison citizens from every part of the city and faculty and students at SJMC, focusing on coverage of education, food, transportation and neighborhood news. It provides a lab for research on community, civic and public journalism.

The Mass Communication Research Center (https://mcrc.journalism.wisc.edu/) is an interdisciplinary research facility that conducts research into all phases of communication and provides a common meeting ground for scholars with an interest in communication behavior. It also provides an opportunity for graduate students to participate in research programs and to initiate and conduct their own thesis projects.

The Center for Communication and Democracy (https://ccd.journalism.wisc.edu/) is a research and action project at UW–Madison. The goals of the center are to study how citizens can use new communications technologies to advance democratic discussion and civic participation; to explore the relationships between geographic communities and the emerging world of cyberspace; to explore the structural relations among communications and information markets, the civic sector, and government to find relationships necessary to build and sustain a public sphere in communication that is not dominated by the market, while sustaining economic growth and technological innovation; and to ask what government policies are most appropriate for combining the vibrancy of the market with the common needs of citizens in the sphere of communication.

Qualitative Inquiry and Research Group (https://journalism.wisc.edu/graduate/research-centers/) meetings are devoted to providing feedback on pre-circulated graduate student papers, completed or in-progress. Call for paper proposals are sent out at least twice per year.

The Mass Communication History Center (https://journalism.wisc.edu/graduate/research-centers/), a part of the Wisconsin Historical Society, provides scholars access to private collections, papers, and various types of unpublished materials relating to the growth of mass communication in the United States and other parts of the world. The Wisconsin Historical Society also has a large collection of bound and microfilm files of American and foreign newspapers.

## ADMISSIONS

# ADMISSIONS

Students apply to the MA in Journalism and Mass Communication through one of the named options:

- Professional (p. 1183)
- Research (p. 1187)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Graduate students are eligible for a range of financial support, including teaching assistantships, project assistantships, research assistantships, and dissertator scholarships. All applicants (both domestic and international) who are admitted for graduate studies are automatically considered for support. No separate application is required. However, because resources are limited and the number of qualified applicants exceeds the amount of available funds, only a subset of admitted students is guaranteed financial support.

The most common form of financial support for graduate students is teaching assistantships, which are allocated on a long-term guaranteed basis or a short-term yearly basis with no presumption of support the following academic year. Professional track students are considered for scholarships that cover the costs of tuition and most fees. For more information, visit our website (https://journalism.wisc.edu/graduate/financial-aid/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |

| | |
|---|---|
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required for degree conferral.<br>For academic probation and other grading policies, refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all curriculum coursework. |
| Assessments and Examinations | See Named Option for policy information. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 1183) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MA in Journalism and Mass Communication must select one of the following named options:

View as listView as grid

- **JOURNALISM AND MASS COMMUNICATION: PROFESSIONAL, MA (P. 1183)**
- **JOURNALISM AND MASS COMMUNICATION: RESEARCH, MA (P. 1187)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Professional (p. 1183)
- Research (p. 1187)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

#### Research Track

We offer one research colloquia (JOURN 901) during the Fall semester where faculty share their research findings and methods and engage students in lively conversations about how to conduct research. We offer a teaching colloquium (JOURN 902) that explores pedagogical principles and applications that prepare students for teaching careers. Teaching assistantships provide hands-on training.

Within our research groups and centers, graduate students work side by side with faculty and with each other, allowing the senior students to mentor younger students and for faculty to mentor students who are not their advisees. Our graduate students organize and host an annual day-long conference where they present their research in a series of panels, and they present their research at conferences around the world.

We offer a series of professional development workshops for graduate students with faculty and alumni panelists. The topics include: navigating the academic job market, exploring the non-academic job market, turning a paper into a presentation, and how to find funding for research.

#### Professional Track

Professional track students attend (JOURN 903), a one-credit colloquium offered in the spring semester, and meet with industry professionals to learn about a variety of jobs and build their networks. Required internships allow students to gain real-world experience while in the program and to build their portfolio. Students work with the career advisor and attend the employer presentations and mock interview sessions. Students attend at least one professional conference during their time in the program.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Attain mastery in an area of the mass communication field.
2. Demonstrate understanding of the primary field of study in a historical, social, psychological, cultural or global context.
3. Develop professional communication skills related to gathering, assessing, compiling and disseminating information, by selecting and/or utilizing the most appropriate methodologies and practices and the evaluation and synthesis of information.
4. Develop in-depth and specialized expertise in a topic of interest. In doing so students will be able to identify sources of information and assemble evidence pertaining to questions in that area.
5. Select and/or utilize the most appropriate professional practices.

# JOURNALISM AND MASS COMMUNICATION: PROFESSIONAL, MA

This is a named option in the Journalism and Mass Communication MA (p. 1181).

The Professional MA program prepares students for careers in news and information production. The program provides a mix of practical communication skills, conceptual knowledge of journalism and mass communication, and an area of specialization.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | April 15 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

New students are admitted to the School of Journalism and Mass Communication for the fall semester. A committee of faculty members reviews each application. Among the indicators considered for admission are:

- Quality of an applicant's academic record
- Preparation to pursue an advanced degree
- Clearly defined goals and rationale for graduate education in the field

Applicants must submit the following to the online application:

1. Statement of Purpose (750 words maximum) regarding your educational and career goals and your reasons for selecting this graduate program. Discuss those factors – personal, professional, academic – that have prepared you to pursue a graduate degree. All Professional MA applicants should indicate in some detail what kind of specialty they will seek and why.
2. Supplemental application questions:
   a. How have your background and life experiences, including cultural, geographical, financial, educational, or other opportunities or challenges motivated your decision to pursue a graduate degree at the University of Wisconsin?
3. Unofficial transcripts of prior undergraduate and graduate course completion.
4. Resume.
5. Writing sample in PDF format (25 page maximum). No CDs, DVDs or other material will be accepted or considered. Writing samples could include news stories, blog posts, white papers, reports or portions of an academic paper. Professionally published samples are preferred but not required. Writing samples must be uploaded to the Supplemental Section of the online application.
6. Three letters of recommendation, coming primarily from faculty members who can evaluate your previous academic performance and provide an assessment of your likelihood of success in graduate school. One of the letters may come from an employer or internship supervisor. Letters should come from individuals who have worked directly with you and who are in a position to objectively evaluate your abilities and work productivity.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

All applicants who are admitted for graduate studies are automatically considered for scholarship support. No separate application is required.

Our professional master's program does not provide funding guarantees through graduate assistantships, but students may apply for Teaching Assistantships in the department for their second year of the program. This application is open during the Spring semester for students already matriculated in the program.

https://journalism.wisc.edu/graduate/financial-aid/

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required for degree conferral. For academic probation and other grading policies, refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all curriculum coursework. |
| Assessments and Examinations | Students present a portfolio of their work in the last semester. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Skills Courses** | | |
| Students must complete the following course: | | |
| JOURN 335 | Principles and Practices of Reporting | 4 |
| *Additional Skills Courses* | | |
| Complete at least 8 additional credits from the following skills courses chosen in consultation with the program advisor: | | 8 |
| JOURN 401 | In-Depth Reporting | |
| JOURN 405 | Creative Nonfiction | |
| JOURN 411 | Multimedia Design | |
| JOURN 415 | Science and Environmental Journalism | |
| JOURN 417 | Magazine Publishing | |
| JOURN 420 | Investigative Reporting | |
| JOURN 425 | Video Journalism | |
| JOURN 426 | Community-Based Reporting | |
| JOURN 450 | Sports Reporting and Writing | |
| JOURN 455 | Emerging Media and the News | |
| JOURN 456 | Long Form Video | |
| JOURN 457 | Storytelling Through Sound | |
| JOURN 475 | Special Topics in Advanced Concepts and Skills | |
| **Concept Courses** | | |
| Students must complete the following course: | | |
| JOURN 903 | Professional Master's Colloquium | 1 |
| *Additional Concept Courses* | | |
| Complete at least 6 other credits from the following concept course list chosen in consultation with the program advisor: | | 6 |
| JOURN/ HISTORY 560 | History of U.S. Media | |
| JOURN 561 | Mass Communication and Society | |
| JOURN 562 | Mass Media and Racial Diversity | |
| JOURN 563 | Law of Mass Communication | |
| JOURN 564 | Media and the Consumer | |
| JOURN 565 | Effects of Mass Communication | |
| JOURN 566 | Communication and Public Opinion | |
| JOURN 567 | Mass Media and Global Communication | |
| JOURN/ COM ARTS/ HDFS 616 | Mass Media and Youth | |
| JOURN/ COM ARTS/ LSC 617 | Health Communication in the Information Age | |
| JOURN 618 | Mass Communication and Political Behavior | |
| JOURN 620 | International Communication | |
| JOURN 622 | The Impact of Emerging Media | |
| JOURN/ ART HIST/ HISTORY/ L I S 650 | History of Books and Print Culture in Europe and North America | |
| JOURN 651 | Communicating Sports Controversies | |
| JOURN 657 | Understanding Research Design & Statistics in Mass Communication | |
| JOURN 658 | Communication Research Methods | |
| JOURN/ ASIAN AM 662 | Mass Media and Minorities | |
| JOURN 669 | Literary Aspects of Journalism | |
| JOURN 675 | Topics in Government and Mass Media | |
| JOURN 676 | Special Topics in Mass Communication | |
| JOURN/L I S 677 | Concepts and Tools for Data Analysis and Visualization | |
| JOURN 801 | Mass Communication and the Individual | |
| JOURN 802 | Mass Communication and Society | |
| JOURN 803 | Mass Communication and Culture | |
| JOURN/ HISTORY 808 | Mass Communication History | |

| | | |
|---|---|---|
| | JOURN 821 | Health Communication |
| | JOURN 822 | Global Communication |
| | JOURN/ ENVIR ST/ LSC 823 | Science and Environment Communication |
| | JOURN 824 | Race, Ethnicity and Media |
| | JOURN/LSC 825 | Law and Ethics of Communication and Media |
| | JOURN/LSC 826 | Journalism Theory |
| | JOURN/ GEN&WS 828 | Gender and Sexuality in Mass Communication |
| | JOURN/ POLI SCI 829 | Political Communication |
| | JOURN/LSC 833 | Technology and Society |
| | JOURN 835 | News Framing and Social Protest Movements |
| | JOURN 880 | Topics in Mass Communication |
| **Specialization Courses (outside of Journalism & Mass Communication)** | | |
| In addition to the courses listed above, students must complete at least 6 credits of coursework outside the School of Journalism and Mass Communication numbered 300 or above. | | 6 |
| **Additional Coursework** | | |
| To satisfy the minimum credit requirement, students complete any elective credits (within or outside department) chosen in consultation with program. | | 5 |
| **Total Credits** | | **30** |

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)

- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM INFORMATION

We offer a career colloquium for all professional MA students and require students to complete an internship during their time in the program. Students receive professional coaching in classes and work with our career advisor who provides support for job and internship search and preparation.

# JOURNALISM AND MASS COMMUNICATION: RESEARCH, MA

This is a named option in the Journalism and Mass Communication MA. (p. 1181)

The Research MA program focuses on developing skills in mass communication research and typically leads to enrollment in a doctoral program.

# ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

New students are admitted to the School of Journalism and Mass Communication for the fall semester. A committee of faculty members reviews each application. Among the indicators considered for admission are:

- Quality of an applicant's academic record
- Preparation to pursue an advanced degree
- Clearly defined goals and rationale for graduate education in the field
- Compatibility of goals with faculty specializations and areas of expertise

Applicants must submit the following to the online application:

1. Statement of Purpose (750 words maximum) regarding your educational and career goals and your reasons for selecting this graduate program. Discuss those factors – personal, professional, academic – that have prepared you to pursue a graduate degree.
2. Supplemental application questions:
   a. How have your background and life experiences, including cultural, geographical, financial, educational, or other opportunities or challenges motivated your decision to pursue a graduate degree at the University of Wisconsin?
   b. Select your top two areas of research interest and up to three faculty members with whom you'd like to work.
3. Unofficial transcripts of prior undergraduate and graduate course completion.
4. Resume or curriculum vitae (CV).
5. Writing sample in PDF format (25 page maximum). The writing sample could include a peer-reviewed article, a conference paper, a seminar paper, a senior or master's thesis, or an article published in the popular press related to your research area of interest. It can be a portion of a paper. Professionally published samples are preferred but not required. Writing samples must be uploaded to the online application.
6. Three letters of recommendation, coming primarily from faculty members who can evaluate your previous academic performance and provide an assessment of your likelihood of success in graduate school. One of the letters may come from an employer or internship supervisor.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

All applicants who are admitted for graduate studies are automatically considered for support. No separate application is required.

https://journalism.wisc.edu/graduate/financial-aid/

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.25 GPA required for degree conferral. For academic probation and other grading policies, refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all curriculum coursework. |
| Assessments and Examinations | Students defend their MA thesis to a committee of three faculty members. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Journalism and Mass Communication** | | |
| In consultation with the faculty advisor, students must complete at least 12 credits of graduate-level JOURN courses ("Grad 50%" designation), including 2 courses numbered 800 or above. The courses listed below are commonly completed by students to satisfy this requirement. | | 12 |
| JOURN/ HISTORY 560 | History of U.S. Media | |
| JOURN 561 | Mass Communication and Society | |
| JOURN 562 | Mass Media and Racial Diversity | |
| JOURN 563 | Law of Mass Communication | |
| JOURN 564 | Media and the Consumer | |
| JOURN 565 | Effects of Mass Communication | |
| JOURN 566 | Communication and Public Opinion | |
| JOURN 567 | Mass Media and Global Communication | |
| JOURN/ COM ARTS/ HDFS 616 | Mass Media and Youth | |
| JOURN/ COM ARTS/ LSC 617 | Health Communication in the Information Age | |
| JOURN 618 | Mass Communication and Political Behavior | |
| JOURN 620 | International Communication | |
| JOURN 622 | The Impact of Emerging Media | |
| JOURN/ ART HIST/ HISTORY/ L I S 650 | History of Books and Print Culture in Europe and North America | |
| JOURN 657 | Understanding Research Design & Statistics in Mass Communication | |
| JOURN 658 | Communication Research Methods | |
| JOURN 675 | Topics in Government and Mass Media | |
| JOURN 676 | Special Topics in Mass Communication | |
| JOURN/L I S 677 | Concepts and Tools for Data Analysis and Visualization | |
| JOURN 801 | Mass Communication and the Individual | |
| JOURN 802 | Mass Communication and Society | |
| JOURN 803 | Mass Communication and Culture | |
| JOURN/ HISTORY 808 | Mass Communication History | |
| JOURN/LSC 811 | Conceptualization and Design of Mass Communication Research | |
| JOURN 812 | Qualitative Communication Research Methods | |
| JOURN 813 | Practicum in Communication Research | |
| JOURN 818 | Computational Approaches to Communication Research | |
| JOURN 821 | Health Communication | |
| JOURN 822 | Global Communication | |
| JOURN/ ENVIR ST/ LSC 823 | Science and Environment Communication | |
| JOURN 824 | Race, Ethnicity and Media | |
| JOURN/LSC 825 | Law and Ethics of Communication and Media | |
| JOURN/LSC 826 | Journalism Theory | |
| JOURN/ GEN&WS 828 | Gender and Sexuality in Mass Communication | |
| JOURN/ POLI SCI 829 | Political Communication | |
| JOURN/LSC 833 | Technology and Society | |
| JOURN 835 | News Framing and Social Protest Movements | |
| JOURN 880 | Topics in Mass Communication | |
| JOURN 901 | Colloquium in Mass Communication | |
| JOURN 902 | Graduate Teaching Colloquium | |
| **Outside of Department** | | |
| In consultation with the faculty advisor, students must complete at least 6 credits in coursework numbered 300 or above outside of the JOURN department. Examples of courses used to satisfy this requirement include the following. | | 6 |
| COM ARTS 903 | Media and Cultural Studies Colloquium | |
| COM ARTS 904 | Communication Science Colloquium | |
| COM ARTS/ CURRIC 914 | How Games Change Us | |
| COM ARTS 970 | Seminar in Communication Science | |
| CSCS 811 | Community-Based Research: Theory and Practice | |
| ED PSYCH/ COUN PSY/ CURRIC/ ED POL/ELPA/ RP & SE 719 | Introduction to Qualitative Research | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |

| | |
|---|---|
| ED PSYCH 761 | Statistical Methods Applied to Education II |
| ED PSYCH/ COMP SCI/ PSYCH 770 | Human-Computer Interaction |
| GEN&WS 800 | Research Methods in Gender & Women's Studies |
| LSC 700 | Colloquium in Life Sciences Communication |
| LSC 720 | Introduction to Communication Theory and Research |
| LSC 902 | Public Opinion of Life Science Issues |
| LSC 912 | Public Understanding of Politicized Science |
| POLI SCI 813 | Multivariable Statistical Inference for Political Research |
| POLI SCI 821 | Mass Political Behavior |
| POLI SCI 931 | Seminar-Political Theory |
| PSYCH 728 | Classic Issues in Social Psychology |
| PSYCH 752 | Applied Machine Learning for Behavioral Data Science |
| PUB AFFR 974 | Topics in Public Affairs |
| PUBLHLTH 791 | Strategic Health Communication-Theory and Practice |
| SOC 752 | Measurement and Questionnaires for Survey Research |
| STAT 610 | Introduction to Statistical Inference |
| STS 902 | Current Topics in Science and Technology Studies |
| **Additional Courses** | |
| Working with their advisor, students complete additional courses to reach the total credit minimum of 30. | 12 |
| **Total Credits** | **30** |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM INFORMATION

We offer a mass communication research colloquium, a teaching colloquium, and a professional development series of workshops for our graduate students, including sessions for academic and for industry and non-tenure track careers.

# MASS COMMUNICATIONS, DOCTORAL MINOR

A candidate for a doctoral degree in another area may earn a doctoral minor in Mass Communications in the School of Journalism and Mass Communication. Typically, the student will write a dissertation combining research in the major and minor fields. This minor is open to any doctoral students who seek to complement their main area of research with a thorough understanding of mass communication dynamics and how these dynamics affect society.

# ADMISSIONS

## ADMISSIONS

Contact the Graduate Program Manager (see contact information).

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

A minor in mass communications consists of at least 10 graduate credits in the School of Journalism and Mass Communication (https://guide.wisc.edu/courses/journ/) seminars and colloquia.

# MASS COMMUNICATIONS, PHD

The Mass Communications PhD is an interdisciplinary doctoral program offered by the School of Journalism and Mass Communication.

The program offers several internationally recognized areas of research and teaching excellence:

- civic and political communication
- health and environmental communications
- history of media institutions
- information technologies
- social networking and digital media
- processes and effects of mediated communication
- law and ethics of media
- international and inter-cultural communication
- public opinion
- science and risk communication
- social marketing
- journalism studies
- media ecologies
- race and media

Working closely with their major professor and committee, students draw from courses offered in departments across the campus to develop a plan of study in preparation for independent and original research in their areas of interest.

Previously, this program was jointly offered with the department of Life Sciences Communication, and as of Fall 2025 is accepting applications for their newly created Science Communication PhD. Please see their Guide page for more information.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants for this program are expected to have demonstrated an interest and background in communication research by having earned a thesis-based MA or MS degree in communication or other relevant disciplines. The admissions committee, however, may accept other evidence of suitable preparation.

Applicants must submit an online application, a statement of purpose, a supplementary question response, unofficial transcripts from all previously attended institutions, a CV, and three letters of recommendation. Letters of recommendation should come from people who can speak to the scholarly abilities of the applicant. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/). Test scores must be furnished to the school before the application is considered complete.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Prospective students should see the program website (https://journalism.wisc.edu/graduate/financial-aid/) for funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 68 credits |
| Minimum Residence Credit Requirement | 35 credits |
| Minimum Graduate Coursework Requirement | 34 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.50 GPA required. |
| Other Grade Requirements | Courses in which the student earns a grade below B do not satisfy degree requirements, but they do count in the cumulative GPA. |
| Assessments and Examinations | Doctoral students must pass preliminary exams once coursework is completed. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | Breadth is provided via interdisciplinary training (doctoral minor or graduate/professional certificate is not required). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Colloquium** | | |
| JOURN 901 | Colloquium in Mass Communication | 1 |
| **Communication Perspectives** | | |
| Students are recommended to complete 3 courses from this area, such as these example courses. | | 9 |
| JOURN 801 | Mass Communication and the Individual | |
| JOURN 802 | Mass Communication and Society | |
| JOURN 803 | Mass Communication and Culture | |
| JOURN/ HISTORY 808 | Mass Communication History | |
| **Research Methods** | | |
| Students are recommended to complete at least 9 credits from this area, such as these example courses. | | 9 |
| JOURN 657 | Understanding Research Design & Statistics in Mass Communication | |
| JOURN 658 | Communication Research Methods | |
| JOURN/LSC 811 | Conceptualization and Design of Mass Communication Research | |
| JOURN 812 | Qualitative Communication Research Methods | |
| JOURN 813 | Practicum in Communication Research | |
| JOURN 818 | Computational Approaches to Communication Research | |
| **Communication Areas** | | |
| Students are recommended to complete 3 courses from this area, such as these example courses. | | 9 |
| JOURN 821 | Health Communication | |
| JOURN 822 | Global Communication | |
| JOURN/ ENVIR ST/ LSC 823 | Science and Environment Communication | |
| JOURN 824 | Race, Ethnicity and Media | |
| JOURN/LSC 825 | Law and Ethics of Communication and Media | |
| JOURN/LSC 826 | Journalism Theory | |
| JOURN/ GEN&WS 828 | Gender and Sexuality in Mass Communication | |
| JOURN/ POLI SCI 829 | Political Communication | |
| **Communication Specialities** | | |
| Students are recommended to complete 2 courses from this area, such as these example courses. | | 6 |
| JOURN/LSC 833 | Technology and Society | |
| JOURN 835 | News Framing and Social Protest Movements | |
| **Additional Coursework** | | |
| To satisfy the minimum credit requirement, students must complete additional Journalism and Mass Communication (JOURN) or other approved courses. See Electives below for some of the recommended options. | | 31 |

*Electives*

| | | |
|---|---|---|
| JOURN/L I S 677 | Concepts and Tools for Data Analysis and Visualization | |
| JOURN 880 | Topics in Mass Communication | |
| JOURN 902 | Graduate Teaching Colloquium | |
| JOURN 999 | Independent Research Problems | |
| *Research and Dissertation* | | |
| Students enroll in thesis credits during dissertation research to satisfy degree requirements. | | 3 |
| JOURN 990 | Thesis | |
| **Total Credits** | | **68** |

Additional requirements are detailed in the Academic Policies and Procedures Handbook for Graduate Work (https://journalism.wisc.edu/wp-content/blogs.dir/41/files/2024/06/Mass_Communications_PhD-Handbook_Revised2024.pdf) in the PhD program in Mass Communications.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

In consultation with the student's advisor, and with program approval, students are allowed to transfer no more than 33 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 7 credits numbered 600 and above from a UW–Madison undergraduate degree are allowed to count toward the degree. Credits earned at other institutions do not transfer. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

In consultation with the student's advisor and with program approval, students may be allowed to transfer professional credits completed at UW-Madison to this program, within constraints noted in the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

In consultation with the student's advisor and with program approval, students are allowed to transfer no more than 12 credits of coursework numbered 600 and above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework taken ten years prior to admission to the doctoral program is not allowed to satisfy requirements.

## PROBATION

Doctoral students must do the following to maintain satisfactory progress:

1. Earn a minimum 3.5 cumulative GPA by the end of the second semester in residence and maintain that GPA for the duration of the degree program.
2. Remove grades of Incomplete in the semester following their occurrence. A course proposal cannot be approved until all incompletes are removed.
3. Complete preliminary exams within three to six months of completing coursework.
4. Maintain steady progress toward completion of degree, including final oral exam and deposit of dissertation. Full-time students can expect four to five years; completion will vary for part-time students.

## ADVISOR / COMMITTEE

Doctoral committees must include at least two members from outside the field of communications. At UW this includes the School of Journalism and Mass Communication, Department of Life Sciences Communication, and Communication Arts Department. Outside the UW, this includes scholars who have their tenure home in a mass communications department.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
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- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
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## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

We offer a research colloquium (JOURN 901) during the academic year where faculty share their research findings and methods and engage students in lively conversations about how to conduct research. We offer a teaching colloquium (JOURN 902) that explores pedagogical principles and applications that prepare students for teaching careers. Teaching assistantships provide hands-on training.

Within our research groups and centers, graduate students work side by side with faculty and with each other, allowing the senior students to mentor younger students and for faculty to mentor students who are not their advisees. Our graduate students organize and host an annual day-long conference where they present their research in a series of panels, and they present their research at conferences around the world.

We offer a series of professional development workshops for graduate students with faculty and alumni panelists. The topics include: navigating the academic job market, exploring the non-academic job market, turning a paper into a presentation and how to find funding for research.

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate research problems, potentials, and limits with respect to theory, knowledge, and practice within the field of study. Demonstrating comprehensive and intensive knowledge of the theories, concepts, frameworks, empirical findings, and controversies in the field.
2. Formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of study. Demonstrating a comprehensive and intensive knowledge of appropriate and relevant research methods and analytical techniques.

3. Create research or scholarship that makes a substantive contribution to knowledge.
4. Demonstrate breadth within their learning experiences.
5. Advance contributions of the field of study to society.
6. Communicate complex ideas effectively.
7. Foster ethical and professional conduct.

# KINESIOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Athletic Training, MS (p. 1196)
- Kinesiology, Doctoral Minor (p. 1201)
- Kinesiology, MS (p. 1201)
- Kinesiology, PhD (p. 1231)
- Occupational Therapy, OTD (p. 1258)


# ATHLETIC TRAINING, MS

The Master's degree in Athletic Training is a professional program that provides rigorous and comprehensive preparation for students seeking a health care career in athletic training. Athletic trainers (ATs) are multi-skilled health care professionals who collaborate with physicians as part of the health care team to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical condition. Athletic trainers provide health care in a variety of practice settings for people involved in all levels of physical activity. Practice environments include youth to professional sports, military and public service personnel, secondary schools, colleges, universities, performing arts, workers with physically demanding jobs, physician practice settings, and much more.

Prospective students should visit the program website (https://kinesiology.education.wisc.edu/AT/) for additional information on program outcomes and opportunities.

The program is accredited by the Commission on Accreditation of Athletic Training Education (https://caate.net/) and students are eligible to sit for the national Board of Certification exam (https://bocatc.org/) after successful completion of the MSAT program.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | The program does not admit in the fall. |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | April 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION

- Applicants for the professional program in athletic training must complete the Athletic Training Central Application Service (ATCAS) application (https://atcas.liaisoncas.com/applicant-ux/#/login).
- Applicants for all graduate programs must complete a UW-Madison Graduate school application (https://grad.wisc.edu/apply/).
  - Early application consideration deadline is November 1.

### Admission Criteria and Prerequisite Courses

Admission to the MSAT (professional program in athletic training) requires:

- Bachelor's degree (or equivalent) from a regionally accredited school of higher education by the start of the program.
- Transcripts from each college, university, or technical college attended showing work completed and in progress.
- Observation of two Certified Athletic Trainers in different clinical practice settings. Refer to the MSAT Program website (https://kinesiology.education.wisc.edu/admissions-and-aid/athletic-training-admissions/) for forms and guidelines for required observation experiences.
- Minimum of three letters of recommendation.
- Personal statement responding to prompts provided on the graduate application.
- A grade of "C" or better in the following prerequisite courses or their equivalent:

**Required Prerequisite Courses: UW-Madison Course(s) or Comparable Coursework**

| Code | Title | Credits |
|---|---|---|
| ZOOLOGY/ BIOLOGY 101 | Animal Biology | 3-5 |

| | | |
|---|---|---|
| or ZOOLOGY/ BIOLOGY/ BOTANY 151 | Introductory Biology | |
| CHEM 103 | General Chemistry I | 4 |
| PHYSICS 103 | General Physics | 4 |
| PSYCH 210 | Basic Statistics for Psychology | 3 |
| or STAT 301 | Introduction to Statistical Methods | |
| or STAT 371 | Introductory Applied Statistics for the Life Sciences | |
| PSYCH 202 | Introduction to Psychology | 3-4 |
| ANAT&PHY 335 | Physiology [1] | 5 |
| ANAT&PHY 337 | Human Anatomy [1] | 3 |
| KINES 314 | Physiology of Exercise | 4 |

[1] If anatomy and physiology are taken as a combined course, two semesters are necessary to meet this requirement.

**Recommended Prerequisite Courses / UW-Madison or Comparable Coursework**

| Code | Title | Credits |
|---|---|---|
| NUTR SCI 132 | Nutrition Today | 3 |
| or NUTR SCI 332 | Human Nutritional Needs | |

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial assistance may be available through School of Education fellowships. The Athletic Training Program also has scholarships available to both incoming and returning students. For more information, please contact the MSAT Program Director.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | Yes | Yes | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 58 credits |
| Minimum Residence Credit Requirement | 29 credits |
| Minimum Graduate Coursework Requirement | 58 credits must be graduate level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Summer I** | | |
| KINES 570 | Anatomical Foundations in Athletic Training (Summer I) | 3 |
| KINES 571 | Emergency Procedures for Athletic Trainers | 2 |
| KINES 572 | Foundational Skills in Athletic Training | 1 |
| KINES 620 | Clinical Practicum in Athletic Training I | 2 |
| **Fall I** | | |
| KINES 621 | Clinical Practicum in Athletic Training II (Fall I) | 3 |
| KINES 650 | Foundations of Professional Practice in Athletic Training | 1 |
| KINES 651 | Public Health, Policy, and Practice | 3 |

| | | |
|---|---|---|
| KINES 652 | Evaluation and Therapeutic Interventions I | 4 |
| KINES 654 | Clinical Medicine in Athletic Training I | 3 |
| KINES 670 | Enhancing Performance and Wellness | 1 |
| **Spring I** | | |
| KINES 622 | Clinical Field Experience in Athletic Training I (Spring I) | 3 |
| KINES 650 | Foundations of Professional Practice in Athletic Training | 1 |
| KINES 653 | Evaluation and Therapeutic Interventions II | 4 |
| KINES 655 | Clinical Medicine in Athletic Training II | 3 |
| KINES 656 | Scientific Inquiry in Athletic Training | 3 |
| KINES 671 | Diagnostic Imaging in Athletic Training | 1 |
| **Summer II** | | |
| KINES 623 | Clinical Field Experience in Athletic Training II (Summer II ) | 3 |
| KINES 672 | Principles of Pharmacology for Athletic Trainers | 1 |
| **Fall II** | | |
| KINES 624 | Athletic Training Preceptorship I (Fall II) | 6 |
| KINES 657 | Role Transition and Professional Practice in Athletic Training | 1 |
| KINES 673 | Healthcare Informatics and Quality Improvement in Athletic Training | 1 |
| **Spring II** | | |
| KINES 625 | Athletic Training Preceptorship II (Spring II) | 7 |
| KINES 674 | Clinical Scholarship in Athletic Training | 1 |
| **Total Credits** | | **58** |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 15 credits of graduate course work from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW-Madison or external undergraduate degree may transfer toward the MSAT degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 15 credits of coursework numbered 300 or above taken in UW-Madison University Special student status. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

An overall GPA below 3.0 will place the student on academic probation. If a 3.0 GPA is not regained in the subsequent semester the student may be dismissed from the program or allowed to continue provisionally for one semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

The MSAT assigns an advisor to each student. MSAT students must complete one mandatory group advising meeting each semester. In addition, students must meet individually once per semester with an advisor to insure satisfactory progress toward their MSAT degree and to monitor clinical placement progress needs.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)

- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of

the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.

2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Understand the role of the athletic trainer within the broader health care system.
2. Demonstrate appropriate oral and written communication skills.
3. Develop and apply strategies to prevent the incidence and/or severity of injury and illnesses.
4. Demonstrate the clinical skills needed to appropriately diagnose patients for treatment and referral.
5. Apply clinical and decision-making skills to respond to acute injury and illness, including emergencies.
6. Assess patient status and develop treatment and rehabilitation that are consistent with contemporary disablement models.
7. Demonstrate clinical scholarship in the form of evidence appraisal and application to influence athletic training practice.
8. Maintain the highest standards of clinical practice by examining the quality of patient care through the use of patient outcomes.
9. Apply research methods to develop and evaluate clinical questions applicable to practice-based research environments while demonstrating an understanding of ethical research practice.

## ACCREDITATION

# ACCREDITATION

Commission on Accreditation of Athletic Training Education (https://caate.net/)

Accreditation status: Accredited. Next accreditation review: 2025–2026.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

The program is accredited by the Commission on Accreditation of Athletic Training Education (https://caate.net/) and students are eligible to sit for the national Board of Certification exam (https://bocatc.org/) after successful completion of the MSAT program.

Currently, 49 states and the District of Columbia regulate the practice of athletic training. Individuals must be legally recognized by the appropriate state regulatory agency prior to practicing athletic training. The Board of Certification (BOC) exam is recognized by all athletic trainer state regulatory agencies to meet their exam requirement. Compliance with state regulatory requirements is mandatory and the only avenue to legal athletic training practice.

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

#### The requirements of this program meet certification/licensure requirements in the following states:

Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia

#### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# KINESIOLOGY, DOCTORAL MINOR

The Department of Kinesiology's mission is to research, teach and apply knowledge related to movement, exercise and human occupation, with the ultimate goal of enhancing human health, productivity and quality of life. The Department of Kinesiology offers graduate courses that reflect the breadth of the discipline, including biomechanics, exercise psychology, exercise physiology, motor control and behavior, physical activity epidemiology and occupational science. A minor from the Department of Kinesiology is tailored to each student's individual interests, career goals, needs and background. The learning goals for the doctoral minor are to demonstrate an understanding of the major current and past theories, research findings, methodologies and techniques in one or more of the broad areas of inquiry represented within the Department of Kinesiology.

## ADMISSIONS

## ADMISSIONS

Students interested in the Kinesiology doctoral minor should contact the Department of Kinesiology graduate studies chair early in their graduate program to ensure acceptance into and adequate mentoring in the doctoral minor. When students meet with the graduate studies chair, they will fill out a course plan. The department's graduate studies chair, the student's doctoral committee mentor, and the student must sign the course plan.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

Student must complete 9 credits in the Kinesiology (KINES (https://guide.wisc.edu/courses/kines/)) subject listing and meet the following conditions:

- All credits must be in courses numbered 300 and above;
- At least 3 credits in courses numbered 700 and above;
- The student receives a satisfactory grade (C or above) for all credits;
- The grade point average (GPA) of the credits applied is at least 3.00.

# KINESIOLOGY, MS

The Department of Kinesiology's mission is to create, interpret, transmit, and apply knowledge related to movement, exercise, and human occupation with the ultimate goal of enhancing human health, productivity, and quality of life.

The MS degree in Kinesiology can be pursued through one of its named options. These named options are formal sub-majors documented on the transcript.

- Applied Exercise Science (p. 1203)
- Biomechanics (p. 1207)
- Exercise Physiology (p. 1211)
- Exercise Psychology (p. 1215)
- Motor Control and Behavior (p. 1219)
- Occupational Science (p. 1223)
- Physical Activity Epidemiology (p. 1227)

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Kinesiology through one of the named options:

- Kinesiology: Applied Exercise Science, MS (p. 1203)
- Kinesiology: Motor Control and Behavior, MS (p. 1219)
- Kinesiology: Biomechanics, MS (p. 1207)
- Kinesiology: Exercise Psychology, MS (p. 1215)
- Kinesiology: Physical Activity Epidemiology, MS (p. 1227)
- Kinesiology: Exercise Physiology, MS (p. 1211)
- Kinesiology: Occupational Science, MS (p. 1223)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Prospective students should see the program website (https://kinesiology.education.wisc.edu/tuition-and-financial-support/#cost-of-study) for funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | See Named Options for policy information. |
| Other Grade Requirements | See Named Options for policy information. |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MS in Kinesiology must select one of the following named options:

View as listView as grid

- **KINESIOLOGY: APPLIED EXERCISE SCIENCE, MS (P. 1203)**
- **KINESIOLOGY: BIOMECHANICS, MS (P. 1207)**
- **KINESIOLOGY: EXERCISE PHYSIOLOGY, MS (P. 1211)**
- **KINESIOLOGY: EXERCISE PSYCHOLOGY, MS (P. 1215)**
- **KINESIOLOGY: MOTOR CONTROL AND BEHAVIOR, MS (P. 1219)**
- **KINESIOLOGY: OCCUPATIONAL SCIENCE, MS (P. 1223)**
- **KINESIOLOGY: PHYSICAL ACTIVITY EPIDEMIOLOGY, MS (P. 1227)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Kinesiology: Applied Exercise Science, MS (p. 1203)
- Kinesiology: Motor Control and Behavior, MS (p. 1219)
- Kinesiology: Biomechanics, MS (p. 1207)
- Kinesiology: Exercise Psychology, MS (p. 1215)
- Kinesiology: Physical Activity Epidemiology, MS (p. 1227)
- Kinesiology: Exercise Physiology, MS (p. 1211)
- Kinesiology: Occupational Science, MS (p. 1223)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Master fundamental knowledge in at least one of the broad areas of specialization represented in the Department of Kinesiology.
2. Demonstrate understanding of major current and past theories, research findings, methodologies, and techniques in their areas of specialization.
3. Identify sources and assemble evidence pertaining to questions or challenges in their area of specialization.
4. Select appropriate methodologies to conduct research, analyze, and interpret resulting data.
5. Communicate clearly in ways appropriate to their area of specialization.
6. Retrieve and examine scientific literature, evaluate evidence for and against hypotheses, and be able to discuss strengths and weaknesses in existing literature.
7. Recognize and apply principles of professional and ethical conduct.

# KINESIOLOGY: APPLIED EXERCISE SCIENCE, MS

This is a named option in the Kinesiology, MS (p. 1201). For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

The Applied Exercise Science named option of the Kinesiology MS is designed to provide broad, graduate-level training in Kinesiology for students who are not necessarily interested in a career doing research in the field. This degree supports and interest in coaching/teaching (team or individual), personal training, or fitness instructions. Students will take graduate-level courses that cover the breadth of the field of Kinesiology and will take additional electives from Kinesiology or from any departments across campus that the students see as fitting their personal educational goals. The degree also supplements the practice of physical therapy, athletic training, other allied health professions, or any individual purpose a student may have. Students can use elective credits, internships, and independent studies to customize their program to meet their needs and future career goals.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Not required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES;

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| KINES 618 | Biomechanics | 2 |
| KINES 700 | Psychological Effects of Exercise | 3 |
| KINES 713 | Neural Basis of Normal and Pathological Movement | 3 |
| KINES 773 | Cardiorespiratory Adaptions to Environment and Exercise | 3 |
| KINES 774 | Metabolic Responses to Exercise and Environmental Stress | 2 |
| KINES/ POP HLTH 791 | Physical Activity Epidemiology | 3 |
| KINES 861 | Principles of Motor Control and Learning | 3 |
| KINES 950 | Professional Skills and Research in Kinesiology | 3 |
| **Internship and Elective Requirements** | | |
| In consulation with advisor, student takes 8 credits total of internship and elective courses. | | 8 |
| *Internship Requirement* | | |
| KINES 675 | Internship in Kinesiology | |
| *Suggested Electives* | | |
| Student chooses, based on personal interests/goals, from this list or any other course numbered 300 or above to complete 30 credits. | | |
| KINES 350 | Introduction to Exercise Psychology | |
| KINES 521 | Physical Activity and Health | |
| KINES 523 | Clinical Exercise Testing and Prescription for Health Professionals | |
| KINES 527 | Principles of Strength and Conditioning | |
| KINES 528 | Seminar in Strength and Conditioning | |
| KINES 555 | Sports Science & Athlete Monitoring | |
| KINES 600 | Advanced Exercise Psychology | |
| KINES 614 | Biological Factors Influencing Exercise Performance | |
| KINES 721 | Neural Basis for Movement | |
| KINES 779 | Human Muscle Function in Health and Disease | |
| KINES 900 | Seminar in Kinesiology | |
| NUTR SCI/ POP HLTH 621 | Introduction to Nutritional Epidemiology | |
| NUTR SCI 625 | Advanced Nutrition: Obesity and Diabetes | |
| CURRIC 744 | Perspectives in Multicultural Education | |
| GEN BUS 310 | Fundamentals of Accounting and Finance for Non-Business Majors | |
| GEN BUS 311 | Fundamentals of Management and Marketing for Non-Business Majors | |
| **Total Credits** | | **30** |

### Sample Schedule

| Code | Title | Credits |
|---|---|---|
| **Fall A (odd years)** | | |
| KINES 773 | Cardiorespiratory Adaptions to Environment and Exercise | 3 |
| KINES 950 | Professional Skills and Research in Kinesiology | 3 |
| Elective | | 3 |
| **Spring A** | | |
| KINES 700 | Psychological Effects of Exercise | 3 |

| | | |
|---|---|---|
| KINES/ POP HLTH 791 | Physical Activity Epidemiology | 3 |
| KINES 675 | Internship in Kinesiology | 1-6 |
| **Fall B (even years)** | | |
| KINES 618 | Biomechanics | 2 |
| KINES 713 | Neural Basis of Normal and Pathological Movement | 3 |
| Elective | | 3 |
| **Spring B** | | |
| KINES 774 | Metabolic Responses to Exercise and Environmental Stress | 2 |
| KINES 861 | Principles of Motor Control and Learning | 3 |
| **Total Credits** | | **29-34** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW-Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

The program advisor is the Director of Graduate Studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses within two years of matriculation is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a

grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: BIOMECHANICS, MS

This is a named option in the Kinesiology, MS (p. 1201) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

Biomechanics is the application of mechanics to biological systems. Within the broad field of biomechanics, specific areas of study at UW–Madison include: tissue mechanics, neuro-muscular control, human performance, sports performance, injury, rehabilitation, and limb dynamics. The program equips students to apply the tools of engineering analysis to biological systems from the cellular to the whole-body level with career objectives in academia, health care, and sports science. Elective coursework within the program allows students to pursue individual interests such as physiological adaptations to mechanical stimuli or computer modeling. Students generally have the opportunity to teach during their training.

The MS degree is designed to provide the necessary foundation for participation in biomechanical or injury prevention research. Coursework in biomechanics, statistics, research methods, and motor control form the basis of the formal training. Graduates of the program may pursue additional educational training and enter clinical careers, industry, or biomedical research.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. If a professor in the area of interest agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-

graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Not required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES 618 | Biomechanics | 2 |
| KINES 951 | Seminar-Biomechanics | 2 |
| KINES 990 | Research or Thesis | 4 |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| **Statistics (to be chosen in consultation with advisor, example course listed)** | | **3-4** |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| **Suggested Elective Courses [2]** | | **14-15** |
| KINES 614 | Biological Factors Influencing Exercise Performance | |
| KINES 721 | Neural Basis for Movement | |
| **Total Credits** | | **30** |

1 All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.

2 Electives courses to meet the degree requirements are chosen in consultation with the advisor from this list or any other course numbered 300 or above on campus. Each candidate's program of formal course work and independent study is tailored in a personalized manner to accommodate the individual's research and career goals.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW-Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

Primary faculty mentor will be the main advisor. The Director of Graduate Studies and Graduate Program Manager will provide additional support and advising as needed.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses within two years of matriculation is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

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  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
  - Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
  - Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
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  - Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
  - Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
  - Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
  - Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

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>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
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> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve

concerns directly or without additional support, step 2 or 3 should be pursued.

2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
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[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

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- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students,

particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651

- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: EXERCISE PHYSIOLOGY, MS

This is a named option in the Kinesiology, MS. (p. 1201) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

Exercise Physiology is the study of the biological responses and adaptations to acute and chronic exercise. Research and graduate training at UW–Madison focuses on elucidating: 1) the physiological, biochemical, and molecular mechanisms underlying these processes; and 2) the influence of exercise on health and disease.

Dr. Diffee studies the regulation of contraction in skeletal and cardiac muscle and how this regulation is altered by perturbations such as exercise training, injury, or disease. Typical experiments involve measurement of contractile properties single skeletal muscle fibers and single cardiac myocytes and correlation of altered mechanical properties to changes in cell protein composition detected by biochemical and molecular biological techniques. Interaction with faculty and students from other departments (including Nutritional Sciences, Biochemistry, the School of Medicine, and the Institute on Aging) is encouraged by ongoing collaborative research efforts. The research of William Schrage's laboratory is focused on how blood flow is regulated in muscle and brain circulations. Specifically, Dr. Schrage is interested in how acute exercise or environmental stress like hypoxia influences blood flow and how this is impacted by obesity and metabolic syndrome. He measures blood flow using state-of-the-art technology including ultrasound and MRI. A key approach is to use pharmacologic tools to understand how blood flow is controlled, and how obesity changes which mechanisms change the ability to regulate blood flow under stress. Dr. Barnes focuses on how aging and exercise alter blood flow and blood pressure regulation. Her current projects focus on age-associated changes in cerebral blood flow, the sympathetic nervous system activity influences cerebral blood flow, and how these relate to the risk of cardiovascular disease and dementia.

The Exercise Physiology named option of the MS program is designed to provide the fundamental framework for understanding and conducting research in Exercise Physiology. In addition to coursework in Physiology, Statistics, and Research Methods, students pursue advanced study in Exercise Physiology. Many MS students have the opportunity to teach during their training. Graduates of the MS program often pursue further graduate training, usually in a PhD, MD or DO program. Other MS graduates immediately pursue a career in research, educational, or clinical settings.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. If a professor in the area of interest agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Not required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES 773 | Cardiorespiratory Adaptions to Environment and Exercise | 3 |
| KINES 774 | Metabolic Responses to Exercise and Environmental Stress | 2 |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | 4 |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| KINES 953 | Human Biodynamics Seminar [2] | 1 |
| KINES 990 | Research or Thesis | 4 |
| KINES 991 | Research in Physical Activity-Theory and Design | 3 |
| **Suggested Electives** [3] | | **9** |
| ANAT&PHY 435 | Fundamentals of Human Physiology | |
| KINES 523 | Clinical Exercise Testing and Prescription for Health Professionals | |
| KINES 615 | Laboratory Techniques in Exercise Physiology | |
| **Total Credits** | | **30** |

1. All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.
2. Students should enroll in KINES 953 Human Biodynamics Seminar each time the course is offered.
3. Elective courses to meet the degree requirements are chosen in consultation with the advisor from this list or any other course numbered 300 or above on campus. Each candidate's program of formal course work and independent study is tailored in a personalized manner to accommodate the individual's research and career goals.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW-Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

Primary faculty mentor will be the main advisor. The Director of Graduate Studies and Graduate Program Manager will provide additional support and advising as needed.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses within two years of matriculation is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
  - Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
  - Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
  - Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
  - Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
  - Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
  - Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
  - Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
  - Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve

concerns directly or without additional support, step 2 or 3 should be pursued.

2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students,

particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651

- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: EXERCISE PSYCHOLOGY, MS

This is a named option in the Kinesiology, MS. (p. 1201)

For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

Exercise Psychology is the study of psychological responses and adaptations to acute and chronic physical activity. The graduate program at UW–Madison focuses on the psychobiological aspects of physical activity in both healthy and diseased populations. Research in the Exercise Psychology Laboratory has been generally concerned with quantifying the psychophysiological responses to exercise. Numerous behavioral methods have been used to determine affective and perceptual responses to exercise including the use of biofeedback, hypnosis, imagery, meditation, and traditional relaxation interventions such as autogenic training. More recently, the laboratory's focus has been on the psychophysiological aspects of pain, fatigue, and perceived exertion during and following exercise. These studies are being conducted in both healthy participants and patients with chronic pain and fatigue and are aimed at understanding the psychophysiological mechanisms that underlie the perceptual experience. Neuroimaging experiments using functional magnetic resonance imaging (fMRI) are also being conducted to determine neural responses related to pain, fatigue, and exercise.

Applicants for graduate study with specialization in exercise psychology are ordinarily only accepted where there is an interest in pursuing the PhD. Students in this area are trained in the theory and methods required for understanding the psychological and biological bases of behavior. Emphasis is placed upon the demonstration of competence in general psychology, exercise psychology, exercise science, statistics, and research design rather than completion of specific courses. Each candidate's program of formal coursework and independent study is tailored in a personalized manner to accommodate the individual's research and career goals.

This program is committed to providing graduate students with the best available training to prepare them for a variety of careers in academic, clinical, research, government, and other settings. Emphasis is on both extensive academic training in quantitative methods, kinesiology, and general psychology along with extensive research training in the area of exercise psychology. Students are expected to become creative scientists and to exhibit early and continuing commitment to research and scholarship. Most students have several publications in refereed journals to their credit before receiving their PhDs. While most of the graduates of this program are currently teaching and conducting research at the university level, some have elected to pursue clinical, administrative, and research careers in government, university, and commercial settings.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. If a professor in the area of interest agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

# FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Not required. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| KINES 990 | Research or Thesis | 4 |
| KINES 991 | Research in Physical Activity-Theory and Design | 3 |
| **Suggested Electives** | | **19** |
| There are no specific elective courses required of candidates in the Exercise Psychology named option. Electives courses to meet the degree requirements are chosen in consultation with the advisor. Each candidate's program of formal coursework and independent study is tailored in a personalized manner to accommodate the individual's research and career goals. | | |
| **Total Credits** | | **30** |

[1] All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

## NAMED OPTION-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

#### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW-Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

Primary faculty mentor will be the main advisor. The Director of Graduate Studies and Graduate Program Manager will provide additional support and advising as needed.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses within two years of matriculation is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

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- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
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### School of Education Grievance Policy and Procedures

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> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern

is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: MOTOR CONTROL AND BEHAVIOR, MS

This is a named option in the Kinesiology, MS. (p. 1201) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

The graduate program in Motor Control and Behavior involves advanced study of the psychological and neurophysiological foundations of motor control, motor learning, motor development, and disorders of movement. The program emphasizes the development of a competent independent researcher and is designed to provide a thorough grounding in the area of motor performance, exposing the student to the underlying theoretical processes that influence the control, acquisition, and development of motor behavior. Students may focus specifically on control, learning, or developmental issues, or design their program to expose them to a broad range of study in motor behavior. The graduate student will work closely with their advisor in both formal and informal educational settings. The Motor Control and Behavior named option in the Kinesiology MS is designed toward 1) introducing the beginning graduate student to the field of Motor Control and Behavior, including the areas of the neural control of movement, motor learning, and motor development; and 2) preparing students for advanced PhD work.

Several laboratories (human, animal) are available for research in the area of Motor Control and Behavior. The Human Motor Behavior Laboratory (https://kinesiology.education.wisc.edu/research/motor-behavior-lab/) is an active research environment where faculty and students collaborate on projects aimed at gaining a better understanding of the planning and performance of simple and complex upper and lower limb activities in both natural and virtual environments. The Motor Systems Physiology Laboratory (https://kinesiology.education.wisc.edu/research/motor-systems-physiology-lab/) focuses on understanding the neural control of reaching to grasp, which is essential to primate motor behavior and strongly depends on cerebellar function. The Sensory Motor Integration Lab (SMIL) (https://kinesiology.education.wisc.edu/research/pickett-lab-smil/) focuses on improving the everyday lives of older adults through the implementation of physical activity interventions—delivered in-home via telehealth and through group classes held at community-based facilities.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. If a professor in the area of interest agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Not required. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| KINES 990 | Research or Thesis | 4 |
| KINES 991 | Research in Physical Activity-Theory and Design | 3 |
| **Statistics courses (2 courses, chosen in consultation with advisor, example sequences below):** | | **6-8** |
| ED PSYCH 760 & ED PSYCH 761 | Statistical Methods Applied to Education I and Statistical Methods Applied to Education II | |
| STAT/ F&W ECOL 571 & STAT/ F&W ECOL 572 | Statistical Methods for Bioscience I and Statistical Methods for Bioscience II | |
| **Suggested Elective Courses [2]** | | **11-13** |
| KINES 713 | Neural Basis of Normal and Pathological Movement | |
| KINES 721 | Neural Basis for Movement | |
| KINES 861 | Principles of Motor Control and Learning | |
| KINES 951 | Seminar-Biomechanics | |
| KINES 961 | Seminar in Motor Control and Learning | |
| **Total Credits** | | **30** |

1 All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.

2 Elective courses to meet the degree requirements are chosen in consultation with the advisor from this list or any course numbered 300 or above on campus. Each candidate's program of formal course work and independent study is tailored in a personalized manner to accommodate the individual's research and career goals.

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

## NAMED OPTION-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned

ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW-Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

Primary faculty mentor will be the main advisor. The Director of Graduate Studies and Graduate Program Manager will provide additional support and advising as needed.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses within two years of matriculation is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor.

The course professor will attempt to resolve the concern informally.

b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

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- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651

- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: OCCUPATIONAL SCIENCE, MS

This is a named option in the Kinesiology, MS. (p. 1201) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

As occupational scientists, our faculty and graduate students explore theories of occupational engagement and conduct research to expand the body of knowledge supporting the practice of occupational therapy. Occupational Science integrates theories and practices from the disciplines of anatomy, biomechanics, motor control, neuroscience, psychology, and sociology to enhance our understanding of how engagement in the activities of daily life promotes human health and well-being. The Occupational Science named option of the Kinesiology MS emphasizes the understanding of theories underlying occupational science. Students conduct research and develop advanced knowledge in a specific area of concentration within occupational science.

All faculty members have established laboratories for conducting research in Occupational Science, some of which are free-standing and others of which are located in research centers around campus. Opportunities abound for engaging in collaborative work with faculty from other disciplines such as kinesiology, biomedical engineering, psychology, nursing, population health, sociology, human ecology, special education, or rehabilitation psychology. A full list and description of the research labs, hosted by the Occupational Therapy Program, can be found on the department's research page (https://kinesiology.education.wisc.edu/research/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. If a professor in the area of interest agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Not required. |
| Language Requirements | No language requirements |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES 785 | Human Occupation and Health | 3 |
| KINES 885 | Seminar in Occupation and Health (minimum of 2 semesters required) [1] | 2 |
| KINES 991 | Research in Physical Activity-Theory and Design | 3 |
| KINES 900 | Seminar in Kinesiology [2] | 4 |
| KINES 990 | Research or Thesis | 4 |
| **Statistics (two courses required, chosen in consultation with advisor.) Example sequence below:** | | **6-8** |
| ED PSYCH 760 & ED PSYCH 761 | Statistical Methods Applied to Education I and Statistical Methods Applied to Education II | |
| **Electives [3]** | | **6-8** |
| Elective courses may be Kinesiology courses not chosen as required courses or courses in related fields (i.e. Psychology, Neuroscience). Students are strongly encouraged to select 2-3 courses in a concentration area. (Examples: Child & Family Studies, Global Health, Disability Studies, Public Health, Patient Advocacy) | | |
| **Total Credits** | | **30** |

1. Students are required to take KINES 885 a minimum of 2 times, for 1 credit each time.
2. All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.
3. Elective courses to meet the degree requirements are chosen in consultation with the advisor from this list or any other course numbered 300 or above on campus. Each candidate's program of formal course work and independent study is tailored in a personalized manner to accommodate the individual's research and career goals.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

Primary faculty mentor will be the main advisor. The Director of Graduate Studies and Graduate Program Manager will provide additional support and advising as needed.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses within two years of matriculation is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within

30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.

4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: PHYSICAL ACTIVITY EPIDEMIOLOGY, MS

This is a named option in the Kinesiology, MS. (p. 1201) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

Physical activity epidemiology deals with the frequency and patterns of physical activity in the population and the relationship between physical activity and health and disease. The named option in Physical Activity Epidemiology provides students with advanced study in physical activity measurement issues, study design, relationships of physical activity with specific health and disease states, and approaches to physical activity promotion. Graduate study in this area covers epidemiologic and statistical courses that provide background in population-level study design and analysis as well as electives related to physical activity and public health. The Physical Activity Epidemiology named option in the Kinesiology MS is designed to 1) introduce the beginning graduate student to population-based studies of physical activity and health and disease outcomes, and 2) prepare students for advanced PhD work.

Several laboratories conduct research in the area of Physical Activity Epidemiology. The Wisconsin Physical Activity Epidemiology Laboratory (https://www.lisacadmusbertram.com/) is run by Dr. Lisa Cadmus-Bertram. Research efforts in this laboratory focuses on physical activity measurement, the role of physical activity in chronic disease management, and the development and evaluation of technology-supported physical activity promotion interventions.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. If a professor in the area of interest agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Not required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES/ POP HLTH 791 | Physical Activity Epidemiology | 3 |
| KINES/ POP HLTH 955 | Seminar - Physical Activity Epidemiology | 1 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 798 | Epidemiologic Methods | 3 |
| KINES 991 | Research in Physical Activity-Theory and Design | 3 |
| KINES 990 | Research or Thesis | 4 |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| **Statistics (two courses required)** | | |
| Complete a minimum of 6 credits. Examples provided, but courses are chosen in consultation with advisor. | | 6 |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | |
| POP HLTH/ B M I 651 | Advanced Regression Methods for Population Health | |
| STAT/B M I 541 | Introduction to Biostatistics | |
| STAT/B M I 741 | Survival Analysis Theory and Methods | |
| CSCS 812 | Mixed-Methods in Community-Based Research | |
| **Suggested Electives [2]** | | |
| Complete a minimum of 3 credits. | | 3 |
| KINES 600 | Advanced Exercise Psychology | |
| CSCS 811 | Community-Based Research: Theory and Practice | |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | |
| POP HLTH 750 | Cancer Epidemiology | |
| POP HLTH 784 | Public Health Surveillance and Analytics | |
| POP HLTH 794 | Biological Basis of Population Health | |
| POP HLTH 795 | Principles of Population Health Sciences | |
| STAT 303 | R for Statistics I | |
| STAT 304 | R for Statistics II | |
| STAT 433 | Data Science with R | |
| STAT/B M I 542 | Introduction to Clinical Trials I | |
| **Total Credits** | | **30** |

1 All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.

2 Elective courses to meet the degree requirements are chosen in consultation with the advisor from this list or any other course numbered 300 or above on campus. Each candidate's program of formal course work and independent study is tailored in a personalized manner to accommodate the individual's research and career goals.

# POLICIES

# GRADUATE SCHOOL POLICIES

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# NAMED OPTION-SPECIFIC POLICIES

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### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

Primary faculty mentor will be the main advisor. The Director of Graduate Studies and Graduate Program Manager will provide additional support and advising as needed.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

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## GRIEVANCES AND APPEALS

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- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
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- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

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> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the

department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

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- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY, PHD

The Department of Kinesiology's mission is to create, interpret, transmit, and apply knowledge related to movement, exercise, and human occupation with the ultimate goal of enhancing human health, productivity, and quality of life.

The PhD degree in Kinesiology can be pursued through one of its named options. These named options are formal sub-majors documented on the transcript.

- Biomechanics (p. 1232)
- Exercise Physiology (p. 1236)
- Exercise Psychology (p. 1241)
- Motor Control and Behavior (p. 1245)
- Occupational Science (p. 1249)
- Physical Activity Epidemiology (p. 1254)

## ADMISSIONS

# ADMISSIONS

Students apply to the PhD in Kinesiology through one of the named options:

- Kinesiology: Physical Activity Epidemiology, PhD (p. 1254)
- Kinesiology: Exercise Physiology, PhD (p. 1236)
- Kinesiology: Exercise Psychology, PhD (p. 1241)
- Kinesiology: Occupational Science, PhD (p. 1249)
- Kinesiology: Biomechanics, PhD (p. 1232)
- Kinesiology: Motor Control and Behavior, PhD (p. 1245)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Prospective students should see the program website (https://kinesiology.education.wisc.edu/tuition-and-financial-support/) for funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | See Named Options for policy information. |
| Other Grade Requirements | See Named Options for policy information. |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | No language requirements. |

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the PhD in Kinesiology must select one of the following named options:

View as listView as grid

- **KINESIOLOGY: BIOMECHANICS, PHD (P. 1232)**
- **KINESIOLOGY: EXERCISE PHYSIOLOGY, PHD (P. 1236)**
- **KINESIOLOGY: EXERCISE PSYCHOLOGY, PHD (P. 1241)**
- **KINESIOLOGY: MOTOR CONTROL AND BEHAVIOR, PHD (P. 1245)**
- **KINESIOLOGY: OCCUPATIONAL SCIENCE, PHD (P. 1249)**
- **KINESIOLOGY: PHYSICAL ACTIVITY EPIDEMIOLOGY, PHD (P. 1254)**


## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Kinesiology: Physical Activity Epidemiology, PhD (p. 1254)
- Kinesiology: Exercise Physiology, PhD (p. 1236)
- Kinesiology: Exercise Psychology, PhD (p. 1241)
- Kinesiology: Occupational Science, PhD (p. 1249)
- Kinesiology: Biomechanics, PhD (p. 1232)
- Kinesiology: Motor Control and Behavior, PhD (p. 1245)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate academic mastery in at least one of the broad areas of specialization represented in the Department of Kinesiology.
2. Demonstrate a broad understanding of major current and past theories, research findings, methodologies, and techniques in their area of specialization both orally and in writing.
3. Retrieve and examine scientific literature, evaluate evidence for and against hypotheses, identify knowledge gaps, strengths and weaknesses in existing literature, synthesize knowledge, and develop conclusions.
4. Formulate ideas, concepts, designs and/or techniques beyond the current boundaries of knowledge with their area of specialization.
5. Demonstrate a broad knowledge of the field of kinesiology extending beyond their area of specialization.
6. Develop and complete original research that makes a substantive contribution in advancing their area of specialization.
7. Develop testable hypotheses and predictions for their own realistic and feasible research projects.
8. Conduct independent research and analyze and interpret resulting data.
9. Clearly communicate their ideas in both oral and written form through the preparation and defense of a dissertation.
10. Foster ethical and professional conduct.
11. Use scientific rigor when designing experiments, collecting and analyzing data, interpreting and reporting results.

# KINESIOLOGY: BIOMECHANICS, PHD

This is a named option in the Kinesiology, PhD. (p. 1231) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

Biomechanics is the application of mechanics to biological systems. Within the broad field of biomechanics, specific areas of study at UW–Madison include: tissue mechanics, neuro-muscular control, human performance, sports performance, injury, rehabilitation, and limb dynamics. The program equips students to apply the tools of engineering analysis to biological systems from the cellular to the whole-body level with career objectives in academia, health care, and sports science. Elective coursework within the program allows students to pursue individual interests such as physiological adaptations to mechanical stimuli or computer modeling. Students generally have the opportunity to teach during their training.

The PhD degree is designed to prepare students for independent research and teaching. Formal training includes coursework in some of the following areas: math, statistics, physiology, mechanics, biomechanics, motor control, injury biomechanics, and injury epidemiology. The wide range of courses offered at UW–Madison allows the student to tailor a curriculum that fits their individual interests. Students conduct independent research throughout their training which will be summarized in their dissertation. Presentations are also expected to be made at national scientific meetings and in peer-reviewed journals. Graduates generally pursue additional training (post-doctoral training) and go on to establish careers in academia or industrial settings.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |

| | |
|---|---|
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. The statement should provide specific details on why the applicant names this named option. If a professor in the area of specialization agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | PhD students must:<br><br>1. pass preliminary exams (http://grad.wisc.edu/acadpolicy/#preliminaryexaminations) administered by a three member faculty committee; and<br>2. successfully propose and defend a dissertation before a five-member committee. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required due to the broad areas of inquiry within Kinesiology. To ensure the breadth of study requirement is achieved, students are required to complete a minimum of two graduate level courses (at least two credits each) in Kinesiology, outside of their named option coursework. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES 618 | Biomechanics | 2 |

| | | |
|---|---|---|
| KINES 951 | Seminar-Biomechanics | 2 |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| KINES 990 | Research or Thesis | 4 |
| KINES 991 | Research in Physical Activity-Theory and Design | 3 |
| **Statistics** | | |
| Examples provided, but courses are chosen in consulation with advisor | | 3-4 |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| STAT 575 | Statistical Methods for Spatial Data | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| **General Field Requirement** | | **4-6** |
| At least two graduate level courses of at least two credits each in Kinesiology, outside the Biomechanics area. The following courses will not be applied toward meeting the breadth requirement: KINES 699, 900, 990, 991, 999. [2] | | |
| **Suggested Electives (chosen in consultation with advisor)** | | |
| Students take as many electives as needed to reach the total credit minimum. | | 26-29 |
| KINES 614 | Biological Factors Influencing Exercise Performance | |
| KINES 721 | Neural Basis for Movement | |
| KINES 861 | Principles of Motor Control and Learning | |
| KINES 961 | Seminar in Motor Control and Learning | |
| **Total Credits** | | **51** |

[1] All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.

[2] Courses within the biomechanics area include KINES 618 Biomechanics and KINES 951 Seminar-Biomechanics

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 18 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies, except the dissertation committee must have a minimum of five members. .

PhD students work with two committees during their studies.

1. Preliminary exams Committee (three graduate faculty members)
2. Dissertation committee (five members)
   a. Proposal committee
   b. Defense committee

Ordinarily the proposal and defense committees have the same membership. Committee members are selected by the student in consultation with the faculty advisor.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses and passing preliminary exams within three years of starting the PhD program is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester

instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: EXERCISE PHYSIOLOGY, PHD

This is a named option in the Kinesiology, PhD. (p. 1231) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

Exercise Physiology is the study of the biological responses and adaptations to acute and chronic exercise. Research and graduate training at UW–Madison focuses on elucidating: 1) the physiological, biochemical and molecular mechanisms underlying these processes; and 2) the influence of exercise on health and disease.

Dr. Barnes focuses on how aging and exercise alter blood flow and blood pressure regulation. Her current projects focus on age-associated changes in cerebral blood flow, the sympathetic nervous system activity influences cerebral blood flow, and how these relate to the risk of cardiovascular disease and dementia. Dr. Diffee studies the regulation of contraction in skeletal and cardiac muscle and how this regulation is altered by perturbations such as exercise training, injury, or disease. Typical experiments involve measurement of contractile properties single skeletal muscle fibers and single cardiac myocytes and correlation of altered mechanical properties to changes in cell protein composition detected by biochemical and molecular biological techniques. Interaction with faculty and students from other departments (including Nutritional Sciences, Biochemistry, the School of Medicine, and the Institute on Aging) is encouraged by ongoing collaborative research efforts. The research of William Schrage's laboratory is focused on how blood flow is regulated in muscle and brain circulations. Specifically, Dr. Schrage is interested in how acute exercise or environmental stress like hypoxia

influences blood flow and how this is impacted by obesity and metabolic syndrome. He measures blood flow using state-of-the-art technology including ultrasound and MRI. A key approach is to use pharmacologic tools to understand how blood flow is controlled, and how obesity changes which mechanisms change the ability to regulate blood flow under stress.

The Exercise Physiology named option of the PhD program is designed to prepare students for scholarly research and teaching. Students are prepared with advanced coursework in Exercise Physiology along with supporting coursework in Biochemistry, Physiology, Statistics, and other areas of Kinesiology (including Biomechanics, Motor Control and Behavior, and Sports Psychology). An important advantage of graduate study at UW–Madison is the exceptional selection of elective courses (>40 departments offer graduate courses in biological sciences). Minor coursework can be performed in Biochemistry, Nutritional Sciences, Physiology, Preventive Medicine, Cellular and Molecular Biology, Zoology, or other relevant fields. Students are intensively involved in conducting research throughout their graduate training and are expected to present research at national scientific meetings and publish their findings in peer-reviewed journals. Most PhD students have the opportunity to teach during their training. Graduates of the PhD program commonly pursue post-doctoral training and then establish independent research programs as university faculty members. Graduates occasionally pursue careers in industry or in clinical settings.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(*https://grad.wisc.edu/apply/requirements/*) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. The statement should provide specific details on why the applicant names this particular named option. If a professor in the area of specialization agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | PhD students must:<br><br>1. pass preliminary exams (http://grad.wisc.edu/acadpolicy/#preliminaryexaminations) administered by a three member faculty committee; and<br>2. successfully propose and defend a dissertation before a five-member committee. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required due to the broad areas of inquiry within Kinesiology. To ensure the breadth of study requirement is achieved, students are required to complete a minimum of two graduate level courses (at least two credits each) in Kinesiology, outside of their named option coursework. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES 773 | Cardiorespiratory Adaptions to Environment and Exercise | 3 |
| KINES 774 | Metabolic Responses to Exercise and Environmental Stress | 2 |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | 4 |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| KINES 953 | Human Biodynamics Seminar [2] | 1 |
| KINES 990 | Research or Thesis | 4 |
| KINES 991 | Research in Physical Activity-Theory and Design | 3 |
| **General Field Requirement** | | **4-6** |
| At least two graduate level courses of at least two credits each in Kinesiology, outside the Exercise Physiology area. The following courses will not be applied toward meeting the breadth requirement KINES 699, 900, 990, 991, 999. [3] | | |
| **Electives (chosen from the list below or others in consultation with advisor)** | | |
| Students take as many electives as needed to reach the total credit minimum. | | 26-29 |
| KINES 615 | Laboratory Techniques in Exercise Physiology | |
| ANAT&PHY 435 | Fundamentals of Human Physiology | |
| KINES 523 | Clinical Exercise Testing and Prescription for Health Professionals | |
| **Total Credits** | | **51** |

1 All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.

2 Students should enroll in KINES 953 Human Biodynamics Seminar each time it is offered, for a minimum of 1 credit.

3 The courses within the Exercise Physiology area include:

- KINES 615 Laboratory Techniques in Exercise Physiology
- KINES 773 Cardiorespiratory Adaptions to Environment and Exercise
- KINES 774 Metabolic Responses to Exercise and Environmental Stress
- KINES 779 Human Muscle Function in Health and Disease
- KINES 953 Human Biodynamics Seminar

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 18 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies, except the dissertation committee must have a minimum of five members.

PhD students work with two committees during their studies.

1. Preliminary exams Committee (three graduate faculty members)
2. Dissertation committee (five members)
    a. Proposal committee
    b. Defense committee

Ordinarily the proposal and defense committees have the same membership. Committee members are selected by the student in consultation with the faculty advisor.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses and passing preliminary exams within three years of starting the PhD program is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
    - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
    a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor.

The course professor will attempt to resolve the concern informally.

b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651

- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: EXERCISE PSYCHOLOGY, PHD

This is a named option in the Kinesiology, PhD. (p. 1231) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

Exercise Psychology is the study of psychological responses and adaptations to acute and chronic physical activity. The graduate program at UW–Madison focuses on the psychobiological aspects of physical activity in both healthy and diseased populations. Research in the Exercise Psychology Laboratory has been generally concerned with quantifying the psychophysiological responses to exercise. Numerous behavioral methods have been used to determine affective and perceptual responses to exercise including the use of biofeedback, hypnosis, imagery, meditation, and traditional relaxation interventions such as autogenic training. More recently, the laboratory's focus has been on the psychophysiological aspects of pain, fatigue, and perceived exertion during and following exercise. These studies are being conducted in both healthy participants and patients with chronic pain and fatigue and are aimed at understanding the psychophysiological mechanisms that underlie the perceptual experience. Neuroimaging experiments using functional magnetic resonance imaging (fMRI) are also being conducted to determine neural responses related to pain, fatigue, and exercise.

Students in this area are trained in the theory and methods required for understanding the psychological and biological bases of behavior. Emphasis is placed upon the demonstration of competence in general psychology, exercise psychology, exercise science, statistics, and research design rather than completion of specific courses. Each candidate's program of formal coursework and independent study is tailored in a personalized manner to accommodate the individual's research and career goals.

This program is committed to providing graduate students with the best available training to prepare them for a variety of careers in academic, clinical, research, government, and other settings. Emphasis is on both extensive academic training in quantitative methods, kinesiology, and general psychology along with extensive research training in the area of exercise psychology. Students are expected to become creative scientists and to exhibit early and continuing commitment to research and scholarship. Most students have several publications in refereed journals to their credit before receiving their PhDs. While most of the graduates of this program are currently teaching and conducting research at the university level, some have elected to pursue clinical, administrative, and research careers in government, university, and commercial settings.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. The statement should provide specific details on why the applicant names this named option. If a professor in the area of specialization agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | PhD students must:<br>1. pass preliminary exams (http://grad.wisc.edu/acadpolicy/#preliminaryexaminations) administered by a three member faculty committee; and<br>2. successfully propose and defend a dissertation before a five-member committee. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required due to the broad areas of inquiry within Kinesiology. To ensure the breadth of study requirement is achieved, students are required to complete a minimum of two graduate level courses (at least two credits each) in Kinesiology, outside of their named option coursework. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| KINES 990 | Research or Thesis | 4 |
| KINES 991 | Research in Physical Activity-Theory and Design | 3 |
| **General Field Requirement** | | **4-6** |
| At least two graduate level courses of at least two credits each in Kinesiology, at UW-Madison, outside of the Exercise Psychology area. The following courses will not be applied toward meeting the breadth requirement KINES 699, 900, 990, 991, 999. [2] | | |
| **Suggested Electives** | | |
| With the exception of the requirements above, no specific courses are required of candidates for the PhD in Kinesiology with specialization in Exercise Psychology. For the PhD, candidates must complete a minimum of 51 credits beyond the baccalaureate degree in accordance with Graduate School policy, but most students in the exercise psychology program elect to take additional credits beyond this minimum. Emphasis is placed on the demonstration of competence in general psychology, exercise psychology, exercise science, statistics and research design, rather than on completion of specific courses. Each candidate's program of formal coursework and independent study is tailored in a personalized manner to accommodate the individual's research and career goals. | | 34 |
| **Total Credits** | | **51** |

1 All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.

2 The courses within the Exercise Psychology area include:

- KINES 600 Advanced Exercise Psychology
- KINES 700 Psychological Effects of Exercise

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 18 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madsion

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR/COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies, except the dissertation committee must have a minimum of five members.

PhD students work with two committees during their studies.

1. Preliminary exams Committee (three graduate faculty members)
2. Dissertation committee (five members)
   a. Proposal committee
   b. Defense committee

Ordinarily the proposal and defense committees have the same membership. Committee members are selected by the student in consultation with the faculty advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses and passing preliminary exams within three years of starting the PhD program is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

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- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
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- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
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- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
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course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

## Resources

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- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: MOTOR CONTROL AND BEHAVIOR, PHD

This is a named option in the Kinesiology, PhD. (p. 1231) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

The graduate program in Motor Control and Behavior involves advanced study of the psychological and neurophysiological foundations of motor control, motor learning, motor development, and disorders of movement. The program emphasizes the development of a competent independent researcher and is designed to provide a thorough grounding in the area of motor performance, exposing the student to the underlying theoretical processes that influence the control, acquisition, and development of motor behavior. Students may focus specifically on control, learning, or developmental issues, or design their program to expose them to a broad range of study in motor behavior. The graduate student will work closely with his/her advisor in both formal and informal educational settings. Students entering the Motor Control and Behavior named option in the Kinesiology PhD should have a commitment to research in the motor control and behavior area. Within the first year, the graduate student is usually conducting research under close supervision. Students are encouraged to begin research early and to engage in it throughout their graduate career.

Several laboratories (human, animal) are available for research in the area of Motor Control and Behavior. The Human Motor Behavior Laboratory (https://kinesiology.education.wisc.edu/research/motor-behavior-lab/) is an active research environment where faculty and students collaborate on projects aimed at gaining a better understanding of the planning and performance of simple and complex upper and lower limb activities in both natural and virtual environments. The Motor Systems Physiology Laboratory (https://kinesiology.education.wisc.edu/research/motor-systems-physiology-lab/) focuses on understanding the neural control of reaching to grasp, which is essential to primate motor behavior and strongly depends on cerebellar function. The Sensory Motor Integration Lab (SMIL) (https://kinesiology.education.wisc.edu/research/pickett-lab-smil/) focuses on improving the everyday lives of older adults through the implementation of physical activity interventions—delivered in-home via telehealth and through group classes held at community-based facilities.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |

| | |
|---|---|
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. The statement should provide specific details on why the applicant names this named option. If a professor in the area of specialization agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | PhD students must:<br><br>1. pass preliminary exams (http://grad.wisc.edu/acadpolicy/#preliminaryexaminations) administered by a three member faculty committee; and<br>2. successfully propose and defend a dissertation before a five-member committee. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required due to the broad areas of inquiry within Kinesiology. To ensure the breadth of study requirement is achieved, students are required to complete a minimum of two graduate level courses (at least two credits each) in Kinesiology, outside of their named option coursework. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| KINES 990 | Research or Thesis | 4 |
| KINES 991 | Research in Physical Activity-Theory and Design | 3 |
| **Statistics (two courses required, chosen in consultation with advisor.) Suggested sequence:** | | **6-8** |
| ED PSYCH 760 & ED PSYCH 761 | Statistical Methods Applied to Education I and Statistical Methods Applied to Education II | |

| | | |
|---|---|---|
| STAT/ F&W ECOL 571 & STAT/ F&W ECOL 572 | Statistical Methods for Bioscience I and Statistical Methods for Bioscience II | |
| **General Field Requirement** | | **4-6** |
| At least two graduate level courses of at least two credits each in Kinesiology, at UW-Madison, outside of the Motor Control & Behavior area. The following courses will not be applied toward meeting the breadth requirement: KINES 699, 900, 990, 991, 999. [2] | | |
| **Suggested Elective Courses (chosen in consultation with advisor)** | | |
| Students take as many electives as needed to reach the total credit minimum. | | 26-30 |
| KINES 713 | Neural Basis of Normal and Pathological Movement | |
| KINES 721 | Neural Basis for Movement | |
| KINES 861 | Principles of Motor Control and Learning | |
| KINES 951 | Seminar-Biomechanics | |
| KINES 961 | Seminar in Motor Control and Learning | |
| **Total Credits** | | **51** |

[1] All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.

[2] The courses within the Motor Control and Behavior area include:

- KINES 713 Neural Basis of Normal and Pathological Movement
- KINES 721 Neural Basis for Movement
- KINES 861 Principles of Motor Control and Learning
- KINES 961 Seminar in Motor Control and Learning

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 18 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies, except the dissertation committee must have a minimum of five members.

PhD students work with two committees during their studies.

1. Preliminary exams Committee (three graduate faculty members)
2. Dissertation committee (five members)
   a. Proposal committee
   b. Defense committee

Ordinarily the proposal and defense committees have the same membership. Committee members are selected by the student in consultation with the faculty advisor.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses and passing preliminary exams within three years of starting the PhD program is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and

conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)

- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from

receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.

2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

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- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: OCCUPATIONAL SCIENCE, PHD

This is a named option in the Kinesiology, PhD. (p. 1231) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

As occupational scientists, our faculty and graduate students explore theories of occupational engagement and conduct research to expand the body of knowledge supporting the practice of occupational therapy. Occupational Science integrates theories and practices from the disciplines of anatomy, biomechanics, motor control, neuroscience, psychology, and sociology to enhance our understanding of how engagement in the activities of daily life promotes human health and well-being. The Occupational Science named option of the Kinesiology PhD prepares occupational therapists to serve as researchers and educators who are able to contribute to the understanding of the theoretical and empirical relationships between occupation, physiological health, and psychological well-being. Graduate students work closely with their advisors to pursue research on issues that expand upon the current theory in occupational therapy and life-span development.

All faculty members have established laboratories for conducting research in Occupational Science, some of which are free-standing and others of which are located in research centers around campus. Opportunities abound for engaging in collaborative work with faculty from other disciplines such as kinesiology, biomedical engineering, psychology, nursing, population health, sociology, human ecology, special education, or rehabilitation psychology. A full list and description of the research labs, hosted by the Occupational Therapy Program, can be found on the department's research page (https://kinesiology.education.wisc.edu/research/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended, and a statement of reasons for graduate study. The statement should provide specific details on why the applicant names this named option. If a professor in the area of specialization agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | PhD students must:<br>• pass preliminary exams (http://grad.wisc.edu/acadpolicy/#preliminaryexaminations) administered by a three member faculty committee; and<br>• successfully propose and defend a dissertation before a five-member committee. |
| Language Requirements | No language requirements. |

| | |
|---|---|
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required due to the broad areas of inquiry within Kinesiology. To ensure the breadth of study requirement is achieved, students are required to complete a minimum of two graduate level courses (at least two credits each) in Kinesiology, outside of their named option coursework. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| KINES 785 | Human Occupation and Health | 3 |
| KINES 885 | Seminar in Occupation and Health (minimum of 2 semesters required) | 2 |
| KINES 990 | Research or Thesis | 4 |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| **Research Content** | | |
| Students must complete 9 credits in Research Content, including the following course. | | 9 |
| KINES 991 | Research in Physical Activity-Theory and Design | |
| *Research Methods and Ethics (minimum of 6 credits)* | | |
| From the 9 credits of Research Content, students must complete at least 6 credits in Research Methods and Ethics. | | |
| **General Field Requirements** | | **4-6** |
| At least two graduate level courses of at least two credits each in Kinesiology, at UW-Madison, outside of Occupational Sciences area. The following courses will not be applied toward meeting the breadth requirement: KINES 699, 900, 990, 991, 999. See header below to learn which courses are in the Occupational Science area. | | |
| **Suggested Electives** | | |
| Students take as many electives as needed to reach the total credit minimum. Courses should be taken in a concentration area specific to research area. Suggestions may be the ICTR Clinical Trials, Global Health, Prevention Science, Aging, Lifespan Development, as well as others. | | 23-25 |
| **Total Credits** | | **51** |

[1] All Kinesiology MS and PhD students must register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.

### Research Methods and Ethics Requirement

Examples of courses that fulfill this requirement include:

| Code | Title | Credits |
|---|---|---|
| **Ethics** | | |
| NURSING 802 | Ethics and the Responsible Conduct of Research | 1 |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | 2 |
| **Methods** | | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |

### General Field Requirements

The courses within the Occupational Sciences area include: KINES 785 Human Occupation and Health and KINES 885 Seminar in Occupation and Health.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 18 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from other institutions or UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies, except the dissertation committee must have a minimum of five members.

PhD students work with two (or three) committees during their studies.

1. Preliminary exams Committee (three graduate faculty members)
2. Dissertation committee (five members)

a. Proposal committee
b. Defense committee

Ordinarily the proposal and defense committees have the same membership. Committee members are selected by the student in consultation with the faculty advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses and passing preliminary exams within three years of starting the PhD program is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.

5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# KINESIOLOGY: PHYSICAL ACTIVITY EPIDEMIOLOGY, PHD

This is a named option in the Kinesiology, PhD. (p. 1231) For more information, please see our program website (https://kinesiology.education.wisc.edu/academics/grad-program/).

Physical activity epidemiology deals with the frequency and patterns of physical activity in the population and the relationship between physical activity and health and disease. The named option in Physical Activity Epidemiology provides students with advanced study in physical activity measurement issues, study design, relationships of physical activity with specific health and disease states, and approaches to physical activity promotion. Graduate study in this area covers epidemiologic and statistical courses that provide background in population-level study design and analysis as well as electives related to physical activity and public health. The PhD degree is designed to prepare students for scholarly research and teaching in this area. Students obtaining a PhD will be expected to go on for post-doctoral work prior to establishing independent research programs. The flexible curriculum in this program area will be tailored to individual students, with courses selected from exercise psychology, biostatistics, epidemiology and population health, exercise physiology, biochemistry, nutrition, or other areas deemed to provide a solid grounding sufficient to understand and conduct research in this area.

Several laboratories conduct research in the area of Physical Activity Epidemiology. The Wisconsin Physical Activity Epidemiology Laboratory (https://www.lisacadmusbertram.com/) is run by Dr. Lisa Cadmus-Bertram. Research efforts in this laboratory focuses on physical activity measurement, the role of physical activity in chronic disease management, and the development and evaluation of technology-supported physical activity promotion interventions.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission, the Graduate School requires, as does the Kinesiology department, a minimum 3.0 GPA (on a 4.0=A scale) on the last 60 semester hours (or equivalent) of undergraduate coursework. An applicant must submit academic transcripts from each institution attended and a statement of reasons for graduate study. The statement should provide specific details on why the applicant names this named option. If a professor in the area of specialization agrees to serve as the prospective student's advisor, then the department's graduate office recommends the applicant for admission to the Graduate School. Please consult the Kinesiology website (https://kinesiology.education.wisc.edu/graduate-admissions/kinesiology-graduate-admissions/) for further details of these requirements and procedures.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | PhD students must:<br><br>1. pass preliminary exams (http://grad.wisc.edu/acadpolicy/#preliminaryexaminations) administered by a three member faculty committee; and<br>2. successfully propose and defend a dissertation before a five-member committee. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required due to the broad areas of inquiry within Kinesiology. To ensure the breadth of study requirement is achieved, students are required to complete a minimum of two graduate level courses (at least two credits each) in Kinesiology, outside of their named option coursework. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| KINES/ POP HLTH 791 | Physical Activity Epidemiology | 3 |
| KINES/ POP HLTH 955 | Seminar - Physical Activity Epidemiology | 1 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 798 | Epidemiologic Methods | 3 |
| KINES 900 | Seminar in Kinesiology [1] | 4 |
| KINES 990 | Research or Thesis | 4 |
| KINES 991 | Research in Physical Activity-Theory and Design | 3 |
| **Statistics** | | |
| Complete a minimum of 6 credits. Examples provided, but courses are chosen in consultation with advisor. | | 6 |
| POP HLTH/ B M I 551 | Introduction to Biostatistics for Population Health | |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | |
| STAT/B M I 541 | Introduction to Biostatistics | |
| STAT/B M I 542 | Introduction to Clinical Trials I | |
| B M I/ POP HLTH 651 | Advanced Regression Methods for Population Health | |
| **General Field Requirements** | | **4-6** |
| At least two graduate level courses of at least two credits each in Kinesiology, outside the Physical Activity Epidemiology area. The following courses will not be applied toward meeting the breadth requirement: KINES 699, 900, 990, 991, 999. [2] | | |
| **Suggested Electives (chosen in consultation with advisor)** | | |
| Students take as many electives as needed to reach the total credit minimum. | | 18-20 |
| KINES 600 | Advanced Exercise Psychology | |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | |
| POP HLTH 750 | Cancer Epidemiology | |
| POP HLTH 784 | Public Health Surveillance and Analytics | |
| POP HLTH 794 | Biological Basis of Population Health | |
| POP HLTH 795 | Principles of Population Health Sciences | |
| POP HLTH 805 | Advanced Epidemiology: Causal Inference in Epidemiological Studies | |
| POP HLTH 806 | Advanced Epidemiology: Practice of Epidemiology | |
| POP HLTH 810 | Epidemiology and Global One Health | |
| POP HLTH/ B M I 451 | Introduction to SAS Programming for Population Health | |
| STAT 303 | R for Statistics I | |
| STAT 304 | R for Statistics II | |
| STAT 433 | Data Science with R | |
| **Total Credits** | | **51** |

[1] All Kinesiology MS and PhD students are required to register for KINES 900 Seminar in Kinesiology for 1 credit each semester they are enrolled in the program, for a minimum of 4 credits.

[2] The courses within the Physical Activity Epidemiology area include:

- KINES 521 Physical Activity and HealthPhysical Activity and Health
- KINES/POP HLTH 791 Physical Activity Epidemiology
- KINES/POP HLTH 955 Seminar - Physical Activity Epidemiology

## POLICIES

# GRADUATE SCHOOL POLICIES

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# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 18 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

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### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

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## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies, except the dissertation committee must have a minimum of five members.

PhD students work with two committees during their studies.

1. Preliminary exams Committee (three graduate faculty members)
2. Dissertation committee (five members)
   a. Proposal committee
   b. Defense committee

Ordinarily the proposal and defense committees have the same membership. Committee members are selected by the student in consultation with the faculty advisor.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

Within the Department, completion of required courses and passing preliminary exams within three years of starting the PhD program is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

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These resources may be helpful in addressing your concerns:

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- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
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under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

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For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
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- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# OCCUPATIONAL THERAPY, OTD

The occupational therapy program resides in the Department of Kinesiology (https://kinesiology.education.wisc.edu/) and offers an entry-level doctor of occupational therapy. The Occupational Therapy Doctorate (OTD) is a three-year, full-time program. Our cohort is an intimate 32 students who receive the individualized advising and support they need to develop into successful clinicians and leaders. The program includes the fundamentals of occupational therapy best practice with values emphasizing the importance of occupation, cultural responsiveness, ethical practice, interprofessional collaboration, and social justice. Our courses are organized into four main threads:

- Practice - Occupation-centered and evidence-based
- Research - Critical application and participation in clinically relevant research
- Leadership - Respectful advocacy, influence and transformation
- Wellness - Promoting health in self and others

Occupational therapists interested in pursuing advanced research training may also apply to the MS (p. 1201)/PhD (p. 1231) in Kinesiology with a specialization in Occupational Science. The purpose of the graduate program is to prepare clinicians, researchers, and teachers who possess a solid foundation in both the theoretical and applied aspects of the disciplines of occupational therapy and science.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | The program does not admit in the fall. |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | November 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission to the Occupational Therapy Doctorate program requires:

- Bachelor's degree (or equivalent) from a regionally accredited school of higher education by the start of the program
- Unofficial transcripts from all previous postsecondary studies are required. International academic records must be submitted in the original language and accompanied by an English translation. If an applicant is recommended for admission, the Graduate School will ask applicants to request official transcripts sent to the Graduate School from the undergraduate institution.
- Documentation of paid or volunteer experience in at least two different settings serving persons across the lifespan with physical, behavioral or mental health disabilities

- Direct observation of Registered Occupational Therapists, or Certified Occupational Therapy Assistants, providing services is highly recommended
- Personal statement responding to prompts provided on the graduate application
- At least a "C" or better in the following prerequisite courses or their equivalent:
  - Lifespan Development (6 credits)
  - Abnormal Psychology (3 credits)
  - Statistics (3 credits)
  - Human Physiology (3-5 credits WITH LAB)
  - Human Anatomy (3-5 credits)
  - Human Anatomy Lab (1-3 credits)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | No | Yes | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 97 credits |
| Minimum Residence Credit Requirement | 85 credits |
| Minimum Graduate Coursework Requirement | All credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a grade of C or better for all required professional courses. |
| Assessments and Examinations | Capstone project proposal and final product must be reviewed and approved by a capstone committee per Graduate School policy. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | Breadth is provided via interprofessional training (doctoral minor or graduate/professional certificate are not required). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Occupational-Centered Practice Thread** | | |
| OCC THER 630 | Clinical and Functional Anatomy for Occupational Therapists | 6 |
| OCC THER 640 | Applied Neuroanatomy for Allied Health Professionals | 3 |
| OCC THER 650 | Enabling Occupations: Introduction | 2 |
| OCC THER 651 | Clinical Conditions I | 1 |
| OCC THER 652 | Clinical Conditions II | 1 |
| OCC THER 662 | Level II Fieldwork A | 6 |
| OCC THER 664 | Level II Fieldwork B | 6 |
| OCC THER 722 | Enabling Occupations 1: Adult Focus | 4 |
| OCC THER 723 | Enabling Occupations 2: Adult Focus | 4 |
| OCC THER 724 | Enabling Occupations 3: Mental Health Across the Life Span | 3 |
| OCC THER 725 | Enabling Occupations 4: Pediatrics | 5 |
| OCC THER 726 | Level 1 Fieldwork A: Adult Physical Disabilities | 1 |
| OCC THER 727 | Level 1 Fieldwork B: Community-Based Mental Health | 1 |

| | | |
|---|---|---|
| OCC THER 728 | Level 1 Fieldwork C: Pediatrics | 1 |
| OCC THER 821 | Case Synthesis 1 | 1 |
| **Evidence-Based Research Thread** | | |
| OCC THER 770 | Evidence Based Practice Lab Practicum | 2 |
| OCC THER 770 | Evidence Based Practice Lab Practicum | 2 |
| OCC THER 770 | Evidence Based Practice Lab Practicum | 2 |
| OCC THER 771 | Evidence Based Practice 1: Basics | 3 |
| OCC THER 772 | Evidence Based Practice 2: Research Design, Methods, and Analysis | 3 |
| OCC THER 773 | Evidence Based Practice 3: Research Translation | 3 |
| OCC THER 880 | Introduction to Capstone | 1 |
| OCC THER 881 | Capstone Project 1 | 3 |
| OCC THER 882 | Capstone Project II | 3 |
| **Leadership and Professional Skills Thread** | | |
| OCC THER 710 | Professional and Leadership Skills 1: Foundations | 2 |
| OCC THER 711 | Professional and Leadership Skills 2: Effective Interprofessional Relationships | 2 |
| OCC THER 712 | Professional and Leadership Skills 3: Management | 2 |
| OCC THER 811 | Applied Leadership and Management in OT | 3 |
| OCC THER 814 | Communicating OT to Interprofessional Audiences | 2 |
| OCC THER 822 | Case Synthesis 2 | 2 |
| OCC THER 883 | Doctoral Experiential Component | 6 |
| **Wellness Thread** | | |
| OCC THER 731 | Living Well: Wellness Promotion for Graduate Students | 1 |
| OCC THER 732 | Living Well: Designing Occupation-based Wellness Promotion | 2 |
| OCC THER 733 | Promoting Health and Wellness for Populations | 3 |
| OCC THER 734 | Living Well: Occupation-Based Interventions Promoting Health and Wellness | 2 |
| OCC THER 812 | Current Trends Shaping Occupational Therapy Practice | 3 |
| **Total Credits** | | **97** |

## Sample 3-Year Schedule

| Code | Title | Credits |
|---|---|---|
| **Summer 1** | | |
| Students must complete 9 credits from following courses. | | |
| OCC THER 630 | Clinical and Functional Anatomy for Occupational Therapists | 6 |
| OCC THER 650 | Enabling Occupations: Introduction | 2 |
| OCC THER 731 | Living Well: Wellness Promotion for Graduate Students | 1 |
| **Fall 1** | | |
| Students must complete 15 credits from the following courses. | | |
| OCC THER 640 | Applied Neuroanatomy for Allied Health Professionals | 3 |
| OCC THER 651 | Clinical Conditions I | 1 |
| OCC THER 710 | Professional and Leadership Skills 1: Foundations | 2 |
| OCC THER 722 | Enabling Occupations 1: Adult Focus | 4 |
| OCC THER 770 | Evidence Based Practice Lab Practicum | 2 |
| OCC THER 771 | Evidence Based Practice 1: Basics | 3 |
| **Spring 1** | | |
| Students must complete 14 credits from the following courses. | | |
| OCC THER 711 | Professional and Leadership Skills 2: Effective Interprofessional Relationships | 2 |
| OCC THER 723 | Enabling Occupations 2: Adult Focus | 4 |
| OCC THER 726 | Level 1 Fieldwork A: Adult Physical Disabilities | 1 |
| OCC THER 732 | Living Well: Designing Occupation-based Wellness Promotion | 2 |
| OCC THER 770 | Evidence Based Practice Lab Practicum | 2 |
| OCC THER 772 | Evidence Based Practice 2: Research Design, Methods, and Analysis | 3 |
| **Summer 2** | | |
| Students must complete 10 credits from the following courses. | | |
| OCC THER 652 | Clinical Conditions II | 1 |
| OCC THER 724 | Enabling Occupations 3: Mental Health Across the Life Span | 3 |
| OCC THER 727 | Level 1 Fieldwork B: Community-Based Mental Health | 1 |
| OCC THER 733 | Promoting Health and Wellness for Populations | 3 |
| OCC THER 814 | Communicating OT to Interprofessional Audiences | 2 |
| **Fall 2** | | |
| Students must complete 15 credits from the following courses. | | |
| OCC THER 725 | Enabling Occupations 4: Pediatrics | 5 |
| OCC THER 728 | Level 1 Fieldwork C: Pediatrics | 1 |
| OCC THER 770 | Evidence Based Practice Lab Practicum | 2 |
| OCC THER 773 | Evidence Based Practice 3: Research Translation | 3 |
| OCC THER 811 | Applied Leadership and Management in OT | 3 |
| OCC THER 821 | Case Synthesis 1 | 1 |
| **Spring 2** | | |
| Students must complete 7 credits from the following courses. | | |
| OCC THER 880 | Introduction to Capstone | 1 |
| OCC THER 662 | Level II Fieldwork A | 6 |

| | | |
|---|---|---|
| **Summer 3** | | |
| Students must complete 7 credits from the following courses. Students have the option to complete 2 optional elective credits. | | |
| OCC THER 664 | Level II Fieldwork B | 6 |
| **Fall 3** | | |
| Students must complete 12 credits from courses below. | | |
| OCC THER 734 | Living Well: Occupation-Based Interventions Promoting Health and Wellness | 2 |
| or KINES 785 | Human Occupation and Health | |
| OCC THER 712 | Professional and Leadership Skills 3: Management | 2 |
| OCC THER 812 | Current Trends Shaping Occupational Therapy Practice | 3 |
| OCC THER 822 | Case Synthesis 2 | 2 |
| OCC THER 881 | Capstone Project 1 | 3 |
| **Spring 3** | | |
| Students must complete 9 credits from the following courses. | | |
| OCC THER 882 | Capstone Project II | 3 |
| OCC THER 883 | Doctoral Experiential Component | 6 |
| **Total Credits** | | **97** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer up to 12 credits of graduate coursework from other institutions. Coursework should be less than five years old to be considered, additional justification and/or documentation are needed for coursework taken between five and ten years. Coursework more than ten years old will not be considered.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework may transfer for Occupational Therapy Doctorate (OTD) requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than five years old to be considered; additional justification and/or documentation is needed for work taken between five and ten years. Coursework more than ten years old will not be considered.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor to meet UW information management needs, and accordingly, and of its own volition, the department assigns an advisor to each student. The advisor is a graduate or clinical faculty member.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis. The Occupational Therapy Doctorate Program Coordinator will advise students in the early stages of their studies until a permanent advisor is assigned. The advisor may also serve on the student's capstone project committee.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

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If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.

2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

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- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate and apply underlying occupation-based theories, concepts and techniques of occupational therapy intervention for a variety of contexts.
2. Formulate systems to gather, analyze and interpret data and present to a professional audience.
3. Demonstrate active involvement in professional development, leadership, and advocacy for the benefit of constituents and the profession.
4. Synthesize current knowledge, available evidence and responses to interventions to inform new approaches to practice problems.
5. Demonstrate commitment to healthy long-term professional growth through the creation, implementation, and monitoring of a career development plan including application of wellness and prevention strategies.

## ACCREDITATION

# ACCREDITATION

Accreditation Council for Occupational Therapy Education (ACOTE) (https://www.aota.org/Education-Careers/Accreditation.aspx)

Accreditation Status: Accredited. Next accreditation review: 2030.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

National Board for Certification in Occupational Therapy (https://www.nbcot.org/en/)

To look up NBCOT pass rates for Occupational Therapy Programs: https://www.nbcot.org/en/Educators/Home#SchoolPerformance (https://www.nbcot.org/en/Educators/Home/#SchoolPerformance)

Licenses are awarded at the state level. Students in the program will become eligible for the licensure exam.

## PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure requirements in the following states:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia; American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands

### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# LA FOLLETTE SCHOOL OF PUBLIC AFFAIRS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- International Public Affairs, MIPA (p. 1264)
- Public Affairs, MPA (p. 1270)

# INTERNATIONAL PUBLIC AFFAIRS, MIPA

The Master of International Public Affairs (MIPA) Program provides education in public policy and global governance that prepares students from the United States and around the world to work in government, in businesses engaged with the global economy, for non-governmental organizations, or with consulting firms analyzing international policies.

The award-winning La Follette School faculty includes economists, political scientists, sociologists, and public affairs scholars who teach the skills and tools needed for a career in public affairs. They are experts in social policy, health policy and management, public administration, public policy analysis, environmental policy, poverty, and tax policy and government finance.

Beyond campus, the city of Madison, as the state capital, provides a wealth of opportunities for La Follette School students to participate in outreach and acquire practical experience as professional project assistants or interns with public and private entities. Students benefit from the strong relationships that La Follette School faculty have with these organizations, in keeping with the Wisconsin Idea of public service. This includes bringing together legislators, policymakers, and researchers to inform government decision-making for policies that make a positive impact on people's lives.

## INTERNATIONAL PUBLIC AFFAIRS DOUBLE DEGREES, DUAL DEGREES, AND CERTIFICATE PROGRAMS

Some students earn additional credentials while they work toward their public affairs degrees. Students must follow double-degree (https://grad.wisc.edu/acadpolicy/?policy=doubledegrees) and dual-degree (https://grad.wisc.edu/acadpolicy/?policy=dualdegreesgradprof) policies. The following combined degree and certificate programs are available, though students choose to embark on double and dual degrees and graduate certificates beyond those listed below:

- Law (Juris Doctorate)
- Master of Public Health
- Master of Science in Urban and Regional Planning
- Doctorate in Neuroscience
- Energy Analysis and Policy Certificate through the Nelson Institute in Environmental Studies
- Business, Environment, & Social Responsibility; Entrepreneurship; or Strategic Innovation offered through the School of Business.
- Area studies program certificates

## LAW AND INTERNATIONAL PUBLIC AFFAIRS (MIPA/JD)

Increasingly, careers in the federal, state, and local governments, as well as nonprofit organizations and private sector businesses require an understanding of public administration, policy analysis, and public affairs, as well as law. Many students choose to pursue the dual law and public affairs degree because of their interest in employment in government agencies, government relations law practice, or other policy-oriented firms and organizations.

For most students, the dual degree program will add about a year of study to the three years it takes to complete law school but will save approximately one year of study compared to doing the two programs separately. Students earn a Master of International Public Affairs degree and a Juris Doctor.

It is recommended that applicants apply for admission to both programs at the time of application.

## PUBLIC HEALTH AND INTERNATIONAL PUBLIC AFFAIRS (MIPA/MPH)

The La Follette School and the School of Medicine and Public Health offer education in public health policy, policy analysis, and global governance to address critical health and health policy issues in the United States and throughout the world.

The dual degree program takes three years to complete, including summers. Students earn a Master of International Public Affairs degree and a Master of Public Health degree.

It is recommended that applicants apply to both programs at the same time, though admitted students may apply to whichever degree program they are not yet in during their first year.

## NEUROSCIENCE AND INTERNATIONAL PUBLIC AFFAIRS (MIPA/PHD)

Advances in neuroscience have important policy implications for child welfare and education, community development, mental health and health care, bioethics and aging, environmental risks, and national security. The Neuroscience and Public Policy Program (NPP) courses prepare students to work in the growing array of domestic or international policy jobs involved in the management of science and its integration into policy analysis and design. Students become good scientists and effective communicators, managers, and advocates of good public policy.

This combined degree program typically takes five years to complete, including summers. Students earn a Master of International Public Affairs degree and a Doctor of Philosophy in Neuroscience. Degree requirements are completed in the first three years. The focus of the fourth year is on research and thesis development, as well as completion of the PhD Preliminary Exam. Students continue doing research and defend their thesis in the fifth year.

It is recommended that applicants apply for admission to both programs at the time of application.

## URBAN AND REGIONAL PLANNING AND INTERNATIONAL PUBLIC AFFAIRS (MIPA/MS IN URPL)

The La Follette School and the Department of Planning and Landscape Architecture offer education in planning, policymaking, and public affairs to address domestic and global environmental, housing, and transportation policy issues. This double degree takes three years to complete, including summers. Students earn a Master of International Public Affairs degree and a Master of Science in Urban and Regional Planning.

It is recommended that applicants apply to both programs at the same time, though admitted students may apply to whichever degree program they are not yet in during their first year.

# ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

* Applicants must either submit a GRE test score or quantitative essay. See 'Application Materials' below for more information.

## APPLICATION MATERIALS

All parts of the application are detailed on the La Follette School's Graduate Admissions Requirements page (https://lafollette.wisc.edu/

graduate/admissions/graduate-admissions-requirements/), including the statement of purpose prompts. They include:

- Resume / CV
- Statements of purpose prompts, word limits, and directions
- Two letters of recommendation
- Unofficial transcript showing a minimum GPA of 3.0 out of 4.0 (or equivalent)
- GRE test scores: applicants must either submit a GRE test score or quantitative essay
- Supplemental application including:
  - Prerequisite check
  - Applicants not submitting GRE test score must include a required quantitative essay addressing current or past academic, research or professional work requiring quantitative or analytic skill or experience and how it has prepared you for graduate study in public affairs

## PREREQUISITES

Prerequisites are expected to be completed at the time of application and include:

| Code | Title | Credits |
|---|---|---|
| **Introductory Microeconomics** | | |
| Complete one course | | |
| PUB AFFR 380 | Analytic Tools for Public Policy | |
| A A E 101 | Introduction to Agricultural and Applied Economics | |
| ECON 101 | Principles of Microeconomics | |
| ECON 111 | Principles of Economics-Accelerated Treatment | |
| POLI SCI 350 | International Political Economy | |
| **Introductory Macroeconomics** | | |
| Complete one course | | |
| ECON 102 | Principles of Macroeconomics | |
| ECON 111 | Principles of Economics-Accelerated Treatment | |
| POLI SCI 350 | International Political Economy | |
| **Introduction to Statistics or Calculus** | | |
| Complete one course | | |
| STAT 301 | Introduction to Statistical Methods | |
| STAT 371 | Introductory Applied Statistics for the Life Sciences | |
| MATH 211 | Survey of Calculus 1 | |
| MATH 221 | Calculus and Analytic Geometry 1 | |
| POLI SCI 270 | Political Data Science | |
| PSYCH 210 | Basic Statistics for Psychology | |
| SOC/ C&E SOC 360 | Statistics for Sociologists I | |
| **Introduction to Comparative Politics or International Relations** | | |
| Complete one course | | |
| POLI SCI 120 | Introduction to Comparative Politics | |
| POLI SCI 140 | Introduction to International Relations | |
| **Non-English or Study Abroad** | | |
| Three College Semesters of Non-English Language or One Year of Study Abroad | | |

The program may require admitted applicants to take the on-campus English as a Second Language Assessment Test (https://esl.wisc.edu/international-students/placement/) and register for any recommended English as a second language course(s) in the first semester of graduate study.

**The La Follette School of Public Affairs only admits for the fall semester.** The priority deadline for admission is listed above in the table. Applications are accepted after this date on a rolling admission basis, but there is no guarantee that space in the incoming class will be available.

**The final deadlines for applicants to apply during rolling admission are June 1 (international applicants) and August 1 (domestic applicants).**

**Note:** Accelerated students are not able to apply to the dual or double degree programs with the La Follette School because of the rigorous schedule of the coursework.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The La Follette School offers a limited number of fellowships and assistantships on a merit basis to select international public affairs applicants who submit all application materials by **January 1**. Financial need is considered for some scholarships, so domestic applicants are encouraged to submit a FAFSA (https://studentaid.gov/h/apply-for-aid/fafsa/) in December.

Please refer to the Funding and Financial Information (https://www.lafollette.wisc.edu/admissions/funding-financial-information/) section of the La Follette School website for more information (www.lafollette.wisc.edu).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 42 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 21 credits must be completed in graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a BC or above in all core curriculum coursework. A grade of C is the minimum grade permitted in elective courses that count toward a La Follette School degree. |
| Assessments and Examinations | n/a |
| Language Requirements | No language requirement. |

## REQUIRED COURSES

Students must complete 42 credits, including six core courses, a one-credit professional development seminar, plus eight elective courses. An internship can satisfy up to three elective credits. The program generally takes two years. See La Follette School website for detailed degree plans.

| Code | Title | Credits |
|---|---|---|
| **Core MIPA Courses** | | |
| Seven required courses are the foundation of the MIPA degree program. Students must complete the following: | | |
| PUB AFFR 800 | Public Affairs Professional Development Workshop | 1 |
| PUB AFFR 818 | Introduction to Statistical Methods for Public Policy Analysis | 3 |
| PUB AFFR 880 | Microeconomic Policy Analysis | 3 |
| PUB AFFR 850 | International Governance | 3 |
| PUB AFFR 854 | Macroeconomic Policy and International Financial Regulation | 3 |
| or PUB AFFR 856 | Trade, Competition, and Governance in a Global Economy | |
| PUB AFFR 873 | Introduction to Policy Analysis | 3 |
| PUB AFFR 860 | Workshop in International Public Affairs | 3 |
| **Recommended Electives in International Public Affairs** | | |
| Students build proficiency beyond the core requirements through elective courses that include but are not limited to: | | 23 |
| PUB AFFR 520 | Inequality, Race and Public Policy | |
| PUB AFFR 819 | Advanced Statistical Methods for Public Policy Analysis | |
| PUB AFFR 827 | Administrative Internship | |
| PUB AFFR/ POLI SCI 871 | Public Program Evaluation | |
| PUB AFFR/ A A E/ENVIR ST/ POP HLTH 881 | Benefit-Cost Analysis | |
| PUB AFFR 974 | Topics in Public Affairs | |
| **Regional Focus Fields** [1] | | |
| **Total Credits** | | **42** |

[1] Regional focus fields develop broad expertise in a geographic region by clustering courses, including language courses, across several disciplines, typically emphasizing courses in the social sciences. In building regional focus fields, MIPA students take advantage of the university's strong area studies centers, which include:

- African Studies (http://africa.wisc.edu)
- East Asian Studies (http://eastasia.wisc.edu/)
- European Studies (http://uw-madison-ces.org/)
- Latin American, Caribbean, and Iberian Studies (http://lacis.wisc.edu/)
- Middle East Studies (https://mideast.wisc.edu/)
- Russian, East European, and Central Asian Studies (http://creeca.wisc.edu/)
- South Asian Studies (http://southasia.wisc.edu/)
- Southeast Asian Studies (http://seasia.wisc.edu/)

## INTERNATIONAL PUBLIC AFFAIRS AND URBAN AND REGIONAL PLANNING (MIPA/ MS URPL)

The La Follette School of Public Affairs and the Department of Planning and Landscape Architecture offer a double degree Master of Science in

Urban and Regional Planning and a Master of International Public Affairs. Students completing the double degree must follow the double degree plan. The Department of Planning and Landscape Architecture requires 46 credits for the Master of Science in Urban and Regional Planning. The La Follette School requires 42 credits for the Master of International Public Affairs. Per UW-Madison's Graduate School: Double Degrees (https://policy.wisc.edu/library/UW-1205/) policy, an overlap of 25% of credits is permitted (11 credits can count toward both degrees). Students can graduate with both degrees by completing 77 credits in three years.

Graduate coordinators for both programs have sample curricular plans that they will share with prospective or current students to assist with successful completion of all degree requirements.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 12 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. This work appears on a UW–Madison transcript as transfer credits into the Graduate career but does not count toward graduate career GPA.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Students in the MIPA program may transfer up to 7 credits from their undergraduate career at UW-Madison toward the MIPA 42 degree credit total. Credits from other institutions are permitted to transfer, provided grades of B or higher are earned and credits relate to core coursework.

**Note**: Only students in the Accelerated MIPA pathway are permitted to transfer a maximum of 18 credits including graduate Public Affairs coursework completed during their undergraduate career at UW-Madison toward the MIPA 42 degree credit total.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Students must make satisfactory progress in their La Follette School program and be in good standing, or they may be placed on probation. The La Follette School regularly reviews the records of students who earn grades with associated grade points of less than 3.00, e.g., BC, C, D, F or I in courses numbered 300 or above. This review may result in academic probation or a hold on future enrollment, and may lead to dismissal from the La Follette School.

Students must maintain a minimum cumulative GPA of 3.0 each semester/term of enrollment, including summer. Students whose cumulative GPA falls below this level will be placed on academic probation by the Graduate School. Students who do not obtain a subsequent term and cumulative GPA of 3.0 to come off probation may be dismissed from the program. Please also refer to the Graduate School Probation policy. (https://policy.wisc.edu/library/UW-1217/)

## ADVISOR / COMMITTEE

Every graduate student will have one faculty advisor in addition to one graduate program staff member assigned to support their academic progress.

## CREDITS PER TERM ALLOWED

Two-Year MIPA: Credit load by term varies. Students typically take 10 credits in their first semester in the program, increasing to 12 credits for the next two semesters so that they can plan a lighter load of 9 credits when in their final spring semester due to demands from their workshop course. Students need advisor approval to take 15 credits.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### International Public Affairs Careers

Career development is an integral part of the La Follette School experience, and the La Follette School's graduate career outcomes (https://lafollette.wisc.edu/career-development/graduate-career-outcomes/) data show extremely high percentages of employment three to six months post-graduation. The La Follette School offers:

- Visits with local employers, as well as trips focused on local, regional, and federal careers
- Networking opportunities
- Career development seminars with public affairs professionals
- Connections with alumni mentors

The Director of Career and Employer Services works with students one-on-one to develop essential skills, such as interviewing, writing strong cover letters and resumes, and researching internships and permanent employment. During the first semester course PUB AFFR 800:  (https://lafollette.wisc.edu/course/pa-800-professional-development-workshop/)Professional Development Workshop (https://www.lafollette.wisc.edu/degree-programs/courses/pa-800-professional-development-workshop/), students also create an individual plan and portfolio that help them proactively move toward their academic and professional goals.

La Follette School alumni work in all levels of government, nonprofit organizations, and the private sector. Popular positions include policy analyst, consultant, executive director, research analyst, project manager, and government liaison. MIPA alumni have held positions with these agencies, organizations, and businesses:

- African Development Bank Group
- American Institutes for Research
- Bill & Melinda Gates Foundation
- Global Fund for Women
- Millenium Challenge Corporation

- Morgan Stanley International
- National Endowment for Democracy
- Peace Corps
- United Nations Development Programme
- U.S. Agency for International Development
- U.S. Central Intelligence Agency
- U.S. Department of Homeland Security
- U.S. Department of State

Please refer to the Career Hub (https://career.lafollette.wisc.edu/) on the La Follette School website for more information (https://lafollette.wisc.edu/).

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. (Knowledge) Students will demonstrate understanding of major current and past policy debates, research findings, and analytical methodologies in each of the following core areas: microeconomic policy analysis, macroeconomic policy analysis, quantitative tools for policy analysis, policy analysis, and international governance.
2. (Knowledge) Students will demonstrate critical thinking skills. They will retrieve and examine the policy literature and evaluate evidence for and against hypotheses, identify knowledge gaps, strengths and weaknesses in existing literature, synthesize knowledge, and develop conclusions.
3. (Applied research skills) Students will read, comprehend, and effectively summarize policy research and policy-relevant academic research.
4. (Applied research skills) Students will effectively summarize data for a general (nonacademic) or policy audience.
5. (Applied research skills) Students will demonstrate competency in methods of inferential statistics including those associated with multivariate regression models.
6. (Professional and ethical conduct) Students will identify and appropriately respond to scenarios involving the ethical and professional responsibilities of public administration.
7. (Professional and ethical conduct) Students will demonstrate the ability to maintain human subjects protections when designing studies, collecting data and reporting results.
8. (Professional and ethical conduct) Students will know and adhere to high levels of professional conduct, ethical decision-making and legal and regulatory compliance.
9. (Professional and ethical conduct) Students will demonstrate the ability to maintain fidelity to objective social science-based research methods.
10. (Communication) Students will communicate in clear written language: a real-world policy problem, relevant scholarly studies and practical applications, a policy-analytic method to investigate the problem, and client-oriented advice to mitigate the problem.
11. (Communication) Students will communicate substance of point 1 highly concisely and in language understandable to a non-specialist.
12. (Communication) Students will communicate substance of point 2 orally.
13. (Professional skills and career preparation) Students will develop effective job-seeking tools and utilize job-seeking techniques.
14. (Professional skills and career preparation) Students will complete high quality group projects, including demonstration of effective project management and teamwork.

# PUBLIC AFFAIRS, MPA

The Master of Public Affairs (MPA) Program provides education in public management and policy analysis that prepares students for careers in public policy and administration in government, private, and nonprofit sectors.

The award-winning La Follette School faculty includes economists, political scientists, sociologists, and public affairs scholars who teach the skills and tools needed for a career in public affairs. They are experts in social policy, health policy and management, public administration, public policy analysis, environmental policy, poverty, and tax policy and government finance.

Beyond campus, the city of Madison, as the state capital, provides a wealth of opportunities for La Follette School students to participate in outreach and acquire practical experience as professional project assistants or interns with public and private entities. Students benefit from the strong relationships that La Follette School faculty have with these organizations, in keeping with the Wisconsin Idea of public service. This includes bringing together legislators, policymakers, and researchers to inform government decision-making for policies that make a positive impact on people's lives.

## PUBLIC AFFAIRS DOUBLE DEGREES, DUAL DEGREES, AND CERTIFICATE PROGRAMS

Some students earn additional credentials while they work toward their public affairs degrees. Students must follow double degree (https://grad.wisc.edu/acadpolicy/?policy=doubledegrees) and dual degree (https://grad.wisc.edu/acadpolicy/?policy=dualdegreesgradprof) policies. The following combined degree and certificate programs are available, though students choose to embark on double and dual degrees and graduate certificates beyond those listed below:

- Law (Juris Doctorate)
- Master of Public Health
- Master of Science in Urban and Regional Planning
- Doctorate in Neuroscience
- Energy Analysis and Policy Certificate through the Nelson Institute in Environmental Studies
- Business, Environment, & Social Responsibility; Entrepreneurship; or Strategic Innovation offered through the School of Business.

### LAW AND PUBLIC AFFAIRS (MPA/JD)

Increasingly, careers in the federal, state, and local governments, as well as nonprofit organizations and private sector businesses, require an understanding of public administration, policy analysis, and public affairs, as well as law. Many students choose to pursue the dual law and public affairs degree because of their interest in employment in government agencies, government relations law practice, or other policy-oriented firms and organizations.

For most students, the dual degree program will add about a year of study to the three years it takes to complete law school but will save

approximately one year of study compared to doing the two programs separately. Students earn a Master of Public Affairs degree and a Juris Doctor.

It is recommended that applicants apply for admission to both programs at the time of application.

## PUBLIC HEALTH AND PUBLIC AFFAIRS (MPA/MPH)

The La Follette School and the School of Medicine and Public Health offer education in public health policy, policy analysis, and global governance to address critical health and health policy issues in the United States and throughout the world.

The dual degree program takes three years to complete, including summers. Students earn a Master of Public Affairs degree and a Master of Public Health degree.

It is recommended that applicants apply to both programs at the same time, though admitted students may apply to whichever degree program they are not yet in during their first year.

## NEUROSCIENCE AND PUBLIC AFFAIRS (MPA/PHD)

Advances in neuroscience have important policy implications for child welfare and education, community development, mental health and health care, bioethics and aging, environmental risks, and national security. The Neuroscience and Public Policy Program (NPP) courses prepare students to work in the growing array of domestic or international policy jobs involved in the management of science and its integration into policy analysis and design. Students become good scientists and effective communicators, managers, and advocates of good public policy.

This combined degree program typically takes five years to complete, including summers. Students earn a Master of Public Affairs degree and a Doctor of Philosophy in Neuroscience. Degree requirements are completed in the first three years. The focus of the fourth year is on research and thesis development, as well as completion of the PhD Preliminary Exam. Students continue doing research and defend their thesis in the fifth year.

It is recommended that applicants apply for admission to both programs at the time of application.

## URBAN AND REGIONAL PLANNING AND PUBLIC AFFAIRS (MPA/MS IN URPL)

The La Follette School and the Department of Planning and Landscape Architecture offer education in planning, policymaking, and public affairs to address domestic and global environmental, housing, and transportation policy issues. This double degree takes three years to complete, including summers. Students earn a Master of Public Affairs degree and a Master of Science in Urban and Regional Planning.

It is recommended that applicants apply to both programs at the same time, though admitted students may apply to whichever degree program they are not yet in during their first year.

# ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

* Applicants must either submit a GRE test score or quantitative essay. See 'Application Materials' below for more information.

## APPLICATION MATERIALS

All parts of the application are detailed on the La Follette School's Graduate Admissions Requirements page (https://lafollette.wisc.edu/graduate/admissions/graduate-admissions-requirements/), including the statement of purpose prompts. They include:

- Resume / CV
- Statement of purpose prompts, word limits, and directions
- Two letters of recommendation
- Unofficial transcript showing a minimum GPA of 3.0 out of 4.0 (or equivalent)
- GRE test scores: applicants must either submit a GRE test score or quantitative essay
- Supplemental application including:
  - Prerequisite check
  - Applicants not submitting GRE test score must include a required quantitative essay addressing current or past academic, research, or professional work requiring quantitative or analytic skill or experience and how it has prepared you for graduate study in public affairs

## PREREQUISITES

Prerequisites are expected to be completed at the time of application and include:

| Code | Title | Credits |
|---|---|---|
| **Introductory Microeconomics** | | |
| Complete one course | | |
| PUB AFFR 380 | Analytic Tools for Public Policy | |
| A A E 101 | Introduction to Agricultural and Applied Economics | |
| ECON 101 | Principles of Microeconomics | |
| ECON 111 | Principles of Economics-Accelerated Treatment | |
| POLI SCI 350 | International Political Economy | |
| **Introduction to Statistics or Calculus** | | |
| Complete one course | | |
| STAT 301 | Introduction to Statistical Methods | |
| STAT 371 | Introductory Applied Statistics for the Life Sciences | |
| MATH 211 | Survey of Calculus 1 | |
| MATH 221 | Calculus and Analytic Geometry 1 | |
| POLI SCI 270 | Political Data Science | |
| PSYCH 210 | Basic Statistics for Psychology | |
| SOC/ C&E SOC 360 | Statistics for Sociologists I | |
| **Introduction to American Government** | | |
| POLI SCI 104 | Introduction to American Politics and Government | |

The program may require admitted applicants to take the on-campus English as a Second Language Assessment Test (https://esl.wisc.edu/international-students/placement/) and register for any recommended English as a second language course(s) in the first semester of graduate study.

**The La Follette School of Public Affairs only admits for the fall semester.** The priority deadline for admission is listed above in the table. Applications are accepted after this date on a rolling admission basis, but there is no guarantee that space in the incoming class will be available.

**The final deadlines for applicants to apply during rolling admission are June 1 (international applicants) and August 1 (domestic applicants).**

**Note:** Accelerated students are not able to apply to the dual or double degree programs with the La Follette School because of the rigorous schedule of the coursework.

# FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

The La Follette School offers a limited number of fellowships, assistantships, and scholarships on a merit basis to select public affairs applicants who submit all application materials by **January 1**. Domestic applicants are encouraged to submit a FAFSA in December.

Please refer to the Funding and Financial Information (https://www.lafollette.wisc.edu/admissions/funding-financial-information/) section of the La Follette School website for more information (www.lafollette.wisc.edu).

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 42 credits |
| Minimum Residence Credit Requirement | 16 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 21 credits must be completed in graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a BC or above in all core curriculum coursework. A grade of C is the minimum grade permitted in elective courses that count toward a La Follette School degree. |
| Assessments and Examinations | n/a |
| Language Requirements | No language requirement. |

## REQUIRED COURSES

Students must complete 42 credits, including six core courses, a one-credit professional development seminar, plus eight elective courses. An internship can count for up to three elective credits. The program generally takes two years. See La Follette School website for detailed degree plans.

| Code | Title | Credits |
|---|---|---|
| **Core MPA Courses** | | |
| Seven required courses are the foundation of the MPA degree program. Students must complete the following: | | |
| PUB AFFR 800 | Public Affairs Professional Development Workshop | 1 |
| PUB AFFR 818 | Introduction to Statistical Methods for Public Policy Analysis | 3 |
| PUB AFFR/ POLI SCI/ URB R PL 874 | Policy-Making Process | 3 |
| PUB AFFR 880 | Microeconomic Policy Analysis | 3 |
| PUB AFFR 873 | Introduction to Policy Analysis | 3 |
| PUB AFFR/ POLI SCI/ URB R PL 878 | Public Management | 3 |
| PUB AFFR 869 | Workshop in Public Affairs | 3 |
| **Recommended Electives in Public Affairs** | | |
| Students build proficiency beyond the core requirements through elective courses that include but are not limited to: | | 23 |
| PUB AFFR 520 | Inequality, Race and Public Policy | |
| PUB AFFR 819 | Advanced Statistical Methods for Public Policy Analysis | |
| PUB AFFR 827 | Administrative Internship | |
| PUB AFFR/ POLI SCI 871 | Public Program Evaluation | |
| PUB AFFR/ A A E/ENVIR ST/ POP HLTH 881 | Benefit-Cost Analysis | |
| PUB AFFR 974 | Topics in Public Affairs | |
| **Total Credits** | | **42** |

## PUBLIC AFFAIRS AND URBAN AND REGIONAL PLANNING (MPA/MS URPL)

The La Follette School of Public Affairs and the Department of Planning and Landscape Architecture offer a double degree Master of Science in Urban and Regional Planning and a Master of Public Affairs. Students completing the double degree must follow the double degree plan. The Department of Planning and Landscape Architecture requires 46 credits for the Master of Science in Urban and Regional Planning. The La Follette School requires 42 credits for the Master of Public Affairs. Per UW-Madison's Graduate School: Double Degrees (https://policy.wisc.edu/library/UW-1205/) policy, an overlap of 25% of credits is permitted (11 credits can count toward both degrees). Students can graduate with both degrees by completing 77 credits in three years.

Graduate coordinators for both programs have sample curricular plans that they will share with prospective or current students to assist with successful completion of all degree requirements.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 12 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. This work appears on a UW–Madison transcript as transfer credits into the Graduate career but does not count toward graduate career GPA.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Students in the MPA program may transfer up to 7 credits from their undergraduate career at UW-Madison toward the MPA 42 degree credit total. Credits from other institutions are permitted to transfer, provided grades of B or higher are earned and credits relate to core coursework.

**Note**: Only students in the Accelerated MPA pathway are permitted to transfer a maximum of 18 credits including graduate Public Affairs coursework completed during their undergraduate career at UW-Madison towards the MPA 42 degree credit total.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Students must make satisfactory progress in their La Follette School program and be in good standing, or they may be placed on probation. The La Follette School regularly reviews the records of students who earn grades with associated grade points of less than 3.00, e.g., BC, C, D, F or I in courses numbered 300 or above. This review may result in academic probation or a hold on future enrollment, and may lead to dismissal from the La Follette School.

Students must maintain a minimum cumulative GPA of 3.0 each semester/term of enrollment, including summer. Students whose cumulative GPA falls below this level will be placed on academic probation by the Graduate School. Students who do not obtain a subsequent term and cumulative GPA of 3.0 to come off probation may be dismissed from the program. Please also refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student will have one faculty advisor in addition to one graduate program staff member assigned to support their academic progress.

## CREDITS PER TERM ALLOWED

Two-Year MPA: Credit load by term varies. Students typically take 10 credits in their first semester in the program, increasing to 12 credits for the next two semesters so that they can plan a lighter load of 9 credits when in their final spring semester due to demands from their workshop course. Students need advisor approval to take 15 credits.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the

student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

#### Public Affairs Careers

Career development is an integral part of the La Follette School experience, and the La Follette School's graduate career outcomes (https://lafollette.wisc.edu/career-development/graduate-career-outcomes/) data show extremely high percentages of employment three to six months post-graduation. The La Follette School offers:

- Visits with local employers, as well as trips focused on local, regional, and federal careers;
- Networking opportunities;
- Career development seminars with public affairs professionals; and
- Connections with alumni mentors.

The Director of Career and Employer Services works with students one-on-one to develop essential skills, such as interviewing, writing strong cover letters and resumes, and researching internships and permanent employment. During the first-semester course PUB AFFR 800: (https://lafollette.wisc.edu/course/pa-800-professional-development-workshop/)Professional Development Workshop (https://www.lafollette.wisc.edu/degree-programs/courses/pa-800-professional-development-workshop/), students also create an individual plan and portfolio that help them proactively move toward their academic and professional goals.

La Follette School alumni work in all levels of government, nonprofit organizations, and the private sector. Popular positions include policy analyst, consultant, executive director, research analyst, project manager, and government liaison. MPA alumni have held positions with these agencies, organizations, and businesses:

- Congressional Research Service
- Deloitte
- Federal Bureau of Investigation
- Guidehouse
- Invenergy LLC
- Kids Forward
- Mathematica Policy Research
- National Council on Crime and Delinquency
- U.S. Government Accountability Office
- U.S. Department of Transportation
- Wisconsin Department of Health Services
- Wisconsin Legislative Audit Bureau

Please refer to the Career Hub (https://career.lafollette.wisc.edu/) on the La Follette School website for more information (https://lafollette.wisc.edu/).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Knowledge) Demonstrate understanding of major current and past policy debates, research findings, and analytical methodologies in each of the following core areas: microeconomic policy analysis, quantitative tools for policy analysis, policy analysis, the policymaking process, and public management.
2. (Knowledge) Demonstrate critical thinking skills. They will retrieve and examine the policy literature and evaluate evidence for and against hypotheses, identify knowledge gaps, strengths and weaknesses in existing literature, synthesize knowledge, and develop conclusions.
3. (Applied Research Skills) Read, comprehend, and effectively summarize policy research and policy-relevant academic research.
4. (Applied Research Skills) Effectively summarize data for a general (non-academic) or policy audience.
5. (Applied Research Skills) Demonstrate competency in methods of inferential statistics including those associated with multivariate regression models.
6. (Professional and Ethical Conduct) Identify and appropriately respond to scenarios involving the ethical and professional responsibilities of public administration.
7. (Professional and Ethical Conduct) Demonstrate the ability to maintain human subjects protections when designing studies, collecting data and reporting results.
8. (Professional and Ethical Conduct) Know and adhere to high levels of professional conduct, ethical decision-making and legal and regulatory compliance.
9. (Professional and Ethical Conduct) Demonstrate the ability to maintain fidelity to objective social science-based research methods.
10. (Communication) Communicate in clear written language: a real-world policy problem, relevant scholarly studies and practical applications, a policy-analytic method to investigate the problem, and client-oriented advice to mitigate the problem.
11. (Communication) Communicate substance of point 1 highly concisely and in language understandable to a non-specialist.
12. (Communication) Communicate substance of point 2 orally.

13. (Professional Skills and Career Preparation) Develop effective job-seeking tools and utilize job-seeking techniques.
14. (Professional Skills and Career Preparation) Complete high quality group projects, including demonstration of effective project management and teamwork.

# LANGUAGE INSTITUTE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Second Language Acquisition, Doctoral Minor (p. 1276)
- Second Language Acquisition, PhD (p. 1277)

# SECOND LANGUAGE ACQUISITION, DOCTORAL MINOR

The Option A minor in Second Language Acquisition (SLA) offers graduate students both a theoretical and a practical background in the increasingly important area of SLA. After completing the minor, students will be prepared to understand research in SLA and to develop teaching curricula based on principles of second language learning and teaching.

## ADMISSIONS

## ADMISSIONS

Students wishing to minor in Second Language Acquisition (SLA) should first contact the relevant SLA committee member (https://sla.wisc.edu/steering-committee/) in their department who will refer them to the SLA minor advisor. Students declaring the doctoral minor are required to meet with the minor advisor, before registering for courses.

Students without a background in linguistics and language pedagogy are encouraged to complete introductory linguistics and teaching methodology courses before starting the doctoral minor.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete one of the following courses. | | |
| ENGL 318 | Second Language Acquisition | 3 |
| or CURRIC 673 | Learning Second Language and Literacies | |
| **Electives** | | |
| Students must complete two courses from the "Approved Second Language Acquisition (SLA) Course List" | | 6 |
| **Total Credits** | | **9** |

### Approved SLA Course List

| Code | Title | Credits |
|---|---|---|
| **African Cultural Studies** | | |
| AFRICAN 670 | Theories and Methods of Learning a Less Commonly Taught Language | 2 |
| AFRICAN 703 | Topics in Teaching African Languages | 1 |
| **Asian Lanugages and Cultures** | | |
| ASIAN 632 | Studies in Chinese Linguistics [1] | 3 |
| ASIAN 633 | Chinese Applied Linguistics [1] | 3 |
| ASIAN 775 | Japanese Applied Linguistics [1] | 3 |
| **Curriculum and Instruction** | | |
| CURRIC 673 | Learning Second Language and Literacies | 1-6 |
| CURRIC 674 | Advanced Methods in Teaching English as a Second Language | 3-6 |
| CURRIC 675 | General Seminar [1] | 1-3 |
| CURRIC 802 | Discourse Analysis | 3 |
| CURRIC 964 | Seminar in World Language Education | 1-3 |
| CURRIC 975 | General Seminar [2] | 2-3 |
| **English** | | |
| ENGL 414 | Global Spread of English [3] | 3 |
| ENGL 420 | Topics in English Language and Linguistics | 3 |
| ENGL 703 | Research Methods in Composition Studies | 3 |
| ENGL 711 | Research Methods in Applied Linguistics | 3 |
| ENGL 713 | Topics in Contemporary English Linguistics [1] | 3 |
| ENGL 715 | Advanced Second Language Acquisition | 3 |
| ENGL 905 | Seminar-Topics in Applied English Linguistics [1] | 3 |
| **French and Italian** | | |
| FRENCH/ ITALIAN 821 | Issues in Methods of Teaching French and Italian [1, 2] | 1-3 |
| **German** | | |

| | | |
|---|---|---|
| GERMAN 727 | Topics in Applied Linguistics [1] | 3 |
| **Spanish** | | |
| Note: Spanish courses are generally offered in Spanish; contact instructor | | |
| SPANISH 630 | Topics in Hispanic Linguistics [1] | 3 |
| SPANISH 815 | Seminar in Language: Modern Spanish [1] | 3 |

1 Topics courses. Students should see the Second Language Acquisition doctoral minor advisor for approval of topics appropriate for the minor.
2 Courses must be taken for a total of three credits, in one or multiple enrollments.
3 Second Language Acquisition advisor consent required.

### PRIOR COURSEWORK

Students may transfer up to three credits from prior graduate work toward the minor, upon approval.

# SECOND LANGUAGE ACQUISITION, PHD

Second language acquisition (SLA) is the systematic study of learning, using, and sometimes losing any form of language beyond the mother tongue. SLA is a burgeoning research field because today there are more people on the planet who use at least two languages than there are monolinguals. For individual learners and for every community in diaspora, second language acquisition is an experience that challenges their knowledge of language, their understanding of different cultures, and their personal identities. The experiences and challenges surrounding SLA are studied by scholars whose training is in a variety of fields—linguistics, psychology, sociology, education, anthropology, and communication arts—a variety that makes the study of SLA richly interdisciplinary.

The PhD Program in Second Language Acquisition at the University of Wisconsin–Madison is a rigorous interdisciplinary academic program that embodies the university's mission to foster the study of globally important issues. In their coursework, students in the program learn from and collaborate with experienced and distinguished faculty in many departments and, through their original dissertation research, students generate and contribute new knowledge to the field. Students develop a thorough understanding of the scope of SLA as a field of inquiry, and develop and refine research skills that will serve them as they define and pursue their own research agenda. A PhD in SLA opens the door to scholarly and professional careers as university faculty, directors of foreign language programs, educational policy makers, and multilingual specialists.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The PhD Program in Second Language Acquisition requires a master's degree in English, TESOL, English as a Second Language, a language other than English (LOTE), applied linguistics, linguistics, or education – and in specific cases (such as with a relevant undergraduate degree or graduate minor), in psychology.

The master's degree should prepare applicants for doctoral studies in a multidisciplinary field focused on how additional languages are acquired. Familiarity with the fundamentals of language study from a theoretical and empirical perspective is expected. Some knowledge of issues pertaining to language learning and teaching is preferred. Graduation requirements for our program require written and oral proficiency in English and another language.

In addition to the application, three letters of recommendation, and unofficial transcripts, applicants must submit the following:

- A Statement of Purpose for Doctoral Studies in Second Language Acquisition at UW-Madison
- Curriculum Vitae
- An academic writing sample
- Responses to the program's supplemental questions

Please refer to the Second Language Acquisition website (https://sla.wisc.edu/admissions/) for details about required application materials (https://sla.wisc.edu/how-to-apply/#application-materials-checklist) and submission methods. Additionally, general admission requirements stipulated by the graduate school (e.g., evidence of English proficiency for international students from some countries) apply.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students in the SLA program, depending on their qualifications, may receive financial support through several departments, programs, and institutes. Students with a background in foreign language or English teaching may work as graduate teaching assistants (TAs) in departments in which those languages are taught. Other students work as graduate project assistants (PA) for the Language Institute or other units on campus. In addition to these TA and PA positions, select SLA students receive university fellowships upon entry into the program or when working on their dissertations. If they meet the specific eligibility criteria, students may also compete, with the program's support, in other grant and fellowship competitions. Additional funding opportunities are included in the information for current students on the SLA website (https://sla.wisc.edu/content/funding-resources/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 45 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Incompletes must be resolved by the end of the next fall or spring term in which the student is enrolled. In addition, all incompletes must be resolved before students may take any portion of the preliminary examination. |
| Assessments and Examinations | Students must take preliminary exams within one semester of completing coursework.<br><br>The dissertation proposal must be approved by the student's dissertation proposal committee no later than one calendar year after the student becomes a dissertator.<br><br>The last step in completing the PhD in Second Language Acquisition is the successful defense of a doctoral thesis or dissertation, followed by its deposit with the Graduate School. |
| Language Requirements | Typically, the student must demonstrate an advanced level of academic oral and reading proficiency in two languages prior to taking preliminary exams. A plan for meeting this requirement is developed by the student and advisor during the student's first semester in the Program. The plan must be approved by the advisor and the Second Language Acquisition steering committee by the end of the first academic year. |
| Graduate School Breadth Requirement | Because of the broad, interdisciplinary nature of the Second Language Acquisition program course requirements, a doctoral minor or graduate/professional certificate is not required. A minor or certificate is optional, and, in some cases, may be strongly suggested. Students must submit a short statement (2-3 pages) at the end of their third semester, discussing how the courses that they have taken so far, as well as those that they plan to take in the future semester(s), inform their dissertation research and their envisioned career path. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| ENGL 318 | Second Language Acquisition | 3 |
| ENGL 711 | Research Methods in Applied Linguistics | 3 |
| **Quantitative Research Methods** | | |
| Students must complete one of the following pre-approved courses. | | 3 |
| ENGL 420 | Topics in English Language and Linguistics | |

| | | |
|---|---|---|
| ENGL 713 | Topics in Contemporary English Linguistics | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| SOC/ C&E SOC 360 | Statistics for Sociologists I | |
| **Qualitative Research Methods** | | |
| Students must complete one of the following pre-approved courses. | | 3 |
| AFRICAN 926 | Seminar in Research Methods in African Cultural Studies | |
| CURRIC 714 | Research and Evaluation Paradigms in Curriculum and Instruction | |
| CURRIC 715 | Design of Research in Curriculum and Instruction | |
| CURRIC/ COUN PSY/ ED POL/ ED PSYCH/ELPA/ RP & SE 719 | Introduction to Qualitative Research | |
| CURRIC 916 | Smr: Special Topics in Research & Evaluation in Curriculum & Instruction | |
| ENGL 703 | Research Methods in Composition Studies | |
| **Electives** | | |
| Students choose courses in consultation with advisor. | | 30 |
| **Dissertation** | | |
| Students must complete at least 9 dissertation credits or three semesters. In most cases, students complete four or more semesters. Students enroll in credits in their advisor's department. Departmental authorization likely needed to register. With advisor approval, students may replace three dissertation credits with another three credits of a graduate course that directly support the dissertation. | | 9 |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer up to 6 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to the Second Language Acquistion Program is not allowed to satisfy requirements.

In addition, typically, students with prior graduate coursework at UW-Madison may only transfer up to 6 credits toward the Second Language Acquistion Program.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Prior coursework from the undergraduate career may not be transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Prior coursework from the UW–Madison University Special student career may not transfer.

## PROBATION

Those students not meeting satisfactory progress requirements (found in the Graduate Program Handbook) may be put on probation for a semester.

## ADVISOR / COMMITTEE

Students are required to meet with their advisor at least once each semester to review their progress, select courses, and to discuss any outstanding issues or questions.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students must submit plans for completing the emphasis requirement and the language requirement for approval by the steering committee within their first year of the program.

Students typically complete all of the coursework requirements within two years of enrolling in the Program. Students are required to complete all coursework and fulfill the language requirement before taking the preliminary examinations.

Students must take the preliminary examination within one semester of completing coursework.

Graduate School regulations require PhD candidates to defend their dissertation five years from the date of passing their preliminary examinations.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)

  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

Students in the Second Language Acquistion program are typically funded through campus teaching assistantships, project assistantships or through fellowships. Contact the program for more details.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

Students in the SLA program benefit from a variety of professional development opportunities organized by students, faculty, and staff. A speaker series offers students the chance to interact with top scholars in the field. In addition, the program organizes workshops in such topics as designing research, publishing, and preparing to go on the job market. An annual graduate student symposium, organized in partnership with students in related programs on campus and other institutions, allows students to gain professional experience organizing a conference and presenting their research before audiences of peers and faculty members from the three institutions and across the country. In addition, Summer Research Partnerships provide opportunities for core faculty and students

to work collaboratively on research projects. These collaborations have led to conference presentations and/or co-authored journal publications.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong overall understanding of the scope of the discipline of SLA (e.g., the theories on which research in the field is based; the types of questions that researchers in SLA address; and the variety of techniques used to answer these questions). Demonstrate an in-depth understanding of theories and research findings related to their focal areas of interest.
2. Develop an original research plan that advances a specific area of SLA. Retrieve, evaluate, and interpret academic publications, and use this information to identify a gap in the extant research and to develop theoretical frameworks and research designs for their own research projects. Learn to design realistic and feasible research projects and to prepare necessary protocols.
3. Collect data following relevant protocols and analyze/interpret the resulting data. Reflect on the procedures and results of their own projects to identify strengths, limitations, and implications.
4. Develop skills for disseminating their research in a variety of professional venues and domains through both presentations and manuscript preparation.
5. Participate in and communicate effectively as members of a professional community. Seek opportunities to engage in service to the program, the university and/or the wider community.

# LANGUAGE SCIENCES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Linguistics, Doctoral Minor (p. 1281)
- Linguistics, MA (p. 1281)
- Linguistics, PhD (p. 1284)

# LINGUISTICS, DOCTORAL MINOR

The doctoral minor in Linguistics is open to PhD students in other departments who wish to broaden their studies with exposure to formal training in linguistics.

Students may choose from a wide variety of courses in linguistic theory, historical linguistics, sociolinguistics, language documentation, and more, selected in consultation with the minor advisor.

## ADMISSIONS

# ADMISSIONS

The Linguistics PhD Minor advisor is the Director of Language Sciences. Students wishing to complete a doctoral minor in Linguistics must consult with the minor advisor before any coursework commences. Courses completed before consultation with the minor advisor may be deemed ineligible to count toward the doctoral minor.

The Linguistics PhD Minor authorization form details the approved course plan. This form must be signed by the minor advisor and the student's major advisor.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the Linguistics PhD Minor from the list to apply to the program. Upload the signed Linguistics PhD Minor authorization form as part of your application.

See the Language Sciences website (https://langsci.wisc.edu/ph-d-minor/) for more information and to download the minor authorization form.

## REQUIREMENTS

# REQUIREMENTS

The doctoral minor consists of 12 credits in Linguistics chosen in consultation with the Language Sciences Director, who is the minor advisor.

A doctoral minor program must be approved by the minor advisor before it commences. Students should make sure to consult with the minor advisor before taking any courses.

# LINGUISTICS, MA

The MA in linguistics is a non-admitting degree. Language Sciences admits students for the PhD degree in linguistics (p. 1284), and awards a master of arts degree to students in a UW–Madison PhD program upon the completion of the MA requirements. See the Linguistics PhD program entry for details on admission to the PhD program.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (http://guide.wisc.edu/graduate/language-sciences/linguistics-phd/).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

All students admitted to the PhD program are offered funding in the form of fellowships and teaching, research, or project assistantships. See the Linguistics PhD funding page for additional details.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Submit and defend one prelim paper by the end of the fourth semester. Contact the program for further details. |
| Language Requirements | Knowledge of two languages is required. One must be English. The language requirements can be satisfied in multiple ways and the program should be contacted directly for further details. |

### REQUIRED COURSES

All required courses are to be chosen from LINGUIS courses (https://guide.wisc.edu/courses/linguis/).

- four courses numbered 300-399
- two courses numbered 500-599
- LINGUIS 800 Research Methods and Materials
- one additional course numbered 500 or above (except 800)
- two additional approved courses

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a master's or doctoral degree is not allowed to satisfy requirements.

#### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an undergraduate degree are allowed to transfer to fulfill the minimum degree credit requirement.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Probation is a warning to a student who is not making satisfactory progress in the Linguistics graduate program. Departmental probation for grades or failure to make satisfactory progress lasts for one academic year (two consecutive semesters), while probation for an unsatisfactory prelim paper or unfinished Incompletes lasts for one semester.

If a student on probation clears up the problem that led to probation within the time period allotted, nothing else happens, and the student can continue with the program.

If the student does not resolve the problem (e.g. raise the GPA or successfully complete a prelim), the student is dropped from the program at the end of the probationary period.

## ADVISOR / COMMITTEE

Every graduate student must have an official faculty advisor. New students are assigned to the program director by default. By the end of the first year, students must decide whom they would like to work with, and must ask that person if they are willing to serve as advisor. If the faculty member agrees, the student is responsible for having the faculty member sign the advisor agreement form, and for making sure that it is placed in the student's file. All permanent faculty members in the Language Sciences program (including affiliated faculty but excluding visiting faculty) may serve as advisors. Faculty from outside Language Sciences may not serve as official advisors, although they may co-chair committees.

Every faculty member has the right to refuse to become a student's advisor. Every graduate student has the right to choose any faculty member as advisor, so long as the faculty member agrees. Students should also feel free to change advisors at any time, without fear of offending a faculty member. If a student changes advisors, a new advisor agreement form must be signed and filed, and the previous advisor must be notified by the student in writing.

The advisor guides the student in the choice of appropriate courses, in the planning of prelims and the dissertation, in choosing prelim committees and the dissertation committee, and in other professional matters. Students are reminded, however, that the fulfillment of departmental requirements is ultimately the student's responsibility.

Each semester, the student must consult in person with the advisor about courses for the following semester. Registration is blocked until this is done and is only unblocked when the student turns in the relevant form to the department, signed by the advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The prelim paper must be completed by the end of the fourth semester.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

Full-time enrollment is assumed in order to satisfy requirements on satisfactory progress as defined in the graduate student handbook.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in the field of linguistics.
2. Identifies sources of data and assembles evidence pertaining to questions or challenges in the field of linguistics.
3. Demonstrates understanding of linguistics in a historical, social, or global context.
4. Selects and/or utilizes the most appropriate methodologies and practices.
5. Evaluates or synthesizes information pertaining to questions or challenges in the field of linguistics.
6. Communicates clearly in ways appropriate to the field of linguistics.
7. Recognizes and applies principles of ethical and professional conduct.

# LINGUISTICS, PHD

Language Sciences at UW–Madison is an interdisciplinary hub that houses the PhD program in Linguistics. Students in this program earn a master of arts degree along the way to the PhD—no stand-alone MA program is offered.

The Linguistics PhD program focuses on research in formal theories of language (encompassing cross-linguistic studies in syntax, phonology, and morphology) and the documentation and revitalization of American Indian languages. Our program combines strong theoretical groundwork with opportunities in a diverse range of experimental and innovative research methodologies. Participating faculty come from Language Sciences itself as well as from related cognitive science and language departments across campus. In addition to core areas of linguistic theory, our faculty have expertise in first and second language acquisition, psycholinguistics, historical linguistics, dialect studies, and the linguistics of particular languages or cultural areas, such as signed languages, Spanish and Latin American, East Asian, and Germanic. Students have access to courses, faculty advising, and research opportunities in all of these areas. Students work closely with their graduate advisors in establishing their own areas of specialization and in working out a coherent program within this larger framework.

The ideal candidate will have a Bachelor's degree in Linguistics, a language, or a related cognitive science, and a strong desire to use scientific methods of inquiry to push the boundaries of our understanding of how human language works.

Visit the Language Sciences Research page (https://langsci.wisc.edu/research/) for more information about the diverse linguistics research labs at UW–Madison.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 23 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The department admits only students whose goal is the PhD degree in linguistics. Admission to the PhD program does not require an undergraduate degree in linguistics. Admission is based on the applicant's personal statement, three letters of recommendation, English proficiency scores if applicable, and transcripts of prior academic work. The personal statement is considered carefully to ensure that the applicant's goals are compatible with the program offered by the department.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

All students admitted to the Linguistics PhD program are offered a full funding package, which typically consists of a fellowship for the first year, and some combination of teaching, project, or research assistantships in subsequent years. Students who enter the program with a Master's degree and relevant teaching experience may be eligible for teaching assistantships in the first year of graduate study. Fellowships and assistantships include tuition remission as well as a stipend, and access to benefits including health insurance.

### Fellowships

Fellowships are administered through the Graduate School, and all new applicants to the Linguistics PhD program are automatically considered, including both domestic and international applicants. Advanced Opportunity Fellowships are also available for students who are U.S. citizens or permanent residents.

### Teaching Assistantships

Language Sciences currently supports teaching assistantships for undergraduate courses such as LINGUIS 101 Human Language or LINGUIS 213 Topics in Sociolinguistics, usually awarded to graduate students after their first year of study. Our students frequently serve as teaching assistants in other departments as well, such as English or language departments, depending on the student's academic experience and particular skill set.

### Project and Research Assistantships

Students awarded a project or research assistantship work closely with a particular professor to aid in their research. The availability of these positions varies from year to year, and will typically be most appropriate for students who are more advanced in the program.

### Outside Grants and Scholarships

Graduate students may apply for their own funding directly as well, such as Foreign Languages & Areas Studies (FLAS) Fellowships (https://flas.wisc.edu/languages/) and National Science Foundation Grants (https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5408&org=SBE&sel_org=SBE&from=fund). These programs are most appropriate for students who are advanced in the program. The student's faculty advisor will work with the student to determine whether an outside grant is available that matches the student's research program.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 54 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 42 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must maintain a GPA of 3.67 in required Linguistics courses after the third semester. |
| Assessments and Examinations | Submit and defend on two prelim papers. One by the end of the fourth semester and the other by the end of the eighth semester. Contact the program for further details. |
| Language Requirements | Knowledge of three languages is required:<br>• English<br>• a non-Indo-European language or a modern Indic language<br>• Third language determined in consultation with the advisor according to the student's research goals.<br><br>Students must complete their language requirements before their second prelim exam. The language requirements can be satisfied in multiple ways and the program should be contacted directly for further details. |
| Graduate School Breadth Requirements | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>A 12-credit or more minor or graduate/professional certificate that is approved by the student's advisor is required. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| LINGUIS 310 | Phonology | 3 |
| LINGUIS 322 | Morphology | 3 |
| LINGUIS 330 | Syntax | 3 |
| LINGUIS 340 | Semantics | 3 |
| LINGUIS 510 | Phonological Theories | 3 |
| LINGUIS 522 | Advanced Morphology | 3 |
| LINGUIS 530 | Syntactic Theories | 3 |
| LINGUIS 800 | Research Methods and Materials | 3 |
| **Seminars** | | |
| Take 3 seminars (must be 3 credits each) from the following (may repeat the same course number for credit): | | 9 |
| LINGUIS 977 | Seminar | |
| **Thesis** | | |
| Take at least 3 semesters of Thesis (must be 3 credits each) as a dissertator: | | 9 |
| LINGUIS 990 | Thesis | |
| **Breadth** | | **12** |
| **Total Credits** | | **54** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison Special student. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Probation is a warning to a student who is not making satisfactory progress in the Linguistics graduate program. Departmental probation for grades or failure to make satisfactory progress lasts for one academic year (two consecutive semesters), while probation for an unsatisfactory prelim paper or unfinished Incompletes lasts for one semester.

If a student on probation clears up the problem that led to probation within the time period allotted, nothing else happens, and the student can continue with the program.

If the student does not resolve the problem (e.g., raise the GPA or successfully complete a prelim), the student is dropped from the program at the end of the probationary period.

## ADVISOR / COMMITTEE

Every graduate student must have an official faculty advisor. New students are assigned to the program director by default. By the end of the first year, students must decide whom they would like to work with and must ask that person if they are willing to serve as advisor. If the faculty member agrees, the student is responsible for having the faculty member sign the advisor agreement form, and for making sure that it is placed in the student's file. All permanent faculty members in the Language Sciences program (including affiliated faculty but excluding visiting faculty) may serve as advisors. Faculty from outside Language Sciences may not serve as official advisors, although they may co-chair committees.

Every faculty member has the right to refuse to become a student's advisor. Every graduate student has the right to choose any faculty member as advisor, so long as the faculty member agrees. Students should also feel free to change advisors at any time, without fear of offending a faculty member. If a student changes advisors, a new advisor agreement form must be signed and filed, and the previous advisor must be notified by the student in writing.

The advisor guides the student in the choice of appropriate courses, in the planning of prelims and the dissertation, in choosing prelim committees and the dissertation committee, and in other professional matters. Students are reminded, however, that the fulfillment of departmental requirements is ultimately the student's responsibility.

Each semester, the student must consult in person with the advisor about courses for the following semester. Registration is blocked until this is done and is only unblocked when the student turns in the relevant form to the department, signed by the advisor.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

The first prelim paper must be completed by the fourth semester, the second prelim paper must be completed by the eighth semester, all language and course requirements must be completed by the end of the semester in which the second prelim paper is defended, and a dissertation proposal must be submitted and defended within two weeks of the defense of the second prelim paper.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

Full-time enrollment is assumed in order to satisfy requirements on satisfactory progress as defined in the graduate student handbook.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of linguistics.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within linguistics.
3. Creates research that makes a substantive contribution to the understanding of human language.
4. Demonstrates breadth within their learning experiences.
5. Advances contributions of the field of linguistics to society.
6. Communicates complex ideas in a clear and understandable manner.
7. Fosters ethical and professional conduct.

# LAW - SCHOOL-WIDE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Health Advocacy, Graduate/Professional Certificate (p. 1288)
- Law, Doctoral Minor (p. 1290)

# HEALTH ADVOCACY, GRADUATE/PROFESSIONAL CERTIFICATE

The Health Advocacy certificate program educates a diversity of learners interested in health advocacy. Students around the country come to learn critical health advocacy skills while helping patients navigate the complex health care system.

Students have the opportunity to collaborate with the Center for Patient Partnerships, a national resource for strengthening the consumer perspective in health care. We have graduate students from Law, Medicine, Pharmacy, Physician Assistant, Physical Therapy, Public Health,

Social Work, Gender and Women's Studies, Engineering, and others participating in our certificate program.

Additional opportunities are available in patient experience research and organizational and legislative policy advocacy through student-led "case to cause" projects.

Click on the Requirements tab on the right side navigation bar for general program requirements. Please email learning@cpp.wisc.edu to talk to an advisor.

## ADMISSIONS

# ADMISSIONS

All currently enrolled graduate and professional students at UW–Madison are eligible to pursue this certificate program. We do not require any health care knowledge/background.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

The certificate is a total of 12 credits, including 9 core credits and 3 elective credits.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| LAW/NURSING 768 | Health Justice Clinic (Topic: Applied Advocacy Experience Introduction) | 3 |
| LAW/NURSING 768 | Health Justice Clinic (Topic: Applied Advocacy Experience Advanced) | 3 |
| LAW 940 | Law and Contemporary Problems (Topic: Models of System Level Advocacy) | 3 |
| **Electives** | | |
| Students choose one course from the topics listed below. | | 3 |
| **Total Credits** | | **12** |

### Law, Regulation, and Ethics Electives

Courses in this area address fundamental substantive knowledge and critical thinking relevant to complex legal, regulatory, or ethical matters health advocates will face.

| Code | Title | Credits |
|---|---|---|
| LAW 744 | Administrative Law | 3 |
| LAW 825 | Insurance Law | 3-4 |
| LAW 913 | Mental Health Law | 2-3 |
| LAW 935 | Health Law | 2-3 |
| LAW 940 | Law and Contemporary Problems (Topic: Food & Drug Law) | 1-3 |
| LAW 940 | Law and Contemporary Problems (Topic: ERISA) | 1-3 |
| LAW 940 | Law and Contemporary Problems (Topic: Health Care Fraud and Abuse) | 1-3 |
| LAW 940 | Law and Contemporary Problems (Topic: Public Health Law) | 1-3 |
| MED HIST 559 | Topics in Ethics and History of Medicine | 3 |
| MED HIST 545 | Ethical and Regulatory Issues in Clinical Investigation | 1 |
| PHILOS/ MED HIST 558 | Ethical Issues in Health Care | 3 |

### Health Economics Electives

Courses in this elective area address fundamental substantive knowledge and critical thinking regarding health care financing and economics.

Students who choose this elective are required to discuss their course selection with a Certificate Advisor and the chosen course faculty

| Code | Title | Credits |
|---|---|---|
| POP HLTH 650 | Special Topics (Topic: Advanced Seminar in Health & Mental Health Economics) | 1-6 |
| PUB AFFR/ECON/ POP HLTH 548 | The Economics of Health Care | 3-4 |
| ECON/ POP HLTH 848 | Health Economics | 1-3 |

### Policy, Management, and Public Health Electives

Courses in this elective area address fundamental substantive knowledge and critical thinking regarding health policy, management, or public health issues.

| Code | Title | Credits |
|---|---|---|
| NURSING 703 | Health Care and Public Policy | 3 |
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement | 3 |
| POP HLTH/ ENVIR ST 471 | Introduction to Environmental Health | 3 |
| POP HLTH 650 | Special Topics | 1-6 |
| PUBLHLTH 780 | Evidence-Based Decision-Making | 3 |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services | 2 |

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop advocacy capacity that emphasizes patient empowerment.
2. Develop critical health advocacy competencies including communication, collaborative decision making, cultural humility, and ethics.

3. Experience the discipline of advocacy from a case-based perspective, and explore how various key advocacy roles can be useful in specific situations.
4. Gain familiarity with the U. S. health care delivery system and the systemic problems that give rise to the need for advocacy at the individual organizational and policy levels.

# LAW, DOCTORAL MINOR

A combination of Law School courses totaling 10 credits may be used to earn the doctoral minor in Law. While there are no required courses, it may be in the student's best interest to consider a combination of courses around a common theme. Prospective students may find the curricular resources available at this Law School website (https://law.wisc.edu/academics/curriculum/#specialized) particularly helpful - specifically the "Areas of Study Curriculum Guides" and "Curricular Concentrations."

Students may also find the full list of LAW (https://guide.wisc.edu/courses/law/) courses useful in their planning, though do note that most courses are offered on a rotating basis. Please consult the campus enrollment tool for current semester offerings or contact the Law School Registrar with any questions.

## ADMISSIONS

## ADMISSIONS

Only enrolled, non-dissertator PhD students can pursue a doctoral minor in Law. Besides the process explained below, there is no additional process for applying for this doctoral minor. The doctoral minor is not officially recorded on the student's transcript until it is completed and the doctoral degree is conferred.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

### REQUIRED COURSES

Students must complete 10 credits. The minimum grade requirement is a weighted average of B (on the university, not Law School, grade scale).

When 10 Law (LAW (https://guide.wisc.edu/courses/law/)) credits for the law minor are complete, contact the Law Registrar (see contact box). The Law Registrar will verify courses, credits and grades and approve the doctoral minor.

### ENROLLMENT

To enroll in Law courses, select the desired course(s) and contact the instructor directly explaining the interest in the class and to request permission to enroll. Forward the instructor's permission to the Law Registrar (see contact box) and you will be notified when you may enroll in the course.

# LIFE SCIENCES COMMUNICATION

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Life Sciences Communication, Doctoral Minor (p. 1290)
- Life Sciences Communication, MS (p. 1291)
- Science Communication, Graduate/Professional Certificate (p. 1296)
- Science Communication, PhD (p. 1297)

# LIFE SCIENCES COMMUNICATION, DOCTORAL MINOR

The Life Sciences Communication Doctoral Minor is being renamed Science Communication Doctoral Minor. Students will be able to earn a Life Sciences Communication Doctoral Minor through the end of Summer 2027. Beginning in Fall 2027, the program awarded will be the Doctoral Minor in Science Communication.

The Department of Life Sciences Communication is a world leader in science communication research, education, and practice. The doctoral minor in Life Sciences Communication allows students enrolled in doctoral programs from the biological and physical sciences, as well as interested students from other social science and humanities departments, to supplement their existing doctoral coursework with a transcriptable minor in Life Sciences Communication.

A doctoral minor in Life Sciences Communication is particularly valuable for graduate students in the natural and physical sciences who are interested in the ethical, legal, and social implications of emerging technologies, or who want to build an intellectual foundation for a future career in policy or various mission agencies (e.g., AAAS policy fellowships) dealing with public understanding and communication of science. Many students from these fields routinely take classes in our department, and a doctoral minor allows them to get formal recognition for their doctoral-level work in this area.

More information may be found on the department website (https://lsc.wisc.edu/).

## ADMISSIONS

## ADMISSIONS

The doctoral minor in Life Sciences Communication is a course-based minor for students enrolled in other PhD programs who would like to

supplement their existing PhD coursework with a minor in science communication.

Students are strongly encouraged to contact the academic advising manager or Director of Graduate Studies (see Contact Information box on this page for emails) to discuss course planning.

Students are not allowed to earn both the doctoral minor in life sciences communication and science communication graduate/professional certificate.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs (https://grad.wisc.edu/documents/change-program/). Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

## GRADE REQUIREMENT

A minimum cumulative GPA of a 3.5 in doctoral minor coursework is required.

## REQUIRED COURSES

Courses must be numbered 300 or above with the "Grad 50%" designation. Contact the academic advising manager to discuss course selection for the minor.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| LSC 700 | Colloquium in Life Sciences Communication | 1 |
| LSC 720 | Introduction to Communication Theory and Research | 3 |
| or LSC 625 | Risk Communication | |
| or LSC/ENVIR ST/ JOURN 823 | Science and Environment Communication | |
| or LSC 902 | Public Opinion of Life Science Issues | |
| **Approved Electives** | | |
| Students must choose from the following courses. | | 6 |
| LSC 340 | Misinformation, Fake News, and Correcting False Beliefs about Science | |
| LSC 350 | Visualizing Science and Technology | |
| LSC 430 | Communicating Science with Narrative | |
| LSC 432 | Social Media for the Sciences | |
| LSC 435 | Brand Strategy for the Sciences | |
| LSC 440 | Digital Media and Science Communication | |
| LSC 450 | Documentary Photography for the Sciences | |
| LSC 460 | Social Media Analytics | |
| LSC 480 | Culturally Responsive Science Communication | |
| LSC 532 | Web Design for the Sciences | |
| LSC 560 | Scientific Writing | |
| LSC 561 | Writing Science for the Public | |
| LSC/COM ARTS/ JOURN 617 | Health Communication in the Information Age | |
| LSC 625 | Risk Communication | |
| LSC 660 | Data Analysis in Communications Research | |
| LSC/JOURN 811 | Conceptualization and Design of Mass Communication Research | |
| LSC/ENVIR ST/ JOURN 823 | Science and Environment Communication | |
| LSC 835 | Strategic Science Communication | |
| LSC 850 | Visual Science Communication | |
| LSC 875 | Special Topics | |
| LSC 902 | Public Opinion of Life Science Issues | |
| LSC 912 | Public Understanding of Politicized Science | |
| **Total Credits** | | **10** |

# LIFE SCIENCES COMMUNICATION, MS

The Life Sciences Communication MS is being renamed Science Communication MS. Students will be able to earn a Life Sciences Communication MS through the end of Summer 2027. Beginning in Fall 2027, the program awarded will be the Master of Science in Science Communication.

The Department of Life Sciences Communication is a world leader in science communication research, education, and practice. We offer a master's degree with the opportunity to pursue either a research/thesis pathway or professional course-based pathway.

The professional pathway is a course-based program that is designed to prepare students for professional careers in life sciences communication and related fields. Students in this pathway will not usually pursue a PhD program in the future. In fact, many doctoral programs (including Life Sciences Communication) do not accept a non-thesis master's as a criterion for admission to their PhD program.

Teaching and research in the department focus on science communication in the areas of emerging technologies, bioenergy, environment, agriculture, health, and food.

The MS in Life Sciences Communication graduate program provides advanced professional training in communication and preparation for communication research and teaching. Students in the professional pathway MS program are studying for careers in fields such as consulting, policy, journalism, strategic communication, marketing, and market research, particularly in science-related fields.

For more information on the types of research our faculty and students are doing, where our MS alumni are now, and additional details about the

program, please visit the Life Sciences Communication website (http://lsc.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

To complete your application, you must submit the following materials. These are evaluated collectively, but each plays a distinct role in helping us understand your qualifications, goals, and fit with the program.

1. **Statement of purpose:** Clearly explain the science communication skills, research, and/or experiences you will bring to the program. it serves as our first introduction to you as both a scholar and communicator Describe your academic and professional interests, your goals for graduate study and beyond, and how specific aspects of our program will help you achieve those goals. While there is no strict word or page limit, most strong statements are 2 to 3 pages long. Make it professional, clear, focused, and persuasive.
2. **Resume/Curriculum Vitae:** Detail your educational background, relevant coursework, work experience, publications, media or outreach work. Highlight experiences that illustrate knowledge and skills relevant to the program you are applying for.
3. **Three letters of recommendation**: Preferably from individuals such as advisors, professors, or supervisors who know you well and can attest specifically to your abilities and work ethic. Recommenders should be able to speak to your relevant experience (academic, professional, outreach) and your promise for growth. You will submit the recommenders' email addresses in the online application; they will receive instructions directly.
4. **Transcripts: PDF uploads of unofficial transcripts from all post-secondary institutions you attended.** If recommended for admission, you will be asked to provide **official transcripts.**
5. **Supplemental question:** We ask you to name two faculty members in the department with whom you would like to work. In your statement of purpose, explain briefly why you wish to work with them, and how their interests or projects align with your goals.

Applicants must meet the Graduate School's minimum requirements for admission (https://grad.wisc.edu/apply/requirements/). Materials include an online application, optional GRE scores, statement of purpose, unofficial transcripts from all previously attended institutions, a CV, and three letters of recommendation. Letters of recommendation should come from people who can speak to the scholarly abilities of the applicant. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/). Unofficial test scores must be uploaded to the online application.

For more information, visit the Department of Life Sciences Communication website (https://lsc.wisc.edu/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is available for graduate students in LSC. Historically, nearly all of our graduate students have been funded through assistantships – either in our department, working under the direction of one of our faculty members, or in one of numerous other departments and programs that regularly look to LSC to provide them with students with strong communication skills.

### Assistantships

Most graduate students who receive support serve as teaching, research, or project assistants. Assistantships are typically part-time positions that pay a monthly stipend. Additionally, positions that are 33% or more (based on a 40-hour work week) provide tuition remission for the student and make the student eligible for comprehensive health insurance coverage.

Graduate students in the Department of Life Sciences Communication will be eligible for full consideration for LSC teaching assistant positions if they are in good academic standing (two years for MS students, three years for PhD students). Preference is given to students who have not exceeded those limits, but all students in good standing are welcome to apply. Students pursuing double degrees will be evaluated on a case-by-case basis.

### Fellowships

The department nominates its most competitive graduate applicants for fellowship awards. University Fellowships are awarded through the Graduate School. The Social Science division offers a Two-Year

Recruitment Fellowship, which provides a stipend, tuition remission, fees, and eligibility for health insurance. The fellowship is awarded during the student's first year in the program and during the student's first year as a dissertator.

The department also nominates competitive graduate applicants for Graduate Research Scholars (GRS) Fellowships (https://grad.wisc.edu/funding/graduate-research-scholars/), which provide full tuition and funding to highly qualified underrepresented applicants.

The department also nominates current students for Wisconsin Distinguished Graduate Fellowships (WDGF) (https://research.wisc.edu/funding/wisconsin-distinguished-graduate-fellowship-administration-2022-23/), which are awarded by the College of Agricultural and Life Sciences.

### Financial Aid

Students who are U.S. citizens or Permanent Residents can apply for Federal Stafford Loans (subsidized and unsubsidized) and for Federal Work-Study through the Office of Student Financial Aid (OSFA (https://financialaid.wisc.edu/)). Eligibility is based on financial need. OSFA also offers information on the cost of attendance.

Short-term loans (https://doso.students.wisc.edu/services/crisis-loan/) are available on a limited basis. They are given only to assist in unanticipated emergency situations and must be repaid within the semester in which they are borrowed.

### Hourly Employment

Other employment opportunities are available both on campus and in the community. Student job opportunities can be found on the Student Job Center website (http://jobcenter.wisc.edu/).

### Travel and Professional Development Grants

Every student is encouraged to apply for the Graduate School's Student Research Grants Competition (https://grad.wisc.edu/funding/grants-competition/) (formerly known as the Vilas Travel Grants) each year. These grants are intended to support both Conference Presentation Funds and Research Travel Awards. It's critical that students plan to apply early and follow campus travel policies for transportation and travel.

Also, graduate students in LSC can apply for financial support from the department for travel to academic conferences. Students can apply for up to $1,000 for international travel and up to $500 for domestic travel. In order to be eligible for these awards, students need to fulfill all of the criteria. For more information, pay close attention to your student email.

### Scholarships

LSC also encourages students to apply annually for college and departmental scholarships through the Wisconsin Scholarship Hub (WiSH) (https://wisc.academicworks.com/users/sign_in/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.50 GPA required. |
| Other Grade Requirements | Students must earn an AB or above in all coursework. Any courses with a grade lower than an AB will be factored into the GPA, but they will not be considered as meeting any degree requirements. |
| Assessments and Examinations | The research/thesis pathway requires a formal thesis and oral defense; the professional pathway requires a comprehensive report or course narrative, and presentation at the culmination of coursework. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The MS offers two pathways students can follow: a thesis-pathway master's degree and a professional-pathway master's degree. These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not

appear in the Graduate School admissions application, and they will not appear on the transcript.

### Thesis-Based Pathway

The thesis-based master's degree requires 30 credits and a thesis based on original research. At least 4 credits must be Life Sciences Communication (LSC (https://guide.wisc.edu/courses/lsc/)) courses. Students may apply up to 6 credits of research (LSC 990) towards degree requirements.

### Professional Pathway

The professional pathway is a course-based master's degree that requires 30 credits and culminates in a course narrative report and presentation. Students in the professional pathway will usually not pursue a PhD program in the future. In fact, many doctoral programs (including LSC) do not accept a non-thesis master's as a criterion for admission to their PhD program. Students choose their pathway during the program application process.

| Code | Title | Credits |
|---|---|---|
| **Colloquium** | | |
| LSC 700 | Colloquium in Life Sciences Communication | 1 |
| **Science Communication Theory** | | |
| LSC 720 | Introduction to Communication Theory and Research | 3 |
| or LSC 902 | Public Opinion of Life Science Issues | |
| **Research Methods** | | |
| Students must complete at least 3 credits of research methods. Courses are to be selected in consultation with advisor. Examples of courses that may fulfill this requirement include the following: | | 3-4 |
| COM ARTS 762 | Communication Research Methods | |
| ED PSYCH/ COUN PSY/ CURRIC/ ED POL/ELPA/ RP & SE 719 | Introduction to Qualitative Research | |
| JOURN 658 | Communication Research Methods | |
| JOURN/LSC 811 | Conceptualization and Design of Mass Communication Research | |
| JOURN 812 | Qualitative Communication Research Methods | |
| SOC/ C&E SOC 750 | Research Methods in Sociology | |
| SOC 751 | Survey Methods for Social Research | |
| SOC 752 | Measurement and Questionnaires for Survey Research | |
| **Graduate Level Statistics** | | |
| Students must complete at least 3 credits of graduate level statistics. Course is to be selected in consultation with advisor. Examples of courses that may fulfill this requirement include the following: | | 3-4 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| LSC 660 | Data Analysis in Communications Research | |
| SOC/ C&E SOC 360 | Statistics for Sociologists I | |
| SOC/ C&E SOC 361 | Statistics for Sociologists II | |
| **Electives Based on Academic & Career Goals** | | |
| Students must complete 20 credits of electives. Courses selected in consultation with your advisor to create a cohesive program of study. Thesis-pathway students may count up to 6 credits of LSC 990 Research toward their electives to reach the 30 credits required for the program. Students may count up to two colloquia (including LSC 700) toward the 30 credit requirement for the program | | 20 |
| **Total Credits** | | **30** |

Credits outside of the required coursework can include classes in science communication and other areas based on a student's academic and career goals. For example, a student wishing to become an environmental reporter might take courses in environmental studies. A student interested in health communication might take a nutrition or preventive medicine course. However, the complete program must have coherence and focus, and students should discuss all courses with their advisor prior to enrollment.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No credits from graduate work from other institutions are allowed to transfer.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from another institution or UW-Madison undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits earned as a professional student at UW-Madison are allowed to transfer.

### Credits Earned as a University Special Student at UW–Madison

No credits earned as a University Special student are allowed to transfer.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students who pursue a thesis-pathway master's degree will have a limit of four semesters (including summers) during which they can enroll in LSC 990 Research credits. Students who have not defended their thesis at the end of the fourth semester in which they are enrolled in LSC 990 will be awarded a professional pathway master's degree, assuming they have completed all the requirements for the degree.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, various forms of harassment, or other issues. Any student or potential student may use these procedures except those graduate assistants whose complaint is covered by campus policies for teaching assistants.

Procedures for student grievances:

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- If this conversation does not yield satisfactory results, the student should consult with the Director of Graduate Studies in the student's home department.
- Should a satisfactory resolution not be achieved at that level, the student should contact their program's Grievance Advisor to discuss the grievance. The Graduate Program Coordinator can provide students with the name of this faculty member, who facilitates problem resolution through informal channels. The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the Office of Compliance website.
- If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College.
- Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate research problems, potentials, and limits with respect to theory, knowledge, and practice within the field of study. Demonstrating knowledge of the theories, concepts, frameworks, empirical findings, and controversies in the field.
2. Identifies sources and assembles evidence pertaining to questions or challenges in the field of study.
3. Demonstrates understanding of the primary field of study in a historical, social, or global context.
4. Selects and/or utilizes the most appropriate methodologies, tools, and practices.
5. Evaluates or synthesizes information pertaining to questions or challenges in the field of study.
6. Communicates complex ideas effectively across different audiences.
7. Recognizes, fosters, and applies principles of ethical and professional conduct.

# SCIENCE COMMUNICATION, GRADUATE/PROFESSIONAL CERTIFICATE

The Department of Life Sciences Communication (LSC) is a world leader in science communication research, education, and practice. The Graduate Certificate in Science Communication allows students enrolled in any graduate or professional program at UW–Madison to supplement their existing graduate coursework with a transcriptable certificate in science communication. The certificate is appropriate not only for students in the physical sciences, biological sciences, and engineering fields but also for students in professional degree programs (law, veterinary medicine, etc.).

Graduate students interested in the ethical, legal, and social implications of emerging technologies, or who want to build an intellectual foundation for a future career in policy or various mission agencies (e.g., AAAS policy fellowships) dealing with public understanding and communication of science will find this certificate particularly valuable.

More information may be found on the department website (https://lsc.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs (https://grad.wisc.edu/documents/change-program/). Select the information for the certificate for which you are applying.

This certificate is open to any UW-Madison student enrolled in a graduate level program outside of Life Sciences Communications (GRAD, LAW, MED, PHARM, VMED).

Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

Students are strongly encouraged to contact the academic advising manager or Director of Graduate Studies (see Contact Information box on this page for emails) to discuss course planning.

Students are not allowed to earn both the science communication graduate certificate and doctoral minor in life sciences communication.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# REQUIREMENTS

### GRADE REQUIREMENTS

Students must meet the following requirements:

- Maintain a minimum cumulative GPA of 3.5 or higher in all Life Sciences Communications courses;
- Enroll in courses numbered 300 or above with the "Grad 50%" designation.

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| Students must complete the following courses. | | |
| LSC 700 | Colloquium in Life Sciences Communication | 1 |
| LSC 720 | Introduction to Communication Theory and Research | 3 |

| | | |
|---|---|---|
| or LSC 625 | Risk Communication | |
| or LSC/ENVIR ST/ JOURN 823 | Science and Environment Communication | |
| or LSC 902 | Public Opinion of Life Science Issues | |
| **Electives** | | |
| Students must complete two courses from the approved courses: | | 6 |
| LSC 340 | Misinformation, Fake News, and Correcting False Beliefs about Science | |
| LSC 350 | Visualizing Science and Technology | |
| LSC 430 | Communicating Science with Narrative | |
| LSC 432 | Social Media for the Sciences | |
| LSC 435 | Brand Strategy for the Sciences | |
| LSC 440 | Digital Media and Science Communication | |
| LSC 450 | Documentary Photography for the Sciences | |
| LSC 460 | Social Media Analytics | |
| LSC 480 | Culturally Responsive Science Communication | |
| LSC 532 | Web Design for the Sciences | |
| LSC 560 | Scientific Writing | |
| LSC 561 | Writing Science for the Public | |
| LSC 625 | Risk Communication | |
| LSC 660 | Data Analysis in Communications Research | |
| LSC/JOURN 811 | Conceptualization and Design of Mass Communication Research | |
| LSC/ENVIR ST/ JOURN 823 | Science and Environment Communication | |
| LSC 835 | Strategic Science Communication | |
| LSC 850 | Visual Science Communication | |
| LSC 875 | Special Topics | |
| LSC 902 | Public Opinion of Life Science Issues | |
| LSC 912 | Public Understanding of Politicized Science | |
| **Total Credits** | | **10** |

### Prior Coursework

Credits earned from other institutions or an undergraduate degree at UW-Madison cannot be applied to certificate requirements.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Communicate complex ideas effectively across different audiences, including underrepresented or particularly vulnerable audiences.
2. Select and utilize the most appropriate theories, methodologies, tools, and practices to communicate about science.
3. Collect relevant evidence designed to answer questions related to scientific challenges faced by industry, universities, and non-profits.
4. Discuss some of the ethical, legal, and social implications of science.

# SCIENCE COMMUNICATION, PHD

The Department of Life Sciences Communication (LSC) at the University of Wisconsin–Madison offers a PhD program that prepares students to become leaders in the field of science communication. As part of the College of Agricultural and Life Sciences, our department is at the forefront of both theoretical and applied research, focusing on how to effectively communicate complex scientific topics to diverse audiences. Our doctoral program equips students with cutting-edge knowledge and skills to address communication challenges in areas such as emerging technologies, public health, environment, agriculture, and biological sciences, all within a rapidly evolving media landscape. The program offers a flexible, customizable curriculum along with funded research and teaching opportunities, ensuring graduates are highly competitive in the job market. Our graduates have built successful careers in academia, industry, government, and nonprofit sectors, where they serve as key drivers in advancing the field of science communication and enhancing public engagement with science.

For more information on the types of research our faculty and students are doing, where our PhD alumni are now, and additional details about the program, please visit the Life Sciences Communication website (https://lsc.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

UW–Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Records Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The application deadline for the Science Communication PhD program is December 15. LSC will consider late applications on a rolling basis until February 15th.

Successful applicants have a thesis-based master's degree in communication or related disciplines. However, the admissions committee may admit applicants with a demonstrated interest and background in communication research with evidence of suitable preparation.

To complete your application, you must submit the following materials. These are evaluated collectively, but each plays a distinct role in helping us understand your qualifications, goals, and fit with the program.

1. **Statement of purpose:** Clearly explain the science communication skills, research, and/or experiences you will bring to the program. it serves as our first introduction to you as both a scholar and communicator Describe your academic and professional interests, your goals for graduate study and beyond, and how specific aspects of our program will help you achieve those goals. While there is no strict word or page limit, most strong statements are 2 to 3 pages long. Make it professional, clear, focused, and persuasive.
2. **Resume/Curriculum Vitae:** Detail your educational background, relevant coursework, work experience, publications, media or outreach work. Highlight experiences that illustrate knowledge and skills relevant to the program you are applying for.
3. **Three letters of recommendation**: Preferably from individuals such as advisors, professors, or supervisors who know you well and can attest specifically to your abilities and work ethic. Recommenders should be able to speak to your relevant experience (academic, professional, outreach) and your promise for growth. You will submit the recommenders' email addresses in the online application; they will receive instructions directly.
4. **Transcripts: PDF uploads of unofficial transcripts from all post-secondary institutions you attended.** If recommended for admission, you will be asked to provide **official transcripts.**
5. **Supplemental question:** We ask you to name two faculty members in the department with whom you would like to work. In your statement of purpose, explain briefly why you wish to work with them, and how their interests or projects align with your goals.

Applicants must meet the Graduate School's minimum requirements for admission (https://grad.wisc.edu/apply/requirements/). Materials include an online application, optional GRE scores, statement of purpose, unofficial transcripts from all previously attended institutions, a CV, and three letters of recommendation. Letters of recommendation should come from people who can speak to the scholarly abilities of the applicant.

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/). Unofficial test scores must be uploaded to the online application.

For more information, visit the Department of Life Sciences Communication website (https://lsc.wisc.edu/).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Graduate students in LSC have access to a variety of financial support options. Applicants are considered for funding as part of the admissions process. We offer a range of funding including graduate assistantships, fellowships and research scholarship awards. Historically, nearly all of our students have been funded through teaching, research, and project assistantships—either within the department under faculty supervision or through collaborations with other departments and programs that highly value the communication and research skills of LSC students. In addition, fellowships, scholarships, and funding for professional development and travel are available. For further details, please see the funding page on the LSC's website: https://lsc.wisc.edu/funding/.

## REQUIREMENTS

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 65 Credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 33 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.50 GPA required |
| Other Grade Requirements | Students must earn an AB or above in all coursework. Any courses with a grade lower than an AB will be factored into the GPA, but they will not be considered as meeting any degree requirements. |
| Assessments and Examinations | Doctoral students must pass preliminary exams once coursework is completed. Students must defend their dissertations in front of their doctoral committees to graduate from the program. They are also encouraged to publish in peer-reviewed journals before graduation. |
| Language Requirements | No language requirements |
| Graduate School Breadth Requirement | Breadth is provided via interdisciplinary training. Students are not required to earn a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Colloquium Requirement** | | |
| Students must complete at least 1 credit of the following course. Up to three colloquia (including one semester of LSC 700) may satisfy minimum degree requirements. | | |
| LSC 700 | Colloquium in Life Sciences Communication | 1 |
| **Science Communication Theory Requirement** | | |
| Students must complete one of the following courses. | | |
| LSC 720 | Introduction to Communication Theory and Research | 3 |
| or LSC 902 | Public Opinion of Life Science Issues | |
| **Research Methods Requirement** | | |
| Students must complete one of the following courses. Consult with your advisor to discuss alternative courses to satisfy this requirement. | | 3 |
| COM ARTS 762 | Communication Research Methods | |
| ED PSYCH/ COUN PSY/ CURRIC/ ED POL/ELPA/ RP & SE 719 | Introduction to Qualitative Research | |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | |
| ED PSYCH/ COUN PSY/ CURRIC/ ED POL/ELPA/ RP & SE 788 | Qualitative Research Methods in Education: Field Methods I | |
| ED PSYCH/ ELPA 827 | Surveys and Other Quantitative Data Collection Strategies | |
| ED PSYCH 963 | Design & Analysis of Quasi-Experiments for Causal Inference | |
| JOURN 812 | Qualitative Communication Research Methods | |
| LSC/JOURN 811 | Conceptualization and Design of Mass Communication Research | |
| C&E SOC/ SOC 750 | Research Methods in Sociology | |
| SOC 751 | Survey Methods for Social Research | |
| SOC 752 | Measurement and Questionnaires for Survey Research | |
| **Graduate Level Statistics Requirement** | | |
| Students must complete one of the following courses. Consult with your advisor to discuss alternative courses to satisfy this requirement. | | 3 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| ED PSYCH 763 | Regression Models in Education | |
| ED PSYCH 773 | Factor Analysis, Multidimensional Scaling and Cluster Analysis | |
| ED PSYCH 960 | Structural Equation Modeling | |
| ED PSYCH 964 | Hierarchical Linear Modeling | |
| ED PSYCH 965 | Applied Bayesian Statistics for Education Research | |
| LSC 660 | Data Analysis in Communications Research | |
| POLI SCI 812 | Introduction to Statistical Methods in Political Science | |
| POLI SCI 813 | Multivariable Statistical Inference for Political Research | |
| **Elective Requirement** | | |

| | | |
|---|---|---|
| Students must complete additional coursework to meet minimum degree requirements. These courses will be selected to meet the student's specific educational needs as determined through consultation with their advisor and members of their doctoral committee. Common courses students complete to satisfy the elective requirement are listed below. | | 55 |
| LSC 560 | Scientific Writing | |
| LSC 561 | Writing Science for the Public | |
| LSC/COM ARTS/ JOURN 617 | Health Communication in the Information Age | |
| LSC 625 | Risk Communication | |
| LSC 660 | Data Analysis in Communications Research | |
| LSC/JOURN 811 | Conceptualization and Design of Mass Communication Research | |
| LSC/ENVIR ST/ JOURN 823 | Science and Environment Communication | |
| LSC 835 | Strategic Science Communication | |
| LSC 850 | Visual Science Communication | |
| LSC 912 | Public Understanding of Politicized Science | |
| **Total Credits** | | **65** |

## POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval and in consultation with advisor, students may transfer up to 33 credits of graduate credits completed at another institution (earned post-baccalaureate). Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students may transfer up to 7 credits numbered 600 and above from the undergraduate career completed at UW–Madison. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW- Madison. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements. Students may not transfer undergraduate credits earned at other institutions.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

With program approval and in consultation with advisor, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

With program approval and in consultation with advisor, students may transfer up to 12 University Special student credits numbered 600 and above. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

## PROBATION

Doctoral students must do the following to maintain satisfactory progress:

- Earn a minimum 3.5 cumulative GPA by the end of the second semester in residence and maintain that GPA for the duration of the degree program.
- Remove grades of Incomplete in the semester following their occurrence.
  - A course proposal cannot be approved until all incompletes are removed.
- Complete preliminary exams within three to six months of completing coursework.
- Maintain steady progress toward completion of degree, including final oral exam and deposit of dissertation. Full-time students can expect four to five years; completion will vary for part-time students.

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Doctoral committees must include at least two members from outside the Department of Life Sciences Communication.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/).

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and

conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)

- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
    a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
    b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
    a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
    b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
    c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
    d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

LSC offers a wide range of resources to support graduate students' professional development. Students receive hands-on guidance not only from their advisor but also from other faculty members. At LSC, collaboration with multiple faculty members is encouraged to provide diverse teaching and research experiences.

Our colloquium (LSC 700 Colloquium in Life Sciences Communication) features cutting-edge research presentations from leading scholars, critical insights from science communication practitioners, and discussions on emerging trends in policy and nonprofit sectors. This platform helps

students build valuable connections with experts and potential employers in the field.

Graduate students also have access to research opportunities within faculty-led groups. Each semester, students participate in a professional development session with LSC faculty and alumni. These sessions cover topics such as navigating the academic job market, incorporating AI in the classroom, and exploring new frontiers in science communication research. Students also participate in curated professional development workshops and complete TA training if they take on teaching roles.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulate research problems, potentials, and limits with respect to theory, knowledge, or practice within science communication.
2. Formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within science communication.
3. Create research or scholarship that makes a substantive contribution.
4. Demonstrate breadth within their learning experiences.
5. Advance contributions of science communication to society.
6. Communicate complex ideas in a clear and understandable manner.
7. Apply ethical and professional conduct in research.

# MANAGEMENT AND HUMAN RESOURCES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Business: Arts and Creative Enterprise Leadership, MA (p. 1302)
- Business: Management and Human Resources, MBA (p. 1306)
- Entrepreneurship, Graduate/Professional Certificate (p. 1310)
- Strategic Innovation: Technology, Organizations, and Society, Graduate/Professional Certificate (p. 1312)

# BUSINESS: ARTS AND CREATIVE ENTERPRISE LEADERSHIP, MA

The Master of Arts–Business: Arts and Creative Enterprise Leadership at the University of Wisconsin–Madison is a one-year program where students gain the knowledge, skills, and expertise to be an innovative arts administrator, nonprofit executive, or social entrepreneur. The business-focused curriculum utilizes hands-on learning and project work in the classroom, as well as applied field experiences in local arts organizations. Throughout the yearlong experience, students connect with and learn from real-world arts leaders and are part of a strong, close-knit community of alumni and arts practitioners.

The Arts and Creative Enterprise Leadership master's program is part of the Bolz Center for Arts Administration (https://business.wisc.edu/centers/bolz/)—one of the only arts-focused programs within a U.S. business school, giving students an edge as strategic leaders.

Please see the program website (https://business.wisc.edu/graduate/masters/arts-leadership/) for more information and application instructions.

## ADMISSIONS

## ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/masters/arts-leadership/admissions (https://business.wisc.edu/graduate/masters/arts-leadership/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 0* |

* Submission of up to two letters of recommendation is optional.

The following will be required for admission to the Business: Arts and Creative Enterprise Leadership master's program:

- Undergraduate university degree, or expected completion of such a degree prior to starting the MA-Business program.
- Undergraduate transcript, GPA >= 3.0.
- Resume.
- Response to essay questions.
- An interview may be requested.

### HOW TO APPLY

Students interested in business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/masters/arts-leadership/admissions/)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## BOLZ CENTER RESOURCES

The Master of Arts-Business: Arts and Creative Enterprise Leadership Program gives you the opportunity to earn a master's degree fusing business and cultural practice through arts administration coursework and applied learning opportunities. Please contact the Bolz Center (https://business.wisc.edu/centers/bolz/contact/) for specific information regarding merit aid and other financial support.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | N/A |
| Assessments and Examinations | N/A |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GEN BUS 310 | Fundamentals of Accounting and Finance for Non-Business Majors | 3 |
| GEN BUS 311 | Fundamentals of Management and Marketing for Non-Business Majors | 3 |
| M H R 412 | Management Consulting | 3 |
| M H R/ INTEGART 632 | Introduction to Arts Entrepreneurship | 3 |
| M H R/ INTEGART 636 | Entrepreneurship in Arts & Cultural Organizations | 3 |
| M H R 744 | Nonprofit Governance & Board Membership | 2 |
| M H R 747 | Impact Consulting for Arts-Based Organizations and Communities | 2 |
| M H R 750 | Professional Development for Arts Leadership (take twice) | 2 |
| M H R 773 | Seminar-Arts Administration | 3 |
| M H R 774 | Seminar-Arts Administration | 3 |
| **Elective Course** | | |
| Please consult with your advisor for course approval. Due to the interdisciplinary nature of arts management, any course offered by the School of Business (including departments: ACCT I S, ACT SCI, FINANCE, GEN BUS, INFO SYS, INTL BUS, M H R, MARKETNG, OTM, REAL EST, or R M I) can be used to complete the required elective credits. Courses outside of the School of Business will be considered on a case#by#case basis. | | 3 |
| **Total Credits** | | **30** |

**First Year**

| Fall | Credits Spring | Credits |
|---|---|---|
| GEN BUS 310 | 3 GEN BUS 311 | 3 |
| M H R 412 | 3 M H R/INTEGART 636 | 3 |
| M H R/INTEGART 632 | 3 M H R 747 | 2 |
| M H R 744 | 2 M H R 750 | 1 |
| M H R 750 | 1 M H R 774 | 3 |
| M H R 773 | 3 Elective Course | 3 |
| | **15** | **15** |

**Total Credits 30**

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students may transfer up to 7 credits from courses numbered 300 or above from UW-Madison or external institution of required or elective courses in fulfillment of the minimum degree credit requirement. However, these credits would not be allowed to count toward the 50% graduate coursework minimum unless taken as a course numbered 700 or above at UW-Madison or equivalent. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 9 credits of coursework numbered 700 or above taken as a UW–Madison University Special student. Coursework earned seven or more years prior to the master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students must be enrolled full-time.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### BOLZ CENTER RESOURCES

Students have a multitude of opportunities to pursue professional development, both within the program, as well as across campus. A myriad of speakers and guests visit the center each year for convenings and seminars, and we host site visits where we visit these industry leaders in their home cities and organizations.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Explore and apply foundational knowledge in arts and business topics in non-profit and entrepreneurial contexts that include evidence-based decision-making, cultural sensitivity and artistic integrity.
2. Demonstrate knowledge of strategic frameworks and their use in mission-based organizations and agencies to interpret data and executive on evidence-based plans.
3. Lead and manage teams effectively in a variety of cross-sector cultural settings, using the tools of organizational analysis, community development and placemaking and program evaluation.
4. Engage in ethical decision-making that is sensitive to and informed by a diverse group of stakeholders, when developing and advancing plans of strategy, fund development, entrepreneurial action and evaluation.
5. Successfully share their ideas with a diverse set of constituents and stakeholders through group facilitation methodologies, as well as employing frameworks for informative, persuasive and inspired communications.
6. Build cross-sector professional networks by providing volunteer service to the field and working within and across arts/creative enterprises and/or relevant communities.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# BUSINESS: MANAGEMENT AND HUMAN RESOURCES, MBA

**The Business: Management and Human Resources, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. Together Forward!

## NAMED OPTION IN STRATEGIC HUMAN RESOURCES MANAGEMENT

The Wisconsin MBA in Business: Management and Human Resources named option in Strategic Human Resource Management (SHRM) produces leaders who are equipped with the necessary skills to change tomorrow. The curriculum combines expertise in human resources with the knowledge required to be a strategic business partner. Many of the functional areas of HR and core competencies are covered through academic courses and program activities outside the classroom. The combination of core MBA learning, specialized courses, applied learning opportunities, and human resources internships sets the Wisconsin SHRM program apart from its competitors. See the program website (https://business.wisc.edu/graduate/mba/full-time/specializations/human-resources/) for more information.

# ADMISSIONS

## ADMISSIONS

**The Business: Management and Human Resources, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Students apply to the MBA in Business: Management and Human Resources through its named option:

- Business: Management and Human Resources: Strategic Human Resource Management, MBA (p. 1307)

# FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 52 credits |
| Minimum Residence Credit Requirement | 46 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 1307) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MBA in Business: Management and Human Resources must select one of the following named options:

View as listView as grid

- **BUSINESS: MANAGEMENT AND HUMAN RESOURCES: STRATEGIC HUMAN RESOURCE MANAGEMENT, MBA (P. 1307)**

## POLICIES

### POLICIES

Students should refer to the named options for policy information:

- Business: Management and Human Resources: Strategic Human Resource Management, MBA (p. 1307)

## PROFESSIONAL DEVELOPMENT

### PROFESSIONAL DEVELOPMENT

#### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

### LEARNING OUTCOMES

1. Articulate programmatic total rewards solutions that aligns with the organization's business and human resources strategy
2. Apply appropriate tactics in competitive and cooperative negotiations individually and as part of a negotiation team
3. Determine methods to effectively attract, evaluate, motivate, and retain diverse talent within the organization
4. Use appropriate quantitative and qualitative analysis and human resources substantive knowledge to support strategic human resources decisions.
5. Demonstrate effective communication and leadership skills to influence others and drive organizational change and effectiveness

## ACCREDITATION

### ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026-2027.

# BUSINESS: MANAGEMENT AND HUMAN RESOURCES: STRATEGIC HUMAN RESOURCE MANAGEMENT, MBA

**The Strategic Human Resource Management named option in the Business: Management and Human Resources, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

This is a named option in the Business: Management and Human Resources MBA. (p. 1306)

## ADMISSIONS

### ADMISSIONS

**The Strategic Human Resource Management named option in the Business: Management and Human Resources, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/mba/full-time/admissions (https://business.wisc.edu/graduate/mba/full-time/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), or the Intensive English as a Second Language (IELTS). A minimum iBT TOEFL score of 100 or equivalent, computer-based PTE score of 73 or equivalent, or IELTS score of 7.5 or equivalent, obtained within two years of the intended start term, is required. International applicants who have completed a degree at an institution whose primary language of instruction was English may request a waiver of this requirement on the application. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 1* |

* Submission of a second letter of recommendation is optional.

Admission consideration for the MBA program requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. The School of Business prefers a minimum of two years of professional work experience along with a strong undergraduate performance. In addition to academic credentials, a GMAT or GRE score, and work experience, personal achievements, motivation, communication skills (written and oral), and recommendation letters are all considered in the admission process at the master's and doctoral levels.

**Note:** The Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) must have been taken within five years prior to receiving an offer of admission.

### HOW TO APPLY

Students interested in Business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/mba/full-time/admissions/)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 52 credits |
| Minimum Residence Credit Requirement | 46 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Specialization Courses** | | |
| M H R 610 | Compensation: Theory and Administration | 3 |
| M H R 611 | Strategic Talent Management | 3 |
| M H R 612 | Labor-Management Relations | 3 |
| M H R 614 | People Analytics | 3 |
| M H R 628 | Negotiations | 3 |

| | | |
|---|---|---|
| or M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | |
| M H R 705 | Human Resource Management | 3 |
| M H R 720 | Leading Change in Organizations | 2 |
| M H R 775 | Applied Learning in Human Resource Management (take four times) | 4 |
| M H R 776 | Strategic Human Resource Management Capstone | 2 |
| **Electives** | | |
| Electives must be approved by advisor. Any course with the Grad 50% course designation offered by the School of Business (including departments: ACCT I S, ACT SCI, FINANCE, GEN BUS, INFO SYS, INTL BUS, M H R, MARKETNG, OTM , REAL EST, or R M I) can be used to complete the required elective credits. Courses outside of the School of Business will be considered on a case-by-case basis. | | 9 |
| **Total Credits** | | **52** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program and department approval, up to 6 credits of graduate coursework completed two years prior to admission at an AACSB accredited institution, in which a grade of B or better was earned, may transfer toward the degree.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW–Madison or other institution undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No credits earned as a University Special Student at UW-Madison are allowed to transfer toward the degree.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students are expected to be enrolled full-time for all semesters. Exceptions may be granted in the final semester.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# ENTREPRENEURSHIP, GRADUATE/PROFESSIONAL CERTIFICATE

The graduate/professional certificate in entrepreneurship seeks to provide entrepreneurial knowledge and skills to students who desire to launch a new organization, work more effectively in startup situations, or explore and better understand the factors that affect company formation and performance. The certificate is available to all UW–Madison graduate degree-seeking students (excluding University Special students).

A student who has completed this certificate will have good foundational skills in recognizing promising opportunities and building a new organization or venture to create social/economic value.

Interested students should see the Certificate in Entrepreneurship website (https://business.wisc.edu/graduate/certificates/entrepreneurship/) for specific information regarding declaration, change, withdrawal, and completion of the certificate. The Management and Human Resources Department will have the certificate noted on students' official university transcripts by the Office of the Registrar.

## ADMISSIONS

# ADMISSIONS

The certificate is open to graduate students in good academic standing. A graduate student is in good academic standing if they maintain a cumulative GPA of 3.00 or above for all graduate courses (excluding research).

Before beginning any coursework, applicants are recommended to consult with their faculty advisor (or, where appropriate, graduate program coordinator).

Note: While the application for declaring your certificate should be completed prior to enrolling in courses for the certificate, it must be completed prior to graduation. Your application automatically serves as

a declaration of your intent to pursue the certificate. This declaration becomes part of your academic record.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any certificate. To apply to this certificate please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. The certificate coordinator will review your application for admittance, and reach out to you if there are any further questions. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

See the program website linked within the contact information box for details.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Foundation** | | |
| Students must complete the following course. | | |
| M H R 722 | Entrepreneurial Management | 3 |
| **Advanced Entrepreneurship** | | |
| Students must complete at least 3 credits from the following courses. | | 3-9 |
| FINANCE 757 | Entrepreneurial Finance | |
| M H R 640 | Creative Destruction Lab I | |
| M H R 641 | Creative Destruction Lab II | |
| M H R 715 | Strategic Management of Innovation | |
| M H R 734 | Venture Creation | |
| M H R 738 | Wisconsin Applied Ventures in Entrepreneurship (WAVE) | |
| M H R 741 | Technology Entrepreneurship | |
| **Electives** | | |
| To reach the minimum credit requirement, students must select from the following courses. | | 0-6 |
| A A E/M H R 540 | Intellectual Property Rights, Innovation and Technology | |
| A A E 706 | Applied Risk Analysis | |
| ACCT I S 300 | Accounting Principles | |
| or ACCT I S 700 | Financial Accounting | |
| CSCS 455 | Entrepreneurialism and Society | |
| E P D 619 | Fostering and Leading Innovation | |
| GEN BUS 310 | Fundamentals of Accounting and Finance for Non-Business Majors | |
| GEN BUS 311 | Fundamentals of Management and Marketing for Non-Business Majors | |
| L I S 603 | Research and Assessment for Information Professionals | |
| L I S 732 | Strategic Information Services | |
| LAW 751 | Patent Law | |
| LAW 752 | Copyright Law | |
| LAW 753 | Introduction to Intellectual Property Law | |
| LAW 817 | Business Organizations: Partnership, LLC, and Closely Held Corporations | |
| LAW 854 | Clinical Program (Law & Entrepreneurship) | |
| LSC 435 | Brand Strategy for the Sciences | |
| LSC 625 | Risk Communication | |
| LSC 902 | Public Opinion of Life Science Issues | |
| M E 549 | Product Design | |
| M H R/ INTEGART 632 | Introduction to Arts Entrepreneurship | |
| M H R/ INTEGART 636 | Entrepreneurship in Arts & Cultural Organizations | |
| M H R 704 | Managing Behavior in Organizations | |
| M H R 705 | Human Resource Management | |
| M H R 723 | Business Strategy | |
| M H R 977 | Emerging Entrepreneurship Theory and Research | |
| MARKETNG 300 | Marketing Management | |
| or MARKETNG 700 | Marketing Management | |
| MARKETNG 737 | New Product Innovation | |
| MARKETNG 740 | Technology Product Marketing | |
| MARKETNG 755 | Marketing in a Digital Age | |
| R M I 650 | Sustainability, Environmental and Social Risk Management | |
| **Total Credits** | | **12** |

### Electives

Students may select approved, elective courses from a variety of schools and colleges across the university that address the ability to launch and lead new ventures. Approved courses develop and deepen students' capacity to:

- assess opportunities,
- analyze the structure of markets,
- develop new products,
- perform financial analysis,
- understand the consequences of entity types,
- use intellectual property strategically in dynamic markets,
- form effective teams, and
- formulate strategies for organizational growth.

Other courses help students better understand the role of entrepreneurial activity in economic growth and the achievement of societal goals.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Students will understand the different career paths in entrepreneurship.
2. Students will understand what makes an effective founding team for a new venture.
3. Students will understand critical legal issues in the management of an entrepreneurial firm.

4. Students will be able to write the central components of business plans including being able to apply critical financial and management accounting issues specific to the growing venture.
5. Students will understand key opportunities for minimizing risk and maximizing reward in new ventures.

# STRATEGIC INNOVATION: TECHNOLOGY, ORGANIZATIONS, AND SOCIETY, GRADUATE/ PROFESSIONAL CERTIFICATE

The graduate/professional certificate in strategic innovation seeks to provide knowledge and skills to students around the development of innovative products, services, and processes within an existing organization. The certificate is available to all UW–Madison graduate-degree-seeking students (excluding University Special students).

A student who has completed this certificate will have good foundational skills in areas ranging from market assessment, research and development, and product design to intellectual property strategy and portfolio management.

Interested students should see the Certificate in Strategic Innovation website (https://business.wisc.edu/graduate/certificates/strategic-innovation/) for specific information regarding declaration, change, withdrawal, or completion of the certificate. The Management and Human Resources Department will have the certificate noted on students' official university transcripts by the Office of the Registrar.

## ADMISSIONS

# ADMISSIONS

The certificate is open to graduate students that are in good academic standing. A graduate student is in good academic standing if they maintain a cumulative GPA of 3.00 or higher for all graduate courses (excluding research).

The certificate program offers foundational skills and knowledge appropriate for graduate students who anticipate working in dynamic organizations that depend on innovation to compete in the marketplace and/or use innovation to create value for society more broadly.

A student who has completed the certificate will be prepared to execute in-depth new product development plans for an existing organization or identify and evaluate innovation challenges in society.

Before beginning any coursework, students are recommended to consult with their faculty advisor (or, where appropriate, graduate program coordinator).

Note: While the application for declaring your certificate should be completed prior to enrolling in courses for the certificate, it must be completed prior to graduation. Your application automatically serves as a declaration of your intent to pursue the certificate. This declaration becomes part of your academic record.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any certificate. To apply to this certificate please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

The certificate coordinator will review your application for admittance, and reach out to you if there are any further questions.

See the program website linked within the contact information for details.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Foundation** | | |
| Students must complete the following course. | | |
| M H R 715 | Strategic Management of Innovation | 3 |
| **Advanced Innovation Business** | | |
| Students must complete at least 3 credits from the following courses. | | 3-9 |
| M H R 722 | Entrepreneurial Management | |
| M H R 738 | Wisconsin Applied Ventures in Entrepreneurship (WAVE) | |
| M H R 741 | Technology Entrepreneurship | |
| MARKETNG 737 | New Product Innovation | |
| R M I 650 | Sustainability, Environmental and Social Risk Management | |
| **Electives** | | |
| To satisfy the minimum credit requirement, students must select from the following courses. | | 0-6 |
| ACCT I S 300 | Accounting Principles | |
| or ACCT I S 700 | Financial Accounting | |
| M H R 704 | Managing Behavior in Organizations | |
| M H R 705 | Human Resource Management | |
| M H R 723 | Business Strategy | |
| M H R 977 | Emerging Entrepreneurship Theory and Research | |
| MARKETNG 300 | Marketing Management | |
| or MARKETNG 7 | Marketing Management | |
| OTM 758 | Managing Technological and Organizational Change | |
| LAW 751 | Patent Law | |
| LAW 752 | Copyright Law | |
| LAW 753 | Introduction to Intellectual Property Law | |
| LAW 854 | Clinical Program (Law & Entrepreneurship) | |

| | |
|---|---|
| COMP SCI/ ED PSYCH/ PSYCH 770 | Human-Computer Interaction |
| L I S 603 | Research and Assessment for Information Professionals |
| L I S 615 | Systems Analysis and Project Management for Information Professionals |
| L I S 732 | Strategic Information Services |
| STS 901 | Science, Technology and Medicine in Society |
| A A E/M H R 540 | Intellectual Property Rights, Innovation and Technology |
| A A E 706 | Applied Risk Analysis |
| A A E 875 | Special Topics (Applied Business Economics) |
| LSC 435 | Brand Strategy for the Sciences |
| LSC 625 | Risk Communication |
| LSC 902 | Public Opinion of Life Science Issues |
| B M E/I SY E 662 | Design and Human Disability and Aging |
| M E 349 | Engineering Design Projects |
| M E 549 | Product Design |
| **Total Credits** | **12** |

### Electives

Students may select approved, elective courses from a variety of schools and colleges across the university that deepen students' capacity to:

- analyze new markets,
- manage research and product development processes in existing organizations,
- support organizational creativity,
- articulate innovative business models,
- identify and appropriate the value of intellectual property, and
- assess society-level innovation systems.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Students will be able to recognize, evaluate, select and implement business opportunities emerging from technological solutions.
2. Students will be able to manage technological and innovative processes based on the understanding of industry and market trends.
3. Students will be able to make business decisions in an emerging technology industry context.
4. Students will be able to evaluate competitive advantage (or lack there of) stemming from technology.
5. Students will be able to develop understanding of strategies that firms use to appropriate value from technology.

# MARKETING

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Business: Marketing, MBA (p. 1313)

# BUSINESS: MARKETING, MBA

**The Business: Marketing, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. See the program website (https://business.wisc.edu/graduate/mba/full-time/specializations/marketing/) for more information. Together Forward!

## ADMISSIONS

# ADMISSIONS

**The Business: Marketing, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/mba/full-time/admissions (https://business.wisc.edu/graduate/mba/full-time/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |

| | |
|---|---|
| English Proficiency Test | All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), or the Intensive English as a Second Language (IELTS). A minimum iBT TOEFL score of 100 or equivalent, computer-based PTE score of 73 or equivalent, or IELTS score of 7.5 or equivalent, obtained within two years of the intended start term, is required. International applicants who have completed a degree at an institution whose primary language of instruction was English may request a waiver of this requirement on the application. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 1* |

* Submission of a second letter of recommendation is optional.

Admission consideration for the MBA program requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. The School of Business prefers a minimum of two years of professional work experience along with a strong undergraduate performance. In addition to academic credentials, a GMAT or GRE score, and work experience, personal achievements, motivation, communication skills (written and oral), and recommendation letters are all considered in the admission process at the master's and doctoral levels.

**Note**: The Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) must have been taken within five years prior to receiving an offer of admission.

### HOW TO APPLY

Students interested in a Business: Marketing degree do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page (https://business.wisc.edu/graduate/mba/full-time/admissions/).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 54 credits |
| Minimum Residence Credit Requirement | 48 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Specialization Courses** | | |
| MARKETNG 710 | Marketing Research | 3 |
| MARKETNG 737 | New Product Innovation | 3 |
| MARKETNG 755 | Marketing in a Digital Age | 3 |
| MARKETNG 770 | Marketing Consulting Practicum | 4 |

| | | |
|---|---|---|
| MARKETNG 815 | Marketing Analytics | 3 |
| MARKETNG 840 | Current Topics in Marketing (take during the first three semesters of the program) | 3 |
| **Electives** | | |
| Any course numbered 700 or above offered by the School of Business (including departments: ACCT I S, ACT SCI, FINANCE, GEN BUS, INFO SYS, INTL BUS, M H R, MARKETNG, OTM , REAL EST, or R M I) can be used to complete the required elective credits. | | 18 |
| **Total Credits** | | **54** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program and department approval, students may transfer up to 6 credits of graduate coursework completed two years prior to admission at an AACSB accredited institution, in which a grade of B or better was earned.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW–Madison or other institution undergraduate degree are allowed to count toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No credits earned as a University Special Student at UW-Madison are allowed to transfer toward the degree.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to

resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students are expected to be enrolled full-time for all semesters. Exceptions may be granted in the final semester.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate core marketing strategy principles and how marketing drives value.
2. Apply analytical methods to organize and interpret data, generate consumer insights, and translate into effective marketing strategies.
3. Articulate specific marketing decisions (product, price, place/distribution, promotion) and their role in overall marketing strategies, and demonstrate how marketing decisions follow from choices with regard to segmentation and positioning.
4. Demonstrate effective communication and leadership skills to influence others and drive organizational change.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026-2027.

# MATERIALS SCIENCE AND ENGINEERING

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Materials Science and Engineering, Doctoral Minor (p. 1317)
- Materials Science and Engineering, MS (p. 1317)
- Materials Science and Engineering, PhD (p. 1328)

# MATERIALS SCIENCE AND ENGINEERING, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

Students must complete at least nine credits in Materials Science and Engineering (M S & E) (https://guide.wisc.edu/courses/m_s_e/) and meet the following requirements:

1. Six credits must be numbered 400 or above;
2. Three credits must be numbered 700 or above;
3. Earn a B or better in doctoral minor courses.

### PRIOR COURSEWORK

Graduate coursework from other institutions cannot be used to satisfy coursework requirements.

# MATERIALS SCIENCE AND ENGINEERING, MS

The Department of Materials Science and Engineering offers two distinct master of science (MS) degree programs:

- Materials Science and Engineering MS, Research (p. 1323): traditional master's program culminating in a thesis for students wishing to conduct research during their program
- Materials Science and Engineering MS, Materials Engineering (p. 1319): accelerated, course-based master's program

## ABOUT MATERIALS SCIENCE AND ENGINEERING

Meeting many of the most critical challenges facing modern society requires advances in the materials that underpin new technologies. Examples include providing carbon-free and renewable energy, clean water, advanced medical treatments and devices, and sustainable materials manufacturing. New materials are also required for continued economic growth in areas as diverse as aerospace, computing, and sensors.

Materials scientists and engineers at UW–Madison work toward solutions to these problems via research in a wide variety of areas. Research areas include ceramics, computational material science; composites; corrosion; electrical, optical, magnetic materials; growth and synthesis; joining; materials for energy; metals; materials characterization and microscopy; nanomaterials; phase transformations; photonics; polymers and biomaterials; materials for nuclear energy; quantum computing; self-assembly; semiconductors; structural materials and mechanical properties; surfaces and interfaces; sustainability; thin films; and wear.

More broadly, the field of materials science and engineering is in the middle of a revolution in how we design and deploy new materials. The old way is by trial and error, which involves laboratory testing of hundreds or thousands of candidate materials, which is costly and can take decades to develop new materials and deploy them in practical technologies. The emerging new method leverages advances in computational materials science; materials databases, data science, and machine learning; and high throughput materials synthesis and characterization to achieve true design of materials. The goal is to develop and deploy new materials much more quickly and at a much lower cost than ever before. Materials design is a major theme of materials research on campus, organized around the areas of materials design via atomically controlled thin film systems, modular design of nanomaterials, and integrated experimental and computational materials engineering. Materials design and these themes cut across the research and application areas listed above.

Materials research extends across campus, well beyond the boundaries of the Department of Materials Science and Engineering, so graduate students in materials can pursue research with a large number of affiliate faculty. Faculty emphasize the cross-cutting, interdisciplinary nature of materials research, which is also reflected by the diverse undergraduate backgrounds of the student body, many of whom do not have undergraduate degrees in materials.

Materials research benefits from major campus facilities, including the Materials Science Center, the Wisconsin Microscopy and Characterization Center, Wisconsin Center for Applied Microelectronics, and the Soft Materials Laboratory. Research is supported by major centers, including the National Science Foundation Materials Research Science and Engineering Center and the Grainger Institute for Engineering.

Materials graduates from Wisconsin find long-term success in careers in private industry, national laboratories, and academia in the U.S. and around the world.

## ADMISSIONS

## ADMISSIONS

Students apply to the Master of Science in Materials Science and Engineering through one of the named options:

- Materials Engineering (p. 1319)
- Research (p. 1323)

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### Financial Assistance

Please note that most funding is available for PhD students and there are limited resources for MS students. Financial assistance is not available for students enrolled in the named option in Materials Engineering (p. 1319).

Various types of financial assistance are available for graduate students, including research assistantships, teaching assistantships, fellowships, and special grants. Decisions regarding financial support are made on the basis of your graduate school application, and, for research assistantships, the matching of the interests or experience of the applicant to the research programs of individual faculty members.

### Research and Teaching Assistantships

Research assistantships (RAs) are available in any materials science area. These appointments are under the supervision of the major professor directing the research. Students interested in research assistantships in a particular area are encouraged to contact professors whose work is of special interest. The faculty's research interests are given in the Department of Materials Science and Engineering faculty directory. An RA permits the most rapid progress toward a degree. Research assistantships in materials science graduate students are comparable to similar stipends from other institutions. Information about stipends can be obtained from the Associate Chair of Graduate Studies.

Teaching assistantships involve teaching rather than research experience. They pay approximately the same as research assistantships. Teaching experience is especially desirable for students considering an academic career. The Department of Materials Science and Engineering supports a limited number of teaching assistantships.

### Fellowships

Fellowships supporting graduate education are also offered on a competitive basis by organizations such as the National Science Foundation (http://www.nsf.gov/), the Hertz Foundation (http://www.hertzfndn.org/), UW-Madison Graduate School (http://www.wisc.edu/grad/), the U.S. Department of Defense, and a number of industries and foundations. Because some of these fellowships have fall application deadlines, early application is necessary.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | None. |

### REQUIRED COURSES

Select a Named Option (p. 1318) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Materials Science and Engineering must select one of the following named options:

View as listView as grid

- **MATERIALS SCIENCE AND ENGINEERING: MATERIALS ENGINEERING, MS (P. 1319)**
- **MATERIALS SCIENCE AND ENGINEERING: RESEARCH, MS (P. 1323)**

# POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Materials Engineering (p. 1319)
- Research (p. 1323)

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### Engineering Career Services

The Engineering Career Services (https://ecs.wisc.edu/) staff offer assistance to students searching or preparing for internships, co-ops, and jobs with well-recognized organizations.

### The Writing Center

The Writing Center (https://writing.wisc.edu/) is a campus-wide organization that provides free of charge, face-to-face and online consultations for students writing papers, reports, resumes, and applications.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and solve advanced engineering problems.
3. Demonstrate creative, independent problem solving skills.
4. Apply the latest scientific and technological advancements, advanced techniques, and modern engineering tools to these problems.
5. Recognize and apply principles of ethical and professional conduct.

# MATERIALS SCIENCE AND ENGINEERING: MATERIALS ENGINEERING, MS

This is a non-thesis named option within the Materials Science and Engineering MS (p. 1317).

# IS THIS PROGRAM RIGHT FOR YOU?

As a student in the UW–Madison accelerated master's in materials engineering, you can choose from four focus areas. Taking the Nanomaterials and Nanoengineering path, you can develop a unique understanding of innovative applications such as nanomaterial synthesis, thin film deposition, polymeric materials, and crystallography. The Engineering Materials and Processes path offers in-depth knowledge of phase transformation, deformation, corrosion, and heat treatment, among others. The Semiconductor Materials and Manufacturing for Microelectronics path offers in-depth education on the microstructure, fabrication, and properties of electronic, optical, and magnetic materials and semiconductors. It aims to prepare students to make an impact in the semiconductor sector as it develops new materials and fabrication methods needed to create future generations of advanced computation, communications, quantum, and sensing devices. The Computation and Artificial Intelligence in Materials Engineering path provides materials engineers with the skills to utilize the transformative power of modern computational methods in materials discovery, synthesis, processing, and optimization. This path covers deep materials fundamentals combined with quantum simulation, molecular dynamics, and mesoscale methods, as well as integrating materials with the exploding world of machine learning (Generative AI, Transformers, Large Language Models, and more). All focus areas include techniques for X-ray scattering, atomistic modeling, molecular dynamics, and more.

If you have questions, please contact Materials Science and Engineering Graduate Admissions at msaegradadmission@engr.wisc.edu. Please see admission requirements on the Admissions tab.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

Applicants are expected to have a BS in the physical sciences or engineering. Undergraduate studies normally would include mathematics through differential equations, at least one year each of general physics and chemistry, a course in physical chemistry or modern physics, and an elementary course in properties of materials. Applicants may be admitted with deficiencies. These must be made up as soon as possible after entering the program.

## APPLICATION

Required application materials:

- Academic transcripts
- English proficiency scores, if applicable
- Two letters of recommendation
- Statement of purpose
- Resume

Admission to the University of Wisconsin–Madison Graduate School (http://grad.wisc.edu/) is a prerequisite for admission to study materials science. A minimum GPA of 3.0/4.0 is required. Admission is highly selective. Most admitted applicants have an undergraduate GPA above

3.5. However, full consideration will be given to all applicants meeting the UW–Madison Graduate School requirements.

Submit only the documents requested. Do not send documents to the Graduate School. All documents should be uploaded with your application.

Use the online application (https://grad.wisc.edu/apply/) to begin your application. If you have questions about the application or admissions process, e-mail msaegradadmission@engr.wisc.edu.

### INTERNATIONAL APPLICANTS

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

### FEE GRANTS

The Graduate School offers a limited number of application fee grants (waives all or part of the application fee) that are available in a few specific circumstances. Further information is available on the "Applying for a Fee Grant (https://grad.wisc.edu/apply/fee-grant/)" page.

### QUESTIONS

Contact msaegradadmission@engr.wisc.edu.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Financial assistance from the department is not available for the Master of Science named option program in Materials Engineering.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | None. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **General Requirements** | | |
| M S & E 900 | Materials Research Seminar (2 semesters) | 2 |
| M S & E 350<br>or M S & E 550 | Introduction to Materials Science<br>Materials Fundamentals | 3 |
| M S & E 530 | Thermodynamics of Solids | 3 |
| **Pathway** [1] | | |
| Courses within one pathway (see below) | | 22 |
| **Total Credits** | | **30** |

Students choose one of the following pathways:

## Nanomaterials and Nanoengineering [1]

| Code | Title | Credits |
|---|---|---|
| **Required Course:** | | |
| M S & E 553 | Nanomaterials & Nanotechnology | 3 |
| **Electives:** | | |
| M S & E 401 | Special Topics in Materials Science and Engineering (Energy Storage Materials) | 3 |
| M S & E/CHEM 421 | Polymeric Materials | 3 |
| M S & E 434 | Introduction to Thin-Film Deposition Processes | 3 |
| M S & E 448 | Crystallography and X-Ray Diffraction | 3 |
| M S & E 456 | Electronic, Optical, and Magnetic Properties of Materials | 3 |
| M S & E 460 | Introduction to Computational Materials Science and Engineering | 3 |
| M S & E 521 | Advanced Polymeric Materials | 3 |
| M S & E 525 | Inorganic Organic Hybrid Materials | 3 |
| M S & E 551 | Structure of Materials | 3 |
| M S & E 554 | Quantum Materials: Principles and Applications | 3 |
| M S & E 570 | Properties of Solid Surfaces | 3 |
| M S & E 580 | Principles, Materials, and Devices of Batteries | 3 |
| M S & E 648 | Advanced X-ray Scattering Methods in Materials Science and Engineering | 3 |
| M S & E 660 | Mesoscale Modeling of Materials | 3 |
| M S & E 748 | Structural Analysis of Materials | 3 |
| M S & E 752 | Advanced Materials Science: Phase Transformations | 3 |
| M S & E 760 | Molecular Modeling of Materials | 3 |
| M S & E 699 | Independent Study [2] | 1-4 |
| M S & E 803 | Special Topics in Materials Science (with advisor approval) | 1-3 |

## Engineering Materials and Processes [1]

| Code | Title | Credits |
|---|---|---|
| **Required Course:** | | |
| M S & E 752 | Advanced Materials Science: Phase Transformations | 3 |
| **Electives:** | | |
| M S & E/M E 431 | Metalcasting | 3 |
| M S & E/N E 433 | Principles of Corrosion | 3 |
| M S & E 441 | Deformation of Solids | 3 |
| M S & E/M E 462 | Welding Metallurgy | 3 |
| M S & E 463 | Materials for Elevated Temperature Service | 3 |
| M S & E 465 | Fundamentals of Heat Treatment | 3 |
| M S & E 551 | Structure of Materials | 3 |
| M S & E 648 | Advanced X-ray Scattering Methods in Materials Science and Engineering | 3 |
| M S & E 660 | Mesoscale Modeling of Materials | 3 |
| M S & E 699 | Independent Study [2] | 1-4 |
| M S & E 748 | Structural Analysis of Materials | 3 |
| M S & E 760 | Molecular Modeling of Materials | 3 |
| E P D 605 | Fundamentals of Technical Project Management | 1 |
| E P D 701 | Writing for Professionals | 1 |
| E P D 702 | Professional Presentations | 1 |
| E P D 704 | Organizational Communication and Problem Solving | 1 |
| E P D 706 | Change Management | 1 |
| E P D 708 | Creating Breakthrough Innovations | 1 |
| E P D 712 | Ethics for Professionals | 1 |
| E P D/GEN BUS/ MARKETNG 782 | Marketing for Non-Marketing Professionals | 1 |
| E P D/GEN BUS/ M H R 783 | Leading Teams | 1 |
| or E P D 606 | Leading and Managing Technical Teams | |

## Semiconductor Materials and Manufacturing for Microelectronics [1]

| Code | Title | Credits |
|---|---|---|
| **Required Courses:** | | |
| M S & E 434 | Introduction to Thin-Film Deposition Processes | 3 |
| M S & E 570 | Properties of Solid Surfaces | 3 |
| At least one course from the following three: [3] | | |
| M S & E 456 | Electronic, Optical, and Magnetic Properties of Materials | |
| M S & E 756 | Structure and Properties of Advanced Electronic Materials | |
| M S & E 760 | Molecular Modeling of Materials | |
| **Electives:** | | |
| M S & E 401 | Special Topics in Materials Science and Engineering (Quantum Materials) | 3 |
| M S & E 448 | Crystallography and X-Ray Diffraction | 3 |
| M S & E 456 | Electronic, Optical, and Magnetic Properties of Materials [3] | 3 |
| M S & E 551 | Structure of Materials | 3 |
| M S & E 554 | Quantum Materials: Principles and Applications | 3 |
| M S & E 648 | Advanced X-ray Scattering Methods in Materials Science and Engineering | 3 |
| M S & E 660 | Mesoscale Modeling of Materials | 3 |
| M S & E 748 | Structural Analysis of Materials | 3 |
| M S & E 756 | Structure and Properties of Advanced Electronic Materials [3] | 3 |
| M S & E 760 | Molecular Modeling of Materials [3] | 3 |
| M S & E 699 | Independent Study [2] | 1-4 |
| E C E 549 | Integrated Circuit Fabrication Laboratory | 4 |

### Computation and Artificial Intelligence in Materials Engineering [1]

| Code | Title | Credits |
|---|---|---|
| **Required Courses:** | | |
| M S & E 561 | Machine Learning in Materials | 3 |
| M S & E 660 | Mesoscale Modeling of Materials | 3 |
| At least one course from the following two: [3] | | |
| M S & E 460 | Introduction to Computational Materials Science and Engineering | |
| M S & E 760 | Molecular Modeling of Materials | |
| **Electives:** | | |
| M S & E 401 | Special Topics in Materials Science and Engineering (Modern Alloy Design) | 3 |
| M S & E 401 | Special Topics in Materials Science and Engineering (Quantum Materials) | 3 |
| M S & E 456 | Electronic, Optical, and Magnetic Properties of Materials | 3 |
| M S & E 460 | Introduction to Computational Materials Science and Engineering [3] | 3 |
| M S & E 553 | Nanomaterials & Nanotechnology | 3 |
| M S & E 699 | Independent Study [2] | 1-4 |
| M S & E 756 | Structure and Properties of Advanced Electronic Materials | 3 |
| M S & E 760 | Molecular Modeling of Materials [3] | 3 |
| COMP SCI/E C E/ E M A/E P/M E 759 | High Performance Computing for Applications in Engineering | 3 |

### Footnotes

1. These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.
2. Students in this program may apply a maximum of 4 credits of M S & E 699 Independent Study to the degree, with advisor approval.
3. The same course may not satisfy more than one requirement. For example, if M S & E 456 Electronic, Optical, and Magnetic Properties of Materials is taken as a required course, it cannot also be used as an elective course.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Typically, no graduate work from other institutions may transfer for graduate program requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Typically, no credits from undergraduate coursework may transfer for graduate program requirements. However, with program approval, students who received a Materials Science and Engineering BS at UW-Madison may transfer up to 7 credits from the Department of Materials Science and Engineering coursework numbered 300 or above toward the minimum credit requirement. Coursework numbered 700 or above may satisfy the minimum graduate coursework (50%) requirement. No credits can be counted toward the minimum graduate residence credit requirement.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Typically, no UW-Madison University Special student credits may transfer for graduate program requirements. For questions about exceptions, contact the graduate coordinator.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credits; Suggested course credit allocation:

- Summer session: 4 credits
- Fall semester: 13 credits
- Spring semester: 13 credits

## TIME LIMITS

The Master of Science in Materials Science and Engineering: Materials Engineering, which is a named option program within the Department of Materials Science and Engineering, can be completed within 12 months and must be completed within 16 months.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### MS&E Grievance Procedures

Students who feel they have been unfairly treated or otherwise have a grievance related to the policies and procedures for graduate study in the Materials Science and Engineering Department may choose to submit a formal grievance to the department. Before taking this step, however, students are encouraged to discuss their grievance directly with the person or persons involved. Respectful, professional, direct communication can often reach a more satisfactory resolution to an issue more quickly than a formal grievance procedure.

To pursue a formal grievance, the student should submit a letter describing the issue in detail to the department Associate Chair of Graduate Studies within 60 days of the precipitating incident. (Should the grievance involve the Director of Graduate Studies, the letter should be submitted to the department Chair.) The Director (or Chair) will convene a committee of not fewer than three department faculty. The committee will obtain a written response from the person or persons who are the subject of the complaint. The committee will then decide a course of action in response to the grievance. The response from the subject of the complaint and the committee course of action will be communicated in writing to the student within 15 working days of submission of the grievance. The course of action will be implemented no later than 10 working days of the communication.

If the departmental procedure does not resolve the grievance, the student may appeal to the College of Engineering or the Graduate School.

The College grievance procedures are currently available at https://engineering.wisc.edu/report-an-incident/academic-grievances-and-complaints/, (http://www.engr.wisc.edu/current/current-students-how-to-file-a-grievance.html) and the Graduate School procedures are available at http://grad.wisc.edu/acadpolicy/. (http://grad.wisc.edu/acadpolicy/)

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

## OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

#### Engineering Career Services

The Engineering Career Services (https://ecs.wisc.edu/) staff offer assistance to students searching or preparing for internships, co-ops, and jobs with well-recognized organizations.

#### The Writing Center

The Writing Center (https://writing.wisc.edu/) is a campus-wide organization that provides free of charge, face-to-face and online consultations for students writing papers, reports, resumes, and applications.

# MATERIALS SCIENCE AND ENGINEERING: RESEARCH, MS

This is a named option within the Materials Science and Engineering MS (p. 1317).

The Research named option in the Materials Science and Engineering MS is designed for students wishing to conduct research during their program. This program takes approximately two years to complete and a thesis is required.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants are expected to have a BS in the physical sciences or engineering. Undergraduate studies normally would include mathematics through differential equations, at least one year each of general physics and chemistry, a course in physical chemistry or modern physics, and an elementary course in properties of materials. Applicants may be admitted with deficiencies. These must be made up as soon as possible after entering the program.

## APPLICATION

Required application materials:

- Academic transcripts (unofficial)
- English proficiency scores (https://grad.wisc.edu/apply/requirements/#english-proficiency), if applicable
- Three letters of recommendation
- Statement of purpose (https://grad.wisc.edu/apply/prepare/)
- Resume

Admission to the University of Wisconsin–Madison Graduate School (http://grad.wisc.edu/) is a prerequisite for admission to study materials science. A minimum GPA of 3.0/4.0 is required. Admission is highly selective. Most admitted applicants have an undergraduate GPA above 3.5. However, full consideration will be given to all applicants meeting the UW–Madison Graduate School requirements.

Use the online application (https://grad.wisc.edu/apply/) to begin your application. All documents should be uploaded with your application. To be considered for fellowships, all application materials are due by the fall deadline.

## INTERNATIONAL APPLICANTS

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## FEE GRANTS

The Graduate School offers a limited number of application fee grants (waives all or part of the application fee) that are available in a few specific circumstances. Further information is available on the "Applying for a Fee Grant (https://grad.wisc.edu/apply/fee-grant/)" page.

## QUESTIONS

If you have questions about the application or admissions process, contact msaegradadmission@engr.wisc.edu.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### Financial Assistance

Please note that most funding is available for PhD students and there are limited resources for MS students.

Various types of financial assistance are available for graduate students, including research assistantships, teaching assistantships, fellowships, and special grants. Decisions regarding financial support are made on the basis of your graduate school application, and, for research assistantships, the matching of the interests or experience of the applicant to the research programs of individual faculty members.

### Research and Teaching Assistantships

Research assistantships (RAs) are available in any materials science area. These appointments are under the supervision of the major professor directing the research. Students interested in research assistantships in a particular area are encouraged to contact professors whose work is of special interest. The faculty's research interests are given in the Department of Materials Science and Engineering faculty directory. An RA permits the most rapid progress toward a degree. Research assistantships in materials science graduate students are comparable to similar stipends from other institutions. Information about stipends can be obtained from the Associate Chair of Graduate Studies.

Teaching assistantships involve teaching rather than research experience. They pay approximately the same as research assistantships. Teaching experience is especially desirable for students considering an academic career. The Department of Materials Science and Engineering supports a limited number of teaching assistantships.

### Fellowships

Fellowships supporting graduate education are also offered on a competitive basis by organizations such as the National Science Foundation (http://www.nsf.gov/), the Hertz Foundation (http://www.hertzfndn.org/), UW-Madison Graduate School (http://www.wisc.edu/grad/), the U.S. Department of Defense, and a number of industries and foundations. Because some of these fellowships have fall application deadlines, early application is necessary.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students must prepare and defend a master's thesis covering appropriate independent science or engineering research undertaken by the student. The format and procedures must conform to the Graduate School rules for a master's thesis, currently found at https://grad.wisc.edu/current-students/masters-guide (https://grad.wisc.edu/current-students/masters-guide/)/. The master's thesis should represent significant science or engineering research work and progress, but does not need to report a substantial new contribution to human knowledge. The thesis must be circulated to the committee at least two weeks before the defense. |
| Language Requirements | None. |

## REQUIRED COURSES

Before registering for the second semester, students must submit an advisor approved course plan to the graduate coordinator. Students are not restricted to this plan. Students and advisors are encouraged to update the course plan. Updated versions are not required to be submitted.

| Code | Title | Credits |
|---|---|---|
| **Materials Research Seminar** | | |
| Students must complete the following course for two consecutive semesters. | | 2 |
| M S & E 900 | Materials Research Seminar | |
| **Materials Core Courses** | | |
| Students must complete three core courses from the following list: | | 9 |
| M S & E 521 | Advanced Polymeric Materials | |
| M S & E 530 | Thermodynamics of Solids | |
| M S & E 551 | Structure of Materials | |
| M S & E 752 | Advanced Materials Science: Phase Transformations | |
| *Graduate-level Math Course* | | |
| Students may only apply one of the following as a Materials Core Course: | | |
| E P/E M A 547 | Engineering Analysis I | |
| CBE 660 | Intermediate Problems in Chemical Engineering | |
| MATH 703 | Methods of Applied Mathematics 1 | |
| MATH 704 | Methods of Applied Mathematics-2 | |
| PHYSICS 721 | Theoretical Physics-Electrodynamics | |
| **Materials Elective Courses** | | |
| Students must complete 6 credits from the "Materials Elective Courses" list. | | 6 |
| **Research** | | |
| Students must complete 13 credits of the following course. | | 13 |
| M S & E 790 | Master's Research or Thesis | |
| **Total Credits** | | **30** |

### Materials Elective Courses

The same course may not satisfy more than one requirement. For example, if M S & E 530 Thermodynamics of Solids is taken as a "Materials Core Course", it could not be used as a "Materials Elective Course". Only one mathematics course may fulfill a "Materials Core Course" or "Materials Elective Course". Refer to the "Policies" tab for information on how to enroll in a course outside of the list below.

| Code | Title | Credits |
|---|---|---|
| M S & E 401 | Special Topics in Materials Science and Engineering | 1-3 |
| M S & E/CHEM 421 | Polymeric Materials | 3 |
| M S & E/N E 423 | Nuclear Engineering Materials | 3 |
| M S & E/M E 431 | Metalcasting | 3 |
| M S & E/N E 433 | Principles of Corrosion | 3 |
| M S & E 434 | Introduction to Thin-Film Deposition Processes | 3 |
| M S & E 441 | Deformation of Solids | 3 |
| M S & E 448 | Crystallography and X-Ray Diffraction | 3 |
| M S & E 451 | Introduction to Ceramic Materials | 3 |
| M S & E 456 | Electronic, Optical, and Magnetic Properties of Materials | 3 |
| M S & E 460 | Introduction to Computational Materials Science and Engineering | 3 |
| M S & E/M E 462 | Welding Metallurgy | 3 |
| M S & E 463 | Materials for Elevated Temperature Service | 3 |
| M S & E 465 | Fundamentals of Heat Treatment | 3 |
| M S & E/CIV ENGR/ G L E/GEOSCI 474 | Rock Mechanics | 3 |
| M S & E 521 | Advanced Polymeric Materials | 3 |
| M S & E 525 | Inorganic Organic Hybrid Materials | 3 |
| M S & E 530 | Thermodynamics of Solids | 3 |
| M S & E/E M A 541 | Heterogeneous and Multiphase Materials | 3 |
| M S & E 550 | Materials Fundamentals | 3 |
| M S & E 551 | Structure of Materials | 3 |
| M S & E 553 | Nanomaterials & Nanotechnology | 3 |
| M S & E 554 | Quantum Materials: Principles and Applications | 3 |
| M S & E 561 | Machine Learning in Materials | 3 |
| M S & E 570 | Properties of Solid Surfaces | 3 |
| M S & E 648 | Advanced X-ray Scattering Methods in Materials Science and Engineering | 3 |
| M S & E 660 | Mesoscale Modeling of Materials | 3 |
| M S & E 748 | Structural Analysis of Materials | 3 |
| M S & E 750 | Imperfections and Mechanical Properties | 3 |
| M S & E 752 | Advanced Materials Science: Phase Transformations | 3 |
| M S & E 756 | Structure and Properties of Advanced Electronic Materials | 3 |
| M S & E 760 | Molecular Modeling of Materials | 3 |
| M S & E 803 | Special Topics in Materials Science | 1-3 |
| B M E 430 | Biological Interactions with Materials | 3 |
| B M E/M E 615 | Tissue Mechanics | 3 |
| BIOCHEM/ CHEM 704 | Chemical Biology | 3 |
| CBE 540 | Polymer Science and Technology | 3 |
| CHEM 652 | Chemistry of Inorganic Materials | 3 |
| CHEM 653 | Chemistry of Nanoscale Materials | 3 |
| CHEM 654 | Materials Chemistry of Polymers | 2-3 |
| CHEM 664 | Physical Chemistry of Macromolecules | 2-3 |
| CHEM 721 | Instrumental Analysis | 3-4 |
| E C E 745 | Solid State Electronics | 3 |
| GEOSCI 765 | Crystal Chemistry | 3 |
| PHYSICS 415 | Thermal Physics | 3 |
| PHYSICS 551 | Solid State Physics | 3 |
| PHYSICS 715 | Statistical Mechanics | 3 |
| PHYSICS 751 | Advanced Solid State Physics | 3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Typically, no graduate work from other institutions may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Typically, no credits from undergraduate coursework may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Typically, no credits earned as a professional student may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

### Credits Earned as a University Special Student at UW–Madison

Typically, no University Special student credits may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

The Materials Science and Engineering graduate program is guided by expectations for the conduct of students and faculty that help to establish a safe, collegial, and productive environment facilitating scientific discovery and professional development. These expectations reflect professional guidelines provided by the UW-Madison College of Engineering and the UW-Madison Graduate School.

The specific expectations of the program are:

1. Intellectual and professional integrity
    a. Materials Science and Engineering graduate students and their faculty mentors are expected to show respect for the profession and for those working in it. Research activities will be conducted without plagiarism, with proper attribution of work with collaborators, and with respect for applicable professional ethical considerations, such as those associated with the involvement of human subjects.
2. Safe and environmentally responsible conduct of research
    a. Research in the Materials Science and Engineering graduate program is expected to be conducted with a high level of respect for the safety of the students, faculty, and other participants. Students and faculty must observe the requirements defined at the research group, department, college, and university for safe and environmentally responsible research. Faculty are expected to develop and maintain lab safety plans, to appoint a safety coordinator within their labs, and to advise students of the safety training required for work in their groups. Students are expected to seek and to obtain the required safety training, to remain up-to-date with required recurrent training, and to follow the safety guidelines at all times.
3. Professional research environment
    a. Students and faculty are expected to contribute to a collegial professional research environment, practicing mutual respect for all students, faculty, and staff. The Materials Science and Engineering department strives to create an environment free from harassment, bias, and hostile and intimidating behavior. Students supported by teaching assistant appointments are expected to balance the time commitments to research and teaching after consultation with their advisor and the faculty member responsible for the course to which they are assigned. These arrangements may evolve during the course of the student's MS Research program.
    b. These expectations include responsiveness to communications, including (as applicable) a regular schedule of meetings and response to electronic communication during defined working hours. Students and faculty are expected (as required) to participate in group meetings and individual or small-group collaborative meetings, and lab activities such as those associated with mentoring other students and maintaining a safe working environment. Students are not expected to provide personal assistance for faculty advisors or to perform other duties outside of their university research, teaching and service commitments.
    c. Students and faculty are expected to be aware of issues in implicit bias, sexual harassment, and ethical conduct of research.
4. Professional development and achievement in research
    a. Students are expected to develop and to maintain a set of research goals with the potential to lead to outputs such as research publications, the development of intellectual property, and scientific presentations. Research goals can include original research discoveries, contributions to the scientific literature, and other outputs as mutually agreed by the student and faculty advisor. These goals must be reached in agreement with the faculty mentors. Students are expected to conduct their research within the intellectual property guidelines associated with their source of financial support (e.g. the requirements of the Bayh-Dole act for federally supported research).
5. Ongoing clear communications about expectations and feedback on student progress
    a. Students and faculty will have regular communications about the progress that students are making towards their degree requirements and expectations for the conduct of research. Students can offer feedback about faculty using the College of Engineering's annual Graduate On-Line Assessment & Achievement Learning System (GOAALS) survey or through direct communication with the Materials Science and Engineering Chair, the Materials Science and Engineering Associate Chair for Graduate Studies, or the College of Engineering Assistant Dean for Graduate Studies. The Materials Science and Engineering department will include a discussion of these expectations as part of the required student orientation activities.
    b. Students can expect clear communications from faculty about their progress in the program, feedback on research and educational issues, and the progress towards the degree.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

Students without an advisor at the end of their first year enrolled are in danger of failing to make adequate progress towards their degree. Students can be suspended from the Graduate School if they do not have an advisor.

The master's thesis defense committee consists of three faculty: the student's advisor and two other faculty members from Materials Science and Engineering (primary or affiliated with Materials Science and Engineering). Committee members must represent at least two different tenure homes. All members of the committee must be physically or virtually present for the exam.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The master's degree is typically completed within three years.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)

- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### MS&E Grievance Procedures

Students who feel they have been unfairly treated or otherwise have a grievance related to the policies and procedures for graduate study in the Materials Science and Engineering Department may choose to submit a formal grievance to the department. Before taking this step, however, students are encouraged to discuss their grievance directly with the person or persons involved. Respectful, professional, direct communication can often reach a more satisfactory resolution to an issue more quickly than a formal grievance procedure.

To pursue a formal grievance, the student should submit a letter describing the issue in detail to the department Associate Chair of Graduate Studies within 60 days of the precipitating incident. (Should the grievance involve the Director of Graduate Studies, the letter should be submitted to the department Chair.) The Director (or Chair) will convene a committee of not fewer than three department faculty. The committee will obtain a written response from the person or persons who are the subject of the complaint. The committee will then decide a course of action in response to the grievance. The response from the subject of the complaint and the committee course of action will be communicated in writing to the student within 15 working days of submission of the grievance. The course of action will be implemented no later than 10 working days of the communication.

If the departmental procedure does not resolve the grievance, the student may appeal to the College of Engineering or the Graduate School. The College grievance procedures are currently available at https://engineering.wisc.edu/report-an-incident/academic-grievances-and-complaints/, (http://www.engr.wisc.edu/current/current-students-how-to-file-a-grievance.html) and the Graduate School procedures are available at http://grad.wisc.edu/acadpolicy/. (http://grad.wisc.edu/acadpolicy/)

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

## OTHER

### Materials Elective Course Request

Students or faculty may request a course be added to the "Materials Elective Courses" list by submitting a letter to the graduate coordinator. The request must include the course syllabus and explain why the course is a materials-centric course.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### Engineering Career Services

The Engineering Career Services (https://ecs.wisc.edu/) staff offer assistance to students searching or preparing for internships, co-ops, and jobs with well-recognized organizations.

### The Writing Center

The Writing Center (https://writing.wisc.edu/) is a campus-wide organization that provides free of charge, face-to-face and online consultations for students writing papers, reports, resumes, and applications.

# MATERIALS SCIENCE AND ENGINEERING, PHD

Meeting many of the most critical challenges facing modern society requires advances in the materials that underpin new technologies. Examples include providing carbon-free and renewable energy, clean water, advanced medical treatments and devices, and sustainable materials manufacturing. New materials are also required for continued economic growth in areas as diverse as aerospace, computing, and sensors.

Materials scientists and engineers at UW–Madison work toward solutions to these problems via research in a wide variety of areas. Research areas include ceramics, computational material science; composites; corrosion; electrical, optical, magnetic materials; growth and synthesis; joining; materials for energy; metals; materials characterization and microscopy; nanomaterials; phase transformations; photonics; polymers and biomaterials; materials for nuclear energy; quantum computing; self-assembly; semiconductors; structural materials and mechanical properties; surfaces and interfaces; sustainability; thin films; and wear.

More broadly, the field of materials science and engineering is in the middle of a revolution in how we design and deploy new materials. The old way is by trial and error, which involves laboratory testing of hundreds or thousands of candidate materials, which is costly and can take decades to develop new materials and deploy them in practical technologies. The

emerging new method leverages advances in computational materials science; materials databases, data science, and machine learning; and high throughput materials synthesis and characterization to achieve true design of materials. The goal is to develop and deploy new materials much more quickly and at a much lower cost than ever before. Materials design is a major theme of materials research on campus, organized around the areas of materials design via atomically controlled thin film systems, modular design of nanomaterials, and integrated experimental and computational materials engineering. Materials design and these themes cut across the research and application areas listed above.

Materials research extends across campus, well beyond the boundaries of the Department of Materials Science and Engineering, so graduate students in materials can pursue research with a large number of affiliate faculty. Faculty emphasize the cross-cutting, interdisciplinary nature of materials research, which is also reflected by the diverse undergraduate backgrounds of the student body, many of whom do not have undergraduate degrees in materials.

Materials research benefits from major campus facilities, including the Materials Science Center, the Wisconsin Microscopy and Characterization Center, Wisconsin Center for Applied Microelectronics, and the Soft Materials Laboratory. Research is supported by major centers, including the National Science Foundation Materials Research Science and Engineering Center and the Grainger Institute for Engineering.

Materials graduates from Wisconsin find long-term success in careers in private industry, national laboratories, and academia in the U.S. and around the world.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants normally are expected to have a BS in the physical sciences or engineering. Undergraduate studies normally would include mathematics through differential equations, at least one year each of general physics and chemistry, a course in physical chemistry or modern physics, and an elementary course in properties of materials. Applicants may be admitted with deficiencies. These must be made up as soon as possible after entering the program.

## APPLICATION

Required application materials:

- Academic transcripts (unofficial)
- English proficiency scores (https://grad.wisc.edu/apply/requirements/#english-proficiency), if applicable
- Three letters of recommendation
- Statement of purpose (https://grad.wisc.edu/apply/prepare/)
- Resume

A minimum GPA of 3.0/4.0 is required. Admission is highly selective. Most admitted applicants have an undergraduate GPA above 3.5. However, full consideration will be given to all applicants meeting the UW–Madison Graduate School requirements.

Use the online application (https://grad.wisc.edu/apply/) to begin your application. To be considered for fellowships, all application materials are due by the fall deadline.

## INTERNATIONAL APPLICANTS

International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## FEE GRANTS

The Graduate School offers a limited number of application fee grants (covers of all or part of the application fee) that are available in a few specific circumstances. Further information is available here. (https://grad.wisc.edu/admissions/feegrants/)

## QUESTIONS

If you have questions about the application or admissions process, contact msaegradadmission@engr.wisc.edu.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### Financial Assistance

Various types of financial assistance are available for graduate students, including research assistantships, teaching assistantships, fellowships, and special grants. Decisions regarding financial support are made on the basis of your graduate school application, and, for research assistantships, the matching of the interests or experience of the applicant to the research programs of individual faculty members.

### Research and Teaching Assistantships

Research assistantships (RAs) are available in any materials science area. These appointments are under the supervision of the major professor directing the research. Students interested in research assistantships in a particular area are encouraged to contact professors whose work is of special interest. The faculty's research interests are given in the Department of Materials Science and Engineering faculty directory. An RA permits the most rapid progress toward a degree. Research assistantships in materials science graduate students are comparable to similar stipends from other institutions. Information about stipends can be obtained from the Associate Chair of Graduate Studies.

Teaching assistantships involve teaching rather than research experience. They pay approximately the same as research assistantships. Teaching experience is especially desirable for students considering an academic career. The Department of Materials Science and Engineering supports a limited number of teaching assistantships.

### Fellowships

Fellowships supporting graduate education are also offered on a competitive basis by organizations such as the National Science Foundation (http://www.nsf.gov/), the Hertz Foundation (http://www.hertzfndn.org/), UW-Madison Graduate School (http://www.wisc.edu/grad/), the U.S. Department of Defense, and a number of industries and foundations. Because some of these fellowships have fall application deadlines, early application is necessary.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |

| | |
|---|---|
| Assessments and Examinations | Qualifying Exam<br>• Students must pass a qualifying exam in Materials Science and Engineering. The exam is an assessment of whether students have sufficient background in the areas of materials science and engineering relevant to their research to undertake graduate research. The exam consists of an oral examination covering two subjects, each with a committee of two faculty members. The exam must be attempted within 13 months of the start of the student's first semester enrolled. If the first attempt is not passed, a second attempt is required within four months.<br><br>Preliminary Exam<br>• Students must pass a preliminary exam / thesis proposal exam. The exam consists of a written document, a presentation, and an oral defense with the student's doctoral committee. The written document is a forward-looking proposal for a plan of research that merits awarding of a PhD. The presentation should mimic the report, focusing on proposing new research and summarizing research to date. This exam is typically undertaken by the end of the fourth semester enrolled and must be undertaken by the end of the fifth semester. If the first attempt is not passed, a second attempt is required within three months. Students may earn the Materials Science and Engineering master's degree the semester they pass their preliminary exam.<br><br>Doctoral Dissertation<br>• Students must prepare a doctoral dissertation, present it in a public seminar, defend it in closed examination by their doctoral committee, and deposit it with the Graduate School. The seminar describes the student's research resulting in significant new contributions to human knowledge in both a technical (science and engineering) and a broader societal context. It should be modeled after the hour-long departmental research seminars. In the closed session, the committee will question the student about the student's research, both as presented in the seminar and in the thesis, including topics such as technical details about past work, implications for the field and society as a whole, and possible future directions. The committee may pass the student, require revisions to the thesis, or not pass the student on the exam. |
| Language Requirements | None. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>If students choose a distributed minor (Option B), they must select a topic or theme and three courses around that theme. At least one course must be graduate level (numbered 700 or above or has graduate course designation). There are no other restrictions on the course department or topic. |

## REQUIRED COURSES

All course requirements are subject to modification or substitution to better serve the research needs of the student. Refer to the "Policies (p. 1332)" tab for information on course substitutions.

Before registering for the second semester, students must submit an advisor approved course plan to the graduate coordinator. Students are not restricted to this plan. Students and advisors are encouraged to update the plan. Updated versions are not required to be submitted.

| Code | Title | Credits |
|---|---|---|
| **Materials Research Seminar** | | |
| Students must complete the following course for two consecutive semesters: | | 2 |
| M S & E 900 | Materials Research Seminar | |
| **Materials Core Courses** | | |
| Students must complete three core courses from the following list: | | 9 |
| M S & E 521 | Advanced Polymeric Materials | |
| M S & E 530 | Thermodynamics of Solids | |
| M S & E 551 | Structure of Materials | |
| M S & E 752 | Advanced Materials Science: Phase Transformations | |
| *Graduate-level Math Course* | | |
| Students may only apply one of the following as Materials Core Course: | | |
| E P/E M A 547 | Engineering Analysis I | |
| CBE 660 | Intermediate Problems in Chemical Engineering | |
| MATH 703 | Methods of Applied Mathematics 1 | |
| MATH 704 | Methods of Applied Mathematics-2 | |
| PHYSICS 721 | Theoretical Physics-Electrodynamics | |
| **Materials Elective Courses** | | |
| Students must complete 6 credits from the "Materials Elective Courses" list. | | 6 |
| **Additional Coursework and/or Research** | | |
| See guidance below table. | | 25 |
| **Breadth** | | |
| Complete doctoral minor or graduate/professional certificate. | | 9 |
| **Total Credits** | | **51** |

### Additional Coursework and/or Research Requirement

- Before earning the master's degree, students should register for M S & E 790 Master's Research or Thesis.
- After earning the master's degree, students should register for M S & E 890 Pre-Dissertator's Research.
- Once in dissertator status, students should register for M S & E 990 Research and Thesis.

### Materials Elective Courses

The same course may not satisfy more than one requirement. For example, if M S & E 530 Thermodynamics of Solids is taken as a "Materials Core Course", it could not be used as a "Materials Elective Course". Only one mathematics course may fulfill a "Materials Core Course" or "Materials Elective Course". Refer to the "Policies" tab for information on how to enroll in a course outside of the list below.

| Code | Title | Credits |
|---|---|---|
| M S & E 401 | Special Topics in Materials Science and Engineering | 1-3 |
| M S & E/CHEM 421 | Polymeric Materials | 3 |
| M S & E/N E 423 | Nuclear Engineering Materials | 3 |
| M S & E/M E 431 | Metalcasting | 3 |
| M S & E/N E 433 | Principles of Corrosion | 3 |
| M S & E 434 | Introduction to Thin-Film Deposition Processes | 3 |
| M S & E 441 | Deformation of Solids | 3 |
| M S & E 448 | Crystallography and X-Ray Diffraction | 3 |
| M S & E 451 | Introduction to Ceramic Materials | 3 |
| M S & E 456 | Electronic, Optical, and Magnetic Properties of Materials | 3 |
| M S & E 460 | Introduction to Computational Materials Science and Engineering | 3 |
| M S & E/M E 462 | Welding Metallurgy | 3 |
| M S & E 463 | Materials for Elevated Temperature Service | 3 |
| M S & E 465 | Fundamentals of Heat Treatment | 3 |
| M S & E/CIV ENGR/ G L E/GEOSCI 474 | Rock Mechanics | 3 |
| M S & E 521 | Advanced Polymeric Materials | 3 |
| M S & E 525 | Inorganic Organic Hybrid Materials | 3 |
| M S & E 530 | Thermodynamics of Solids | 3 |
| M S & E/E M A 541 | Heterogeneous and Multiphase Materials | 3 |
| M S & E 550 | Materials Fundamentals | 3 |
| M S & E 551 | Structure of Materials | 3 |
| M S & E 553 | Nanomaterials & Nanotechnology | 3 |
| M S & E 554 | Quantum Materials: Principles and Applications | 3 |
| M S & E 561 | Machine Learning in Materials | 3 |
| M S & E 570 | Properties of Solid Surfaces | 3 |
| M S & E 580 | Principles, Materials, and Devices of Batteries | 3 |
| M S & E 648 | Advanced X-ray Scattering Methods in Materials Science and Engineering | 3 |
| M S & E 660 | Mesoscale Modeling of Materials | 3 |
| M S & E 748 | Structural Analysis of Materials | 3 |
| M S & E 750 | Imperfections and Mechanical Properties | 3 |
| M S & E 752 | Advanced Materials Science: Phase Transformations | 3 |
| M S & E 756 | Structure and Properties of Advanced Electronic Materials | 3 |
| M S & E 760 | Molecular Modeling of Materials | 3 |
| M S & E 803 | Special Topics in Materials Science | 1-3 |
| B M E 430 | Biological Interactions with Materials | 3 |
| B M E/M E 615 | Tissue Mechanics | 3 |
| BIOCHEM/ CHEM 704 | Chemical Biology | 3 |
| CBE 540 | Polymer Science and Technology | 3 |
| CHEM 652 | Chemistry of Inorganic Materials | 3 |
| CHEM 653 | Chemistry of Nanoscale Materials | 3 |
| CHEM 654 | Materials Chemistry of Polymers | 2-3 |
| CHEM 664 | Physical Chemistry of Macromolecules | 2-3 |
| CHEM 721 | Instrumental Analysis | 3-4 |
| E C E 745 | Solid State Electronics | 3 |
| GEOSCI 765 | Crystal Chemistry | 3 |
| PHYSICS 415 | Thermal Physics | 3 |
| PHYSICS 551 | Solid State Physics | 3 |
| PHYSICS 715 | Statistical Mechanics | 3 |
| PHYSICS 751 | Advanced Solid State Physics | 3 |

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer up to 9 credits of graduate coursework from other institutions in fulfillment of the minimum graduate degree credit requirement and the minimum graduate coursework (50%) requirement. No credits from other institutions can be transferred for the minimum graduate residence credit requirement.

To request graduate credits from other institutions be allowed to transfer in fulfillment of degree requirements, the student should submit a request to the department graduate coordinator describing (1) the course from a previous institution; (2) the UW-Madison course equivalent; (3) the Materials Science and Engineering course requirement that will be satisfied. The request must include sufficient information to determine if the course(s) are equivalent. Typically, a syllabus listing the course

textbook and lecture topics is sufficient. A course catalog description is typically insufficient.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Typically, no UW-Madison undergraduate credits may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

Courses taken while enrolled as an undergraduate student at other institutions will not be considered for substitution. This includes courses at the graduate level taken while the student is enrolled as an undergraduate.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Typically, no professional student credits may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

### Credits Earned as a University Special Student at UW–Madison

Typically, no University Special student credits may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

## PROBATION

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The Materials Science and Engineering graduate program is guided by expectations for the conduct of students and faculty that help to establish a safe, collegial, and productive environment facilitating scientific discovery and professional development. These expectations reflect professional guidelines provided by the UW-Madison College of Engineering and the UW-Madison Graduate School.

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2. Safe and environmentally responsible conduct of research
    a. Research in the Materials Science and Engineering graduate program is expected to be conducted with a high level of respect for the safety of the students, faculty, and other participants. Students and faculty must observe the requirements defined at the research group, department, college, and university for safe and environmentally responsible research. Faculty are expected to develop and maintain lab safety plans, to appoint a safety coordinator within their labs, and to advise students of the safety training required for work in their groups. Students are expected to seek and to obtain the required safety training, to remain up-to-date with required recurrent training, and to follow the safety guidelines at all times.
3. Professional research environment
    a. Students and faculty are expected to contribute to a collegial professional research environment, practicing mutual respect for all students, faculty, and staff. The Materials Science and Engineering department strives to create an environment free from harassment, bias, and hostile and intimidating behavior. Students supported by teaching assistant appointments are expected to balance the time commitments to research and teaching after consultation with their advisor and the faculty member responsible for the course to which they are assigned. These arrangements may evolve during the course of the student's PhD program.
    b. These expectations include responsiveness to communications, including (as applicable) a regular schedule of meetings and response to electronic communication during defined working hours. Students and faculty are expected (as required) to participate in group meetings and individual or small-group collaborative meetings, and lab activities such as those associated with mentoring other students and maintaining a safe working environment. Students are not expected to provide personal assistance for faculty advisors or to perform other duties outside of their university research, teaching and service commitments.
    c. Students and faculty are expected to be aware of issues in implicit bias, sexual harassment, and ethical conduct of research.
4. Professional development and achievement in research
    a. Students are expected to develop and to maintain a set of research goals with the potential to lead to outputs such as research publications, the development of intellectual property, and scientific presentations. Research goals can include original research discoveries, contributions to the scientific literature, and other outputs as mutually agreed by the student and faculty advisor. These goals must be reached in agreement with the faculty mentors. Students are expected to conduct their research within the intellectual property guidelines associated with their source of financial support (e.g. the requirements of the Bayh-Dole act for federally supported research).
5. Ongoing clear communications about expectations and feedback on student progress
    a. Students and faculty will have regular communications about the progress that students are making towards their degree requirements and expectations for the conduct of research. Students can offer feedback about faculty using the College of Engineering's annual Graduate On-Line Assessment & Achievement Learning System (GOAALS) survey or through direct communication with the Materials Science and Engineering Chair, the Materials Science and Engineering Associate Chair for Graduate Studies, or the College of Engineering Assistant Dean for Graduate Studies. The Materials Science and Engineering department will include a discussion of these expectations as part of the required student orientation activities.
    b. Students can expect clear communications from faculty about their progress in the program, feedback on research and educational issues, and the progress towards the degree.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

Students without an advisor at the end of their first year enrolled are in danger of failing to make adequate progress towards their degree. Students can be suspended from the Graduate School if they do not have an advisor.

The doctoral committee consists of five faculty. It must include the student's advisor, at least three members from the Materials Science and Engineering department (may include affiliate faculty), and members with tenure homes in at least two different departments. Up to one member may be from any of the following categories, as approved by the department Associate Chair of Graduate Studies: academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the Associate Chair of Graduate Studies. All members of the committee must be physically or virtually present for the exam, unless an exception is granted by the department Associate Chair for Graduate Studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The PhD is typically completed within six years.

Qualifying Exam: Students must attempt the qualifying exam within 13 months of the start of their first semester enrolled (summer sessions do not count for this rule). The qualifying exam will be offered within one month of when the semester starts. A student who fails one or more subjects on a first attempt must retake the exam within four months of the first attempt. The student may retake the failed subjects, or may switch to a different subject or subjects. Students who fail one or more qualifying exams in the second attempt may not continue PhD-level study in Materials Science and Engineering. They may elect to complete a master's degree in Materials Science and Engineering or they may leave the Materials Science and Engineering graduate program without a degree.

Preliminary Exam: Students must complete the preliminary exam by the end of the fifth semester enrolled. If the committee feels the proposal or presentation are inadequate, they can request revisions to the document or require the student to retake the preliminary exam. The retake must occur within three months of the first exam.

PhD Defense: A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may be required to take another preliminary examination and to be admitted to candidacy a second time.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### MS&E Grievance Procedures

Students who feel they have been unfairly treated or otherwise have a grievance related to the policies and procedures for graduate study in the Materials Science and Engineering Department may choose to submit a formal grievance to the department. Before taking this step, however, students are encouraged to discuss their grievance directly with the person or persons involved. Respectful, professional, direct communication can often reach a more satisfactory resolution to an issue more quickly than a formal grievance procedure.

To pursue a formal grievance, the student should submit a letter describing the issue in detail to the department Associate Chair of Graduate Studies within 60 days of the precipitating incident. (Should the grievance involve the Director of Graduate Studies, the letter should be submitted to the department Chair.) The Director (or Chair) will convene a committee of not fewer than three department faculty. The committee will obtain a written response from the person or persons who are the subject of the complaint. The committee will then decide a course of action in response to the grievance. The response from the subject of the complaint and the committee course of action will be communicated in writing to the student within 15 working days of submission of the grievance. The course of action will be implemented no later than 10 working days of the communication.

If the departmental procedure does not resolve the grievance, the student may appeal to the College of Engineering or the Graduate School. The College grievance procedures are currently available at https://engineering.wisc.edu/report-an-incident/academic-grievances-and-complaints/, and the Graduate School procedures are available at http://grad.wisc.edu/acadpolicy/. (http://grad.wisc.edu/acadpolicy/)

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

## OTHER

### Course Substitution Request

To request an exception, submit a letter to the graduate coordinator signed by the student and advisor proposing a substitution. The letter must explain how the substitution better suits the student's needs,

especially as it pertains to their research. Course substitutions and other curriculum variances are decided by the department's director of graduate studies. These are subject to appeal to the department's Graduate Governance Committee and grievance procedure.

### Materials Elective Course Request

Students or faculty may request a course be added to the "Materials Elective Courses" list by submitting a letter to the graduate coordinator. The request must include the course syllabus and explain why the course is a materials-centric course.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

### Engineering Career Services

The Engineering Career Services (https://ecs.wisc.edu/) staff offer assistance to students searching or preparing for internships, co-ops, and jobs with well-recognized organizations.

### The Writing Center

The Writing Center (https://writing.wisc.edu/) is a campus-wide organization that provides free of charge, face-to-face and online consultations for students writing papers, reports, resumes, and applications.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an ability to synthesize knowledge from a subset of the biological, physical, and social sciences to help frame problems critical to the future of their discipline.
2. Conduct original research.
3. Demonstrate an ability to create new knowledge and communicate it to their peers.
4. Fosters ethical and professional conduct.

# MATHEMATICS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Applied and Computational Mathematics, MS (p. 1335)
- Mathematics, Doctoral Minor (p. 1339)
- Mathematics, MA (p. 1339)
- Mathematics, PhD (p. 1347)

# APPLIED AND COMPUTATIONAL MATHEMATICS, MS

The MS in Applied and Computational Mathematics provides students with a rigorous, modern training in applied and computational mathematics and in the mathematics of data. The program is targeted to students with an undergraduate degree in mathematics or other quantitative disciplines such as computer science, statistics, economics and engineering. Through foundational and advanced coursework, students gain a strong combination of quantitative and computational skills as well as data fluency, positioning them for careers in industry or for advanced studies. Students can satisfy the 30-credit requirement in 12 to 24 months, with accelerated paths supported by relevant summer course offerings. Graduates are well-prepared for roles in information technology, finance, engineering, research, and education – particularly within the rapidly growing sectors of machine learning and artificial intelligence – or to pursue a PhD in the mathematical, statistical, and computational sciences.

## ADMISSIONS

# ADMISSIONS

UW-Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 15 |
| Spring Deadline | November 1 |
| Summer Deadline | This program does not admit for summer |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission Policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test (s) (e.g., GMAT, MCAT) | The GRE subject test in Mathematics is not required but may be considered if available. |

| | |
|---|---|
| Letters of Recommendation | 3 |

The program is aimed at students with an undergraduate degree in mathematics or a related quantitative field. Prior coursework in multivariable calculus and linear algebra is required. Prior coursework in differential equations, probability, programming, and introduction to proofs is recommended.

## ADMISSIONS MATERIALS

- Three letters of recommendation
- Unofficial transcripts: If you are recommended for admission, the Graduate School will reach out to request official transcripts at that time.
- Mathematics coursework: In table format, list all undergraduate and graduate mathematics courses you have completed or are currently enrolled in. For each course, provide the following information: name of the school where it was taken, course number, title, description, textbooks used, and grade you received (for completed courses).
- Resume
- Statement of purpose: Explain your motivations for pursuing graduate studies, and convey how your interests/experiences/goals align with the program.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 24 credits must be graduate-level coursework. Refer to the Graduate School's Minimum Graduate Coursework (50%) Requirement Policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/) |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement Policy:https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/) |
| Other Grade Requirements | None |
| Assessments and Examinations | None |
| Language Requirements | None |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete 18 credits from the following Core categories. At least 6 credits must be completed from each category. At least two courses must be numbered 700 or higher. | | |
| *Theory and Modeling* | | *6* |
| MATH 322 | Applied Mathematical Analysis 2: Partial Differential Equations | |
| MATH 415 | Applied Dynamical Systems, Chaos and Modeling | |
| MATH/I SY E/ OTM/STAT 632 | Introduction to Stochastic Processes | |
| MATH 703 | Methods of Applied Mathematics 1 | |
| MATH 704 | Methods of Applied Mathematics-2 | |
| *Computational Methods* | | *6* |
| MATH/ COMP SCI 513 | Numerical Linear Algebra | |
| MATH/ COMP SCI 514 | Numerical Analysis | |
| MATH/ COMP SCI 714 | Methods of Computational Mathematics I | |

| | | |
|---|---|---|
| MATH/ COMP SCI 715 | Methods of Computational Mathematics II | |
| MATH 717 | Stochastic Computational Methods | |
| *Mathematical Data Science* | | 6 |
| MATH 444 | Graphs and Networks in Data Science | |
| MATH 535 | Mathematical Methods in Data Science | |
| MATH 616 | Data-Driven Dynamical Systems, Stochastic Modeling and Prediction | |
| MATH 717 | Stochastic Computational Methods | |
| MATH 718 | Randomized Linear Algebra and Applications | |
| **Electives** | | |
| Students must complete at least 12 additional credits from the lists above or below. At most 6 credits can be taken from List B. At most one MATH course can be taken in coursework numbered 800-899. | | 12 |
| MATH/STAT 431 | Introduction to the Theory of Probability | |
| MATH 519 | Ordinary Differential Equations | |
| MATH 521 | Analysis I | |
| MATH 522 | Analysis II | |
| MATH 531 | Probability Theory | |
| MATH/B M I/ BIOCHEM/ BMOLCHEM 609 | Mathematical Methods for Systems Biology | |
| MATH 619 | Analysis of Partial Differential Equations | |
| MATH 623 | Complex Analysis | |
| MATH 627 | Introduction to Fourier Analysis | |
| MATH 629 | Introduction to Measure and Integration | |
| MATH 635 | An Introduction to Brownian Motion and Stochastic Calculus | |
| MATH 705 | Mathematical Fluid Dynamics | |
| MATH 716 | Ordinary Differential Equations | |
| MATH 719 | Partial Differential Equations | |
| MATH 720 | Partial Differential Equations | |
| MATH 721 | A First Course in Real Analysis | |
| MATH 722 | Complex Analysis | |
| MATH 725 | A Second Course in Real Analysis | |
| MATH/STAT 733 | Theory of Probability I | |
| MATH/STAT 734 | Theory of Probability II | |
| MATH 735 | Stochastic Analysis | |
| MATH 801 | Topics in Applied Mathematics | |
| MATH/E C E/ STAT 888 | Topics in Mathematical Data Science | |
| *List B* | | |
| COMP SCI 300 | Programming II | |
| COMP SCI 400 | Programming III | |
| COMP SCI/E C E/ I SY E 524 | Introduction to Optimization | |
| COMP SCI/I SY E/ MATH/STAT 726 | Nonlinear Optimization I | |
| COMP SCI/I SY E/ MATH 730 | Nonlinear Optimization II | |
| COMP SCI/ E C E 760 | Machine Learning | |
| COMP SCI/ E C E 761 | Mathematical Foundations of Machine Learning | |
| MATH/ COMP SCI/I SY E/ STAT 525 | Linear Optimization | |
| STAT 615 | Statistical Learning | |
| STAT/MATH 709 | Mathematical Statistics I | |
| STAT/MATH 710 | Mathematical Statistics II | |
| STAT 771 | Computational Statistics | |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | |
| STAT 849 | Advanced Statistical Methods | |
| L I S 461 | Data and Algorithms: Ethics and Policy | |
| E C E 742 | Computational Methods in Electromagnetics | |
| E C E/COMP SCI/ E M A/E P/ M E 759 | High Performance Computing for Applications in Engineering | |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Graduate coursework from other institutions will be evaluated on a case-by-case basis. With the approval of the director, students in the MS program may transfer no more than 7 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR/COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.

   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

The Department of Mathematics cannot provide financial support for students in the MS in Applied and Computational Mathematics degree.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Describe and analyze key concepts from a substantial body of mathematics presented in introductory graduate-level courses in mathematics.
2. Demonstrate knowledge of mathematical techniques used to solve problems motivated by applications.
3. Identify and implement strategies to solve problems using mathematical modeling, computational methods and/or data-driven approaches.
4. Communicate clearly in written and/or oral presentations.
5. Recognize and apply principles of ethical and professional conduct.

# MATHEMATICS, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

These are the requirements for a mathematics doctoral minor:

1. At least 12 graduate credits in mathematics (MATH) courses (https://guide.wisc.edu/courses/math/) that are approved by a math minor advisor. These courses must be taken as a graduate student. All courses must be completed with a grade of B or better. Graduate mathematics credits transferred from another university may be considered but prior approval by the math minor advisor is necessary.
2. At least 6 credits must be in math courses numbered 700 or above.
3. Only math courses numbered 500 and above can be applied for doctoral minor requirements in mathematics.

### THE PROCESS

1. Students should plan which courses they would like to use to meet the minor requirements. They can use this this form (https://uwmadison.app.box.com/s/z754hk68em3xq20zm89cd6qgrmw2unwn/) for planning the coursework. Students and the math minor advisor (https://math.wisc.edu/key-contacts/?wdt_search=minor) complete this form and students keep a copy of it. (Students can print a copy of the form and fill in some parts before the meeting.) Completion of the planning form is not required, but a completed form, signed by a math minor advisor, does offer a guarantee that the math department will accept the courses for a minor. The course program for a math minor must be approved by a math minor advisor at some point, but this approval could also be obtained after the courses have been taken.
2. Students will need a form signed by a math minor advisor certifying approval of their course selection for the math minor, and/or certifying completion of the minor requirements. The department may have forms for these purposes, or students can use the Graduate Minor in Mathematics Form (https://uwmadison.app.box.com/s/z754hk68em3xq20zm89cd6qgrmw2unwn/).
3. When everything is completed, students need to have the Graduate School warrant signed. The major department will request a warrant from the Graduate School. Students take the warrant to one of the math minor advisors for a signature and then take it back to the major department.

# MATHEMATICS, MA

PhD students in the math department and students enrolled in other UW–Madison PhD programs are eligible to earn an MA degree with the named option titled Foundations for Research (FR) (p. 1340).

The MA degree is available with the named option titled Foundations of Advanced Studies (FAS) (p. 1343). It is designed to strengthen the student's mathematics background and enhance the opportunities for applications to PhD programs and for employment as a mathematician in nonacademic environments.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Arts in Mathematics through the named option or the PhD:

- The Foundations for Research (p. 1340) named option is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (https://guide.wisc.edu/graduate/mathematics/mathematics-phd/#admissionstext).

- Foundations of Advanced Studies (https://guide.wisc.edu/graduate/mathematics/mathematics-ma/mathematics-foundations-advanced-studies-ma/)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | See Named Options for policy information. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (https://guide.wisc.edu/graduate/mathematics/mathematics-ma/#NamedOptions) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Arts in Mathematics must select one of the following named options:

View as listView as grid

- **MATHEMATICS: FOUNDATIONS FOR RESEARCH, MA (P. 1340)**
- **MATHEMATICS: FOUNDATIONS OF ADVANCED STUDIES, MA (P. 1343)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Foundations for Research (p. 1340)
- Foundations of Advanced Studies (https://guide.wisc.edu/graduate/mathematics/mathematics-ma/mathematics-foundations-advanced-studies-ma/)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Learn a substantial body of mathematics presented in introductory graduate level courses in mathematics.
2. Select and utilize appropriate methodologies to solve problems.
3. Communicate clearly in written/oral presentations.
4. Recognize and apply principles of ethical and professional conduct.

# MATHEMATICS: FOUNDATIONS FOR RESEARCH, MA

This is a named option within the Mathematics MA (p. 1339), which is offered for work leading to the PhD.

Information about the requirements and policies for this program can be found in this Guide.

## ADMISSIONS

# ADMISSIONS

The MA (named option Foundations for Research) is offered for work leading to the PhD. Students may not apply directly for this master's, and should instead see the admissions information for the PhD (p. 1347).

Students may also apply to the MA Named Option in Foundations of Advanced Studies (p. 1343).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | At least 12 credits from a specified list of 700 courses are required to be passed with grade B or higher. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **(i) Core Courses:** | | **12** |
| Select four of the following: | | |
| MATH 703 | Methods of Applied Mathematics 1 | |
| MATH 704 | Methods of Applied Mathematics-2 | |
| MATH/ COMP SCI 714 | Methods of Computational Mathematics I | |
| MATH/ COMP SCI 715 | Methods of Computational Mathematics II | |
| MATH 717 | Stochastic Computational Methods | |
| MATH 719 | Partial Differential Equations | |
| MATH 720 | Partial Differential Equations | |
| MATH 721 | A First Course in Real Analysis | |
| MATH 722 | Complex Analysis | |
| MATH 725 | A Second Course in Real Analysis | |
| MATH/STAT 733 | Theory of Probability I | |
| MATH/STAT 734 | Theory of Probability II | |
| MATH 741 | Abstract Algebra | |
| MATH 742 | Abstract Algebra | |
| MATH 751 | Introductory Topology I | |
| MATH 752 | Introductory Topology II | |
| MATH 758 | Introduction to Ergodic Theory and Dynamics | |
| MATH 761 | Differentiable Manifolds | |
| MATH 770 | Foundations of Mathematics | |
| MATH 771 | Set Theory | |
| MATH 773 | Computability Theory | |
| MATH 776 | Model Theory | |

| | | |
|---|---|---|
| **(ii) Four Mathematics courses numbered 600 or above passed with a grade of B or higher** [1] | | **12** |
| **(iii) Electives (numbered 500 or above)** | | **6** |
| *Advanced Computer Science Course* | | |
| Students must complete an advanced computer science course which involves substantial programming. The advanced computer science requirement can be counted as an elective. Below is a list of advanced computer science courses. Other courses require prior approval of the director of graduate studies. This requirement is waived for Math PhD students, provided two qualifying exams have been passed. | | |
| COMP SCI 400 | Programming III | |
| COMP SCI 536 | Introduction to Programming Languages and Compilers | |
| COMP SCI 537 | Introduction to Operating Systems | |
| COMP SCI 564 | Database Management Systems: Design and Implementation | |
| COMP SCI 704 | Principles of Programming Languages | |
| COMP SCI/ MATH 714 | Methods of Computational Mathematics I | |
| COMP SCI/ MATH 715 | Methods of Computational Mathematics II | |
| COMP SCI/ I SY E 719 | Stochastic Programming | |
| COMP SCI/I SY E/ MATH 730 | Nonlinear Optimization II | |
| **Total Credits** | | **30** |

[1] The graduate advisor may also approve to have courses numbered 500-599 count for this requirement (but typically no introductory courses such as MATH 521 Analysis I, MATH 541 Modern Algebra 1 or MATH 551 Point-Set Topology).

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students in the MA program are allowed to count no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

Students are recommended to meet with an advisor.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Students have two years to complete the degree. Extensions have to be approved by the program.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# MATHEMATICS: FOUNDATIONS OF ADVANCED STUDIES, MA

This is a named option within the Mathematics MA. It is designed to strengthen the student's mathematics background and enhance the opportunities for applications to PhD programs and for employment as a mathematician in nonacademic environments.

# ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 15 |
| Spring Deadline | November 1 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | The GRE subject test in Mathematics is not required but may be considered if available. |
| Letters of Recommendation Required | 3 |

Admission is competitive. For more information about application to the MA program, see the department's admission website (https://math.wisc.edu/graduate/master-of-arts-foundation-of-studies/applying-for-ma-fas/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Department of Mathematics cannot provide financial support for the Master's–Foundations of Advanced Studies Degree program.

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| These courses must be taken by all students, except when it is determined by the director of the program that equivalent courses were taken prior to entering the program. | | |
| MATH 522 | Analysis II | 3 |
| MATH 542 | Modern Algebra 2 | 3 |
| **Basic Electives:** | | |

| | | |
|---|---|---|
| FOUR courses numbered 500, numbered 600 and numbered 700 in Mathematics may be taken as basic elective courses, including up to three credits of MATH 698 or MATH 790. Excludes courses counted toward another requirement. Excludes MATH 607, MATH 681, MATH 682, MATH 691, MATH 692. | | 12 |
| MATH/ COMP SCI 513 | Numerical Linear Algebra | |
| MATH/ COMP SCI 514 | Numerical Analysis | |
| MATH 519 | Ordinary Differential Equations | |
| MATH/ COMP SCI/I SY E/ STAT 525 | Linear Optimization | |
| MATH 531 | Probability Theory | |
| MATH 535 | Mathematical Methods in Data Science | |
| MATH 551 | Point-Set Topology | |
| MATH 552 | Introduction to Algebraic Topology | |
| MATH 561 | Differential Geometry | |
| MATH 567 | Modern Number Theory | |
| MATH/ PHILOS 571 | Mathematical Logic | |
| MATH 570 | Fundamentals of Set Theory | |
| MATH/B M I/ BIOCHEM/ BMOLCHEM 609 | Mathematical Methods for Systems Biology | |
| MATH 616 | Data-Driven Dynamical Systems, Stochastic Modeling and Prediction | |
| MATH 619 | Analysis of Partial Differential Equations | |
| MATH 621 | Introduction to Manifolds | |
| MATH 623 | Complex Analysis | |
| MATH 627 | Introduction to Fourier Analysis | |
| MATH 629 | Introduction to Measure and Integration | |
| MATH/I SY E/ OTM/STAT 632 | Introduction to Stochastic Processes | |
| MATH 635 | An Introduction to Brownian Motion and Stochastic Calculus | |
| MATH 698 | Directed Study | |
| MATH 705 | Mathematical Fluid Dynamics | |
| MATH/STAT 709 | Mathematical Statistics I | |
| MATH/STAT 710 | Mathematical Statistics II | |
| MATH 716 | Ordinary Differential Equations | |
| MATH 718 | Randomized Linear Algebra and Applications | |
| MATH/ COMP SCI/I SY E/ STAT 726 | Nonlinear Optimization I | |
| MATH/ COMP SCI/ I SY E 728 | Integer Optimization | |
| MATH/ COMP SCI/ I SY E 730 | Nonlinear Optimization II | |
| MATH 735 | Stochastic Analysis | |
| MATH 740 | Enumerative Combinatorics/ Symmetric Functions | |
| MATH 746 | Topics in Ring Theory | |
| MATH 747 | Lie Algebras | |
| MATH 748 | Algebraic Number Theory | |
| MATH 749 | Analytic Number Theory | |
| MATH 750 | Homological Algebra | |
| MATH 753 | Algebraic Topology I | |
| MATH 763 | Introduction to Algebraic Geometry | |
| MATH 764 | Introduction to Algebraic Geometry | |
| MATH 765 | Differential Geometry | |
| MATH 790 | Masters Thesis | |
| **Advanced Electives:** | | |
| FOUR courses numbered 700 or above in Mathematics listed below may be taken as advanced elective courses. | | 12 |
| MATH 703 | Methods of Applied Mathematics 1 | |
| MATH 704 | Methods of Applied Mathematics-2 | |
| MATH/ COMP SCI 714 | Methods of Computational Mathematics I | |
| MATH/ COMP SCI 715 | Methods of Computational Mathematics II | |
| MATH 719 | Partial Differential Equations | |
| MATH 717 | Stochastic Computational Methods | |
| MATH 720 | Partial Differential Equations | |
| MATH 721 | A First Course in Real Analysis | |
| MATH 722 | Complex Analysis | |
| MATH 725 | A Second Course in Real Analysis | |
| MATH/STAT 733 | Theory of Probability I | |
| MATH/STAT 734 | Theory of Probability II | |
| MATH 741 | Abstract Algebra | |
| MATH 742 | Abstract Algebra | |
| MATH 751 | Introductory Topology I | |
| MATH 752 | Introductory Topology II | |
| MATH 758 | Introduction to Ergodic Theory and Dynamics | |
| MATH 761 | Differentiable Manifolds | |
| MATH 770 | Foundations of Mathematics | |
| MATH 771 | Set Theory | |
| MATH 773 | Computability Theory | |
| **Total Credits** | | **30** |

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the

official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students in the MA program may transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students are recommended to meet with an advisor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Two years. Extensions have to be approved by the program.

Otherwise, refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and

decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

The Department of Mathematics cannot provide financial support for students in the master's degree in Mathematics–Foundations of Advanced Studies program.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# MATHEMATICS, PHD

The department offers the doctor of philosophy degree with a major in mathematics and a master of arts degree in mathematics.

The PhD degree requires proficiency in basic and advanced graduate mathematics and the completion of a dissertation containing a significant piece of original research in some area of mathematics. The scope of the research program in mathematics is broad. The PhD specialty and dissertation may be in any area of mathematics, including but not limited to algebra, algebraic geometry, applied mathematics, combinatorics, computational mathematics, complex analysis, differential equations, differential geometry, dynamical systems, harmonic analysis, logic, mathematical biology, number theory, probability, and topology. A complete list of faculty and their areas of expertise is available through the department website (https://www.math.wisc.edu/graduate/).

Students in the PhD program also have the option to earn a master of arts degree (p. 1339).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test (s)(e.g., GMAT, MCAT) | Math subject GRE required. |
| Letters of Recommendation Required | 3 |

Admission is competitive. Applicants to the PhD program are automatically considered for financial support.

### APPLICATION CHECKLIST

A complete application includes the following items:

1. Statement of purpose: Your essay should be a concise description of your reasons for choosing to study this field at the University of Wisconsin-Madison (not to exceed two pages). Please include your research interests and career goals as well as a description of your preparation for graduate study including relevant coursework, related employment, research experience, publications, presentations, awards, and honors. (samples (https://math.wisc.edu/graduate/prospective-phd/additional-application-information/))
2. Supplementary application:
   a. Coursework (different from transcript): In a list or table format, state all advanced mathematics courses you have completed, are currently enrolled in, or intend to take. For each course, give the name of the school where you took it, the course number, the title, description, books used, and the grade you received (for completed courses). If you have more than 20 courses, please include ONLY the most advanced courses. (sample (https://math.wisc.edu/graduate/prospective-phd/additional-application-information/))
3. CV/Resume: Your CV/resume should include your educational background as well as teaching and research experience, publications,

and accomplishments. (sample (https://math.wisc.edu/graduate/prospective-phd/additional-application-information/))

4. Unofficial transcripts: Unofficial transcripts from all previous postsecondary studies are required. International academic records must be submitted in the original language and accompanied by an English translation. If an applicant is recommended for admission, the Graduate School will ask applicants to request official transcripts sent to the Graduate School from the undergraduate institution.
5. Letters of recommendation: Three (3) letters of recommendation that address the question of mathematical promise. These letters should be from mathematics faculty, or other faculty familiar with the demands of graduate work in mathematics.

## BACKGROUND EDUCATION

Successful applicants have a bachelor's degree in mathematics/applied mathematics/statistics.

### Preparatory Coursework

| Code | Title | Credits |
|---|---|---|
| **Analysis I/II** [1] | | |
| Examples of courses (or equivalent): | | |
| MATH 521 | Analysis I | 3 |
| MATH 522 | Analysis II | 3 |
| **Algebra I/II** [1] | | |
| Examples of courses (or equivalent): | | |
| MATH 541 | Modern Algebra 1 | 3 |
| MATH 542 | Modern Algebra 2 | 3 |
| **Linear Algebra** | | |
| Example of course (or equivalent): | | |
| MATH 341 | Linear Algebra | 3 |
| **Electives** | | |
| Four electives among advanced undergrad or grad math courses. Incoming students usually, but not always, have some exposure to graduate level mathematics through graduate coursework, independent study, or research experience. This background often exceeds the minimum requirements for a math major. | | |

### Faculty Advisors

You do not need an advisor prior to applying. Incoming students are assigned academic advisors at the beginning of their programs. PhD students have until the end of their 6th semester to secure a dissertation advisor.

[1] Candidates with interest in Applied Math may have a different mathematics background, typically including coursework in ordinary and partial differential equations, and computational science with programming experience in Python, Matlab, or similar language. That coursework should be at a commensurately advanced undergraduate level.

# FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Prospective students should see the program website for funding information (https://math.wisc.edu/ta-and-grader/).

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No additional grade requirements. |
| Assessments and Examinations | Students are required to pass at least two qualifying exams. At least one qualifying exam must be passed by the beginning of the fourth semester (the spring semester of the second year). Both qualifying exams must be passed by the beginning of their sixth semester (the spring semester of the third year).<br><br>Students must pass a preliminary exam (specialty exam) by the end of the eighth semester (end of fourth year).<br><br>Students must satisfy all the requirements for dissertator status by the end of the eighth semester (end of fourth year). |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Students must take a total of 51 graduate credits or generally 17 courses. This includes courses in math and breadth. In the PhD program, math courses numbered above 700 are for graduate credit. Math courses below 700 must be approved by the academic advisor.

| Code | Title | Credits |
|---|---|---|
| **Area of Specialization** | | |
| Students complete coursework in an area of specialization; see sample courses below. | | 32 |
| **Seminar** | | |
| MATH 900 | Graduate Teaching Seminar | 1 |
| **Research Area Seminar** | | |
| Chosen in consultation in advisor, students complete 3 credits of seminar in their research area. | | 3 |
| MATH 921 | Seminar in Analysis | |
| MATH 941 | Seminar-Algebra | |
| MATH 951 | Seminar in Topology | |
| MATH 967 | Seminar in Number Theory | |
| MATH 975 | Seminar-The Foundations of Mathematics | |
| **Breadth** | | **9-12** |
| **Research** | | |
| Students complete the following course: | | 3-6 |
| MATH 990 | Reading and Research | |
| **Total Credits** | | **51** |

### Area of Specialization

There are six general and overlapping areas of specialization[1] within the department:

- Algebra, Algebraic Geometry, Combinatorics or Number theory
- Analysis and/or Differential Equations
- Probability
- Applied or Computational Mathematics
- Logic
- Geometry, Topology, and Dynamics

### Additional Area of Specialization: Mathematics Education [1]

The course requirement is the same as for the other specialties except that the required 51 credits should include 18 credits in courses related to mathematics education, and at least one of the courses must be on research techniques in education. The 18 credits may come (wholly or in part) from courses included in breadth.

There are many different paths that one may take to 51 credits while pursuing a PhD in Mathematics at Wisconsin. Below are a few possible paths in different subject areas. These are just possibilities, and are not meant to prescribe any particular path.

### Algebra, Algebraic Geometry, Combinatorics, or Number Theory [1]

Students may complete the following sequence of courses.

| Code | Title | Credits |
|---|---|---|
| MATH 741 | Abstract Algebra | 3 |
| MATH 742 | Abstract Algebra | 3 |
| MATH 747 | Lie Algebras | 3 |
| MATH 748 | Algebraic Number Theory | 3 |
| MATH 750 | Homological Algebra | 3 |
| MATH 751 | Introductory Topology I | 3 |
| MATH 752 | Introductory Topology II | 3 |
| MATH 761 | Differentiable Manifolds | 3 |
| MATH 763 | Introduction to Algebraic Geometry | 3 |
| MATH 764 | Introduction to Algebraic Geometry | 3 |
| MATH 843 | Representation Theory | 3 |
| MATH 844 | Arithmetic Geometry | 3 |
| MATH 845 | Class Field Theory | 3 |
| MATH 848 | Advanced Topics in Number Theory | 3 |
| MATH 851 | Topics in Geometric Topology | 3 |
| MATH 900 | Graduate Teaching Seminar | 1 |
| MATH 941 | Seminar-Algebra | 1-3 |
| MATH 967 | Seminar in Number Theory | 1-3 |
| MATH 990 | Reading and Research | 1-3 |

### Analysis and/or Differential Equations[1]

Students may complete the following sequence of courses.

| Code | Title | Credits |
|---|---|---|
| MATH 719 | Partial Differential Equations | 3 |
| MATH 720 | Partial Differential Equations | 3 |
| MATH 721 | A First Course in Real Analysis | 3 |
| MATH 722 | Complex Analysis | 3 |
| MATH 725 | A Second Course in Real Analysis | 3 |

| | | |
|---|---|---|
| MATH 751 | Introductory Topology I | 3 |
| MATH 752 | Introductory Topology II | 3 |
| MATH 758 | Introduction to Ergodic Theory and Dynamics | 3 |
| MATH 761 | Differentiable Manifolds | 3 |
| MATH 821 | Advanced Topics in Real Analysis | 3 |
| MATH 823 | Advanced Topics in Complex Analysis | 3 |
| MATH 825 | Selected Topics in Functional Analysis | 3 |
| MATH 827 | Fourier Analysis | 3 |
| MATH 828 | Advanced Topics in Harmonic Analysis | 3 |
| MATH 900 | Graduate Teaching Seminar | 1 |
| MATH 921 | Seminar in Analysis | 1-3 |
| MATH 990 | Reading and Research | 1-3 |

## Probability [1]

Students may complete the following sequence of courses.

| Code | Title | Credits |
|---|---|---|
| MATH 718 | Randomized Linear Algebra and Applications | 3 |
| MATH/COMP SCI/ I SY E/STAT 726 | Nonlinear Optimization I | 3 |
| MATH/COMP SCI/ I SY E 730 | Nonlinear Optimization II | 3 |
| MATH/STAT 733 | Theory of Probability I | 3 |
| MATH/STAT 734 | Theory of Probability II | 3 |
| MATH 735 | Stochastic Analysis | 3 |
| MATH 741 | Abstract Algebra | 3 |
| MATH 742 | Abstract Algebra | 3 |
| MATH 751 | Introductory Topology I | 3 |
| MATH 752 | Introductory Topology II | 3 |
| MATH 758 | Introduction to Ergodic Theory and Dynamics | 3 |
| MATH 801 | Topics in Applied Mathematics | 3 |
| MATH/STAT 833 | Topics in the Theory of Probability | 3 |
| MATH/E C E/ STAT 888 | Topics in Mathematical Data Science | 1-3 |
| MATH 900 | Graduate Teaching Seminar | 1 |
| MATH 921 | Seminar in Analysis | 1-3 |
| MATH 990 | Reading and Research | 1-3 |

## Applied or Computational Mathematics [1]

Students may complete the following sequence of courses.

| Code | Title | Credits |
|---|---|---|
| MATH 703 | Methods of Applied Mathematics 1 | 3 |
| MATH 704 | Methods of Applied Mathematics-2 | 3 |
| MATH 705 | Mathematical Fluid Dynamics | 3 |
| MATH/STAT 709 | Mathematical Statistics I | 4 |
| MATH/ COMP SCI 714 | Methods of Computational Mathematics I | 3 |
| MATH/ COMP SCI 715 | Methods of Computational Mathematics II | 3 |
| MATH 717 | Stochastic Computational Methods | 3 |
| MATH 718 | Randomized Linear Algebra and Applications | 3 |
| MATH 719 | Partial Differential Equations | 3 |
| MATH 721 | A First Course in Real Analysis | 3 |
| MATH 722 | Complex Analysis | 3 |
| MATH 725 | A Second Course in Real Analysis | 3 |
| MATH 751 | Introductory Topology I | 3 |
| MATH 752 | Introductory Topology II | 3 |
| MATH 900 | Graduate Teaching Seminar | 1 |
| MATH 921 | Seminar in Analysis | 1-3 |
| MATH 990 | Reading and Research | 1-3 |

## Logic [1]

Students may complete the following sequence of courses.

| Code | Title | Credits |
|---|---|---|
| MATH 721 | A First Course in Real Analysis | 3 |
| MATH 725 | A Second Course in Real Analysis | 3 |
| MATH 740 | Enumerative Combinatorics/ Symmetric Functions | 3 |
| MATH 741 | Abstract Algebra | 3 |
| MATH 742 | Abstract Algebra | 3 |
| MATH 747 | Lie Algebras | 3 |
| MATH 751 | Introductory Topology I | 3 |
| MATH 752 | Introductory Topology II | 3 |
| MATH 763 | Introduction to Algebraic Geometry | 3 |
| MATH 770 | Foundations of Mathematics | 3 |
| MATH 771 | Set Theory | 3 |
| MATH 773 | Computability Theory | 3 |
| MATH 776 | Model Theory | 3 |
| MATH 873 | Advanced Topics in Foundations | 3 |
| MATH 900 | Graduate Teaching Seminar | 1 |
| MATH 975 | Seminar-The Foundations of Mathematics | 1-3 |
| MATH 990 | Reading and Research | 1-3 |

## Geometry, Topology, and Dynamics [1]

Students may complete the following sequence of courses.

| Code | Title | Credits |
|---|---|---|
| MATH 721 | A First Course in Real Analysis | 3 |
| MATH 722 | Complex Analysis | 3 |
| MATH 725 | A Second Course in Real Analysis | 3 |
| MATH 741 | Abstract Algebra | 3 |
| MATH 742 | Abstract Algebra | 3 |
| MATH 751 | Introductory Topology I | 3 |
| MATH 752 | Introductory Topology II | 3 |
| MATH 758 | Introduction to Ergodic Theory and Dynamics | 3 |
| MATH 761 | Differentiable Manifolds | 3 |
| MATH 765 | Differential Geometry | 3 |
| MATH 843 | Representation Theory | 3 |
| MATH 851 | Topics in Geometric Topology | 3 |
| MATH 853 | Topics in Algebraic Topology | 3 |

| | | |
|---|---|---|
| MATH 873 | Advanced Topics in Foundations | 3 |
| MATH 900 | Graduate Teaching Seminar | 1 |
| MATH 951 | Seminar in Topology | 1-3 |
| MATH 990 | Reading and Research | 1-3 |

### Footnotes

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students in the PhD program are allowed to transfer no more than 19 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No more than 7 credits from an undergraduate degree are allowed to transfer. Coursework must be at a graduate level and must request program approval. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

Students who are not yet working with a dissertation advisor are required to meet semiannually with their academic advisor. All students must have a dissertation advisor by the end of the sixth semester.

## CREDITS PER TERM ALLOWED

15 credits. Minimum of 6 per semester, other than dissertators.

## TIME LIMITS

Students must complete all program requirements within eight years of beginning the program. Extensions have to be approved by the program.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Learn a substantial body of mathematics in introductory and research level graduate courses in mathematics.
2. Complete a dissertation under the guidance of an advisor. The dissertation should make an original and substantive contribution to its subject matter.
3. Demonstrate breadth within the learning experiences.
4. Present research in seminar talks, conferences or publications.
5. Communicate complex ideas in a clear and understandable manner.
6. Foster ethical and professional conduct.

# MEAD WITTER SCHOOL OF MUSIC

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Music, Doctoral Minor (p. 1352)
- Music, MA (p. 1358)
- Music, PhD (p. 1362)
- Music: Education, MM (p. 1367)
- Music: Performance, DMA (p. 1372)
- Music: Performance, MM (p. 1385)

# MUSIC, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on

Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Doctoral students who are not music majors, but are seeking to pursue a doctoral minor in a music field, are encouraged to contact the Mead Witter School of Music graduate office for further information. The defined programs below are excellent models of minor plans for students from non-music programs.

Course credits taken in a minor plan of study will not satisfy requirements in the DMA major.

## REQUIRED COURSES

Below are outlines for the minor programs approved for students in PhD–music and DMA programs. Note that most of the plans restrict eligibility for students based upon major specialty. Exceptions to the stated requirements are extremely rare.

Students choose from the following curricular paths in the Music Doctoral Minor:

### Brass Instrument Performance Curricular Path [1]

This minor plan is not available to students completing a track in horn, trumpet, trombone, euphonium, or tuba performance.

| Code | Title | Credits |
|---|---|---|
| **Minor Performance Instrument** | | |
| Enroll in course corresponding to minor performance instrument: | | |
| *First semester* | | |
| Complete from the following: | | 4 |
| MUS PERF 417 | Advanced Horn | |
| MUS PERF 419 | Advanced Trumpet | |
| MUS PERF 421 | Advanced Trombone | |
| MUS PERF 423 | Advanced Euphonium | |
| MUS PERF 425 | Advanced Tuba | |
| *Second semester* | | |
| Complete from the following: | | 2 |
| MUS PERF 417 | Advanced Horn | |
| MUS PERF 419 | Advanced Trumpet | |
| MUS PERF 421 | Advanced Trombone | |
| MUS PERF 423 | Advanced Euphonium | |
| MUS PERF 425 | Advanced Tuba | |
| *Senior Recital* | | |
| MUS PERF 499 | Senior Recital | 2 |
| **Additional Coursework** | | |
| MUSIC 798 | Seminar-Instrumental Literature [2] | 2 |
| or MUSIC 799 | Independent Work | |
| *Elective* | | |
| Any 2 credits from the following: | | 2 |
| MUSIC 562 | Jazz Ensemble | |
| MUSIC 565 | Advanced Ensemble-Woodwind | |
| MUSIC 567 | Advanced Ensemble-Brass | |
| MUSIC 570 | University Symphony Orchestra | |
| MUSIC 573 | Contemporary Chamber Ensemble | |
| MUSIC 574 | Wind Ensemble | |
| **Total Credits** | | **12** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 MUSIC 799 Independent Work is eligible to satisfy this requirement ONLY with prior approval by the minor professor.

### Choral Conducting Curricular Path [1]

This minor is not available to DMA students completing a track in conducting.

| Code | Title | Credits |
|---|---|---|
| MUSIC 553 | Advanced Conducting Seminar (taken twice) | 4 |
| MUSIC 541 | Seminar in Choral Literature (taken twice) | 4 |
| MUSIC 578 | Concert Choir (taken twice) | 2 |
| MUS PERF 499 | Senior Recital [2] | 2 |
| **Total Credits** | | **12** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 For the recital the student must be the conductor of the choral ensemble or organization in the performance.

### Collaborative Piano Curricular Path [1]

This minor is not available to students completing a track in organ performance, piano performance, or piano pedagogy and performance.

| Code | Title | Credits |
|---|---|---|
| MUS PERF 542 | Masters Level Collaborative Piano | 2 |
| MUS PERF 542 | Masters Level Collaborative Piano | 2 |
| MUSIC 346 | Repertoire [2] | 2 |
| or MUSIC 792 | Seminar in Vocal Literature | |
| MUSIC 796 | Seminar in Duo Sonata Literature | 3 |
| MUS PERF 499 | Senior Recital (as accompanist) | 2 |
| Complete 2 credits from the following: | | 2 |
| MUSIC 466 | Diction for Singers | |
| MUSIC 513 | Survey of Opera | |
| MUSIC 557 | Opera Workshop | |
| MUSIC 569 | Advanced Ensemble-String | |
| MUSIC 573 | Contemporary Chamber Ensemble | |
| **Total Credits** | | **13** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.
[2] MUSIC 346 Repertoire topic must be Vocal Literature.

## Composition Curricular Path [1]

MUSIC 523 or its equivalent is a prerequisite for acceptance to this minor plan of study.

Two minor plans are possible. Consult with the minor professor.[2]

### Minor Plan I

| Code | Title | Credits |
|---|---|---|
| **Composition Applied Study** | | |
| MUS PERF 447 & MUS PERF 448 | Fourth Year Composition and Fourth Year Composition | 6 |
| MUSIC 927 | Seminar in Composition | 3 |
| MUSIC 927 | Seminar in Composition [3] | 3 |
| **Total Credits** | | **12** |

### Minor Plan II

| Code | Title | Credits |
|---|---|---|
| **Composition Applied Study** | | |
| MUS PERF 447 | Fourth Year Composition | 3 |
| MUS PERF 448 | Fourth Year Composition | 3 |
| MUS PERF 447 | Fourth Year Composition [4] | 3 |
| or MUS PERF 448 | Fourth Year Composition | |
| MUSIC 927 | Seminar in Composition | 3 |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.
[2] In both minor plans, MUSIC 799 Independent Work is available as an option for credit. However the Graduate School allows only up to 3 credits of Independent Work to count toward minor credits.
[3] MUSIC 927 Seminar in Composition may be taken twice (with different topics) or, with approval of the minor professor, MUSIC 799 Independent Work (3 credits) may substitute for one of the courses.
[4] If necessary, MUSIC 799 Independent Work (3 credits) may substitute for one of the semesters of applied composition study.

## Early Music Curricular Path [1]

| Code | Title | Credits |
|---|---|---|
| MUSIC 461 | Collegium Musicum (two semesters) [2] | 2 |
| Advanced Performance Practice Study | | 4 |
| May be satisfied with any MUS PERF course 401-440 and may include up to 2 credits MUSIC 799 | | |
| Remaining credits from the following courses: | | 6 |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 461 | Collegium Musicum | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology (Topic relevant to historically informed performance) | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.
[2] Students must take MUSIC 461 twice, and may take it up to 3 times.

## Guitar Performance Curricular Path [1]

This minor is not available to students completing a track in violin, viola, violoncello, string bass, or harp performance.

| Code | Title | Credits |
|---|---|---|
| MUS PERF 440 | Advanced Guitar (2 semesters, 3 credits each semester) | 3 |
| MUS PERF 440 | Advanced Guitar | 3 |
| MUS PERF 499 | Senior Recital | 2 |
| MUSIC 572 & 572 | Advanced Ensemble-Classical Guitar and Advanced Ensemble-Classical Guitar (2 semesters) | 2 |
| AND any combination of 2 of the following courses: | | 2 |
| MUSIC 562 | Jazz Ensemble | |
| MUSIC 569 | Advanced Ensemble-String | |
| MUSIC 573 | Contemporary Chamber Ensemble | |
| MUSIC 799 | Independent Work (prior approval of minor professor required) | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Harpsichord Performance Curricular Path [1]

This minor is not available to students completing a track in piano performance, piano performance and pedagogy, or collaborative piano. Students accepted into this minor plan must have sufficient prior study of harpsichord. An audition is required.

| Code | Title | Credits |
|---|---|---|
| MUS PERF 402 | Advanced Harpsichord | 4 |
| MUS PERF 402 | Advanced Harpsichord | 2 |
| MUSIC 461 & 461 | Collegium Musicum and Collegium Musicum [2] | 2 |
| MUSIC 511 | Historical Performance Practices [3] | 3 |
| or MUSIC 502 | Figured Bass and Basso Continuo | |
| MUS PERF 499 | Senior Recital | 2 |
| **Total Credits** | | **13** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.
[2] Two semesters are required.
[3] MUSIC 799 Independent Work may substitute for MUSIC 502 Figured Bass and Basso Continuo, with approval of minor professor.

## Musicology Curricular Path [1]

This minor is not available to students completing an Ethnomusicology track. Students with a minor in historical musicology write a minor field preliminary examination. Course credits in a minor DO NOT count for requirements in the major. A DMA student or PhD–music: music theory student must still meet the major requirements for courses in musicology.

| Code | Title | Credits |
|---|---|---|
| **Survey** | | |
| Complete three of the following courses (3 credits each) [2] | | 9 |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| **Elective** | | |
| Plus complete one of the following courses: | | 3 |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.
[2] MUSIC 799 Independent Work and MUSIC 497 Special Topics in Music are eligible to satisfy this requirement ONLY with prior approval by the minor professor.

## Jazz Studies Curricular Path [1]

| Code | Title | Credits |
|---|---|---|
| **Required** | | |
| MUS PERF 499 | Senior Recital | 2 |
| **Electives** | | |
| Complete 10 additional credits from the following courses: | | 10 |
| MUSIC 331 | Jazz Improvisation | |
| MUSIC 332 | Jazz Improvisation | |
| MUS PERF 441 | Advanced Jazz Studio Instruction | |
| MUS PERF 457 | Jazz Composition and Arranging | |
| MUSIC 497 | Special Topics in Music (approved topics only) | |
| MUSIC 562 | Jazz Ensemble | |
| MUSIC 629 | Jazz Theory and Analysis | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Music Theory Curricular Path [1]

Course credits in a minor DO NOT count for requirements in the major. A DMA student or PhD–music: musicology student must still meet the major requirements for courses in music theory.

| Code | Title | Credits |
|---|---|---|
| **Electives** | | |
| Complete courses selected from the following to total 12 credits: [2] | | 12 |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 799 | Independent Work (approval by the minor professor required) | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.
[2] MUSIC 799 Independent Work and MUSIC 497 Special Topics in Music are eligible to satisfy this requirement ONLY with prior approval by the minor professor.

## Opera Production Curricular Path [1]

| Code | Title | Credits |
|---|---|---|
| **Required** | | |
| MUSIC 556 | University Opera (in directorial capacity) | 2 |
| MUSIC 556 | University Opera (taken twice, 2 credits each time) [2] | 4 |
| MUSIC 463 | Acting for Singers | 1 |
| **Project** | | |
| Complete a project in the minor field by completing: | | 2-3 |
| MUSIC 799 | Independent Work (with Director of opera) | |
| **Electives** | | |
| Remaining credits from the following courses: | | 2-3 |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |

| | |
|---|---|
| MUSIC 415 | Survey of Music in the Romantic Era |
| MUSIC 416 | Survey of Music in the Twentieth Century |
| MUSIC 419 | Music in the United States |
| MUSIC 463 | Acting for Singers |
| MUSIC 513 | Survey of Opera |
| MUSIC 556 | University Opera (maximum 2 credits) |
| MUSIC 557 | Opera Workshop |
| THEATRE 342 | Fundamentals of Movement for the Stage |
| THEATRE 368 | Fundamentals of Directing |
| THEATRE 379 | Introduction to Stage Management |
| THEATRE 440 | Musical Performance for the Actor |
| **Total Credits** | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] With advisor approval, some students may use MUSIC 557 Opera Workshop (2 cr) in place of one instance of MUSIC 556 University Opera.

## Opera/Voice Coaching Curricular Path [1]

This minor is available only to students in Piano Performance, Piano Performance and Pedagogy, Collaborative Piano, Conducting, or other track with approval of the Voice & Opera faculty. All courses are selected in consultation with the minor professor.

| Code | Title | Credits |
|---|---|---|
| **Required** | | |
| *Diction* | | |
| MUSIC 467 & MUSIC 468 | Language Diction for Singing I and Language Diction for Singing II [2] | 4 |
| MUSIC 556 | University Opera (rehearsal pianist) [3] | 2 |
| *Project in the Minor field* | | *2-3* |
| MUSIC 799 | Independent Work [4] | |
| **Electives** | | |
| Complete remaining credits from the following courses: | | 3-4 |
| MUS PERF 405 | Advanced Voice (audition and voice faculty approval required) | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 419 | Music in the United States | |
| MUSIC 463 | Acting for Singers | |
| MUSIC 497 | Special Topics in Music (approved topics only) | |
| MUSIC 513 | Survey of Opera | |
| MUS PERF 542 | Masters Level Collaborative Piano | |
| MUSIC 556 | University Opera (rehearsal pianist, 2 credits maximum allowed) | |
| MUSIC 557 | Opera Workshop (2 credits maximum allowed) | |
| MUSIC 792 | Seminar in Vocal Literature | |
| MUSIC 911 | Seminar in Musicology (opera and vocal literature topics only) | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] With the approval of the minor professor, MUSIC 466 Diction for Singers may be eligible to fulfill this requirement.

[3] Enrollment in MUSIC 556 University Opera should be for 2 credits.

[4] This course is taken under the supervision of the director of opera.

## Instrumental Conducting [1]

This minor is not available to DMA students completing a track in conducting.

| Code | Title | Credits |
|---|---|---|
| **Required** | | |
| Complete the following for 2 semesters for 2 credits each: | | 4 |
| MUS PERF 532 | Advanced Conducting | |
| Complete twice: | | 2 |
| MUSIC 632 | Graduate Instrumental Conducting Laboratory | |
| **Electives** | | |
| Complete the remaining credits from the following courses: | | 6 |
| MUSIC 466 | Diction for Singers | |
| MUSIC 497 | Special Topics in Music (Aural Skills) | |
| MUSIC 497 | Special Topics in Music (Orchestration) | |
| MUSIC 497 | Special Topics in Music (Community Music Engagement) | |
| M H R/ INTEGART 632 | Introduction to Arts Entrepreneurship | |
| M H R/ INTEGART 636 | Entrepreneurship in Arts & Cultural Organizations | |
| With approval of Conducting advisor, other courses in the School of Music numbered 300 or above can satisfy these requirements. | | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Piano Pedagogy Curricular Path [1]

This minor is not available to students completing a track in organ performance, piano performance, or collaborative piano.

| Code | Title | Credits |
|---|---|---|
| **Required** | | |
| MUS PERF 401 | Advanced Piano | 4 |
| MUSIC 799 | Independent Work (final project) [2] | 1 |
| **Electives** | | |
| Complete additional credits from the following: | | 7 |

| | | |
|---|---|---|
| MUSIC 551 | Class Piano Pedagogy | |
| MUSIC 560 | Practicum in Advanced Studio Teaching-Piano | |
| MUSIC 751 | Seminar in Piano Pedagogy | |
| DANCE 560 | Current Topics in Dance: Workshop (topic: Feldenkrais for the performing musician) [2] | |
| or MUSIC 497 | Special Topics in Music | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] If taking MUSIC 497 Special Topics in Music, select topic "Feldenkrais Workshop for Musicians."

## Piano Performance Curricular Path [1]

This minor is not available to students completing a track in organ performance, collaborative piano, or piano performance and pedagogy.

| Code | Title | Credits |
|---|---|---|
| **Required** | | |
| MUS PERF 401 | Advanced Piano | 4 |
| MUS PERF 401 | Advanced Piano | 2 |
| MUS PERF 499 | Senior Recital | 2 |
| **Electives** | | |
| Complete 4 credits selected from the following: | | 4 |
| MUSIC 551 | Class Piano Pedagogy | |
| MUSIC 560 | Practicum in Advanced Studio Teaching-Piano | |
| MUSIC 565 | Advanced Ensemble-Woodwind | |
| MUSIC 567 | Advanced Ensemble-Brass | |
| MUSIC 568 | Advanced Ensemble-Percussion | |
| MUSIC 569 | Advanced Ensemble-String | |
| MUSIC 791 | Seminar in Piano Literature | |
| MUSIC 799 | Independent Work (approval by minor professor required) | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## String Instrument Performance Curricular Path [1]

This minor is not available to students completing a track in violin, viola, violoncello, string bass, harp, or guitar performance.

| Code | Title | Credits |
|---|---|---|
| **Minor Performance Instrument** | | |
| Enroll in the course corresponding to the minor instrument: | | |
| *First semester* | | |
| Complete from the following: | | 4 |
| MUS PERF 431 | Advanced Violin | |
| MUS PERF 433 | Advanced Viola | |
| MUS PERF 435 | Advanced Cello | |
| MUS PERF 437 | Advanced Double Bass | |
| MUS PERF 439 | Advanced Harp | |
| *Second semester* | | |
| Complete from the following: | | 2 |
| MUS PERF 431 | Advanced Violin | |
| MUS PERF 433 | Advanced Viola | |
| MUS PERF 435 | Advanced Cello | |
| MUS PERF 437 | Advanced Double Bass | |
| MUS PERF 439 | Advanced Harp | |
| *Senior Recital* | | |
| MUS PERF 499 | Senior Recital | 2 |
| **Additional Coursework** | | |
| Complete one of the following courses: | | 2 |
| MUSIC 346 | Repertoire | |
| MUSIC 543 | Advanced String Pedagogy | |
| MUSIC 546 | String Literature | |
| MUSIC 799 | Independent Work [2] | |
| Complete any combination of the following: | | 2 |
| MUSIC 569 | Advanced Ensemble-String | |
| MUSIC 570 | University Symphony Orchestra | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] MUSIC 799 Independent Work may only be used to fulfill this requirement if the other course choices in this category are not available.

## Woodwind Instrument Performance Curricular Path [1]

This minor is not available to students completing a track in a woodwind instrument.

| Code | Title | Credits |
|---|---|---|
| **Minor Performance Instrument** | | |
| Enroll for the course number that corresponds to the minor instrument. | | |
| *First semester* | | |
| Complete from the following: | | 2 |
| MUS PERF 407 | Advanced Flute | |
| MUS PERF 409 | Advanced Oboe | |
| MUS PERF 411 | Advanced Clarinet | |
| MUS PERF 413 | Advanced Saxophone | |
| MUS PERF 415 | Advanced Bassoon | |
| *Second semester* | | |
| Complete from the following: | | 2 |
| MUS PERF 407 | Advanced Flute | |
| MUS PERF 409 | Advanced Oboe | |
| MUS PERF 411 | Advanced Clarinet | |
| MUS PERF 413 | Advanced Saxophone | |
| MUS PERF 415 | Advanced Bassoon | |
| *Senior Recital* | | |

| | | |
|---|---|---|
| MUS PERF 499 | Senior Recital | 2 |
| **Electives** | | |
| Complete additional courses selected from the following: | | 6 |
| MUSIC 562 | Jazz Ensemble | |
| MUSIC 565 | Advanced Ensemble-Woodwind | |
| MUSIC 570 | University Symphony Orchestra | |
| MUSIC 573 | Contemporary Chamber Ensemble | |
| MUSIC 574 | Wind Ensemble | |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Vocal Performance Curricular Path [1]

| Code | Title | Credits |
|---|---|---|
| MUS PERF 405 | Advanced Voice | 2 |
| MUS PERF 405 | Advanced Voice | 3 |
| MUSIC 749 | Seminar in Vocal Techniques | 2 |
| MUSIC 792 | Seminar in Vocal Literature | 3 |
| MUS PERF 499 | Senior Recital | 2 |
| **Total Credits** | | **12** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# MUSIC, MA

The mission of the Mead Witter School of Music is:

- to provide a rich, integrated program of undergraduate and graduate education that promotes the highest levels of professional, creative, and scholarly development while challenging students to achieve their greatest potential;
- to cultivate an environment that inspires creativity, stimulates intellectual curiosity, and fosters critical thinking; and
- to serve the university community, the public, and the profession through performance, composition, scholarship, music education, outreach, and engagement.

The Mead Witter School of Music enriches students' educational experience by hosting guest artists and scholars for master classes, recitals, colloquia, seminars, and festivals. Its performing organizations and ensembles perform more than 350 recitals and concerts every year, making a significant contribution to the cultural life of the university and the wider Madison community.

## DEGREES AND MAJORS

The master of arts in music is offered with concentrations in the two areas of historical musicology and music theory.

A double master's degree with the Information School is also offered.

Each master's degree pathway varies slightly and may impose additional requirements. Details on the degrees are available through the Requirements tab. Contact the Mead Witter School of Music graduate office for further information about the MA degree.

The MA–music degree offers tracks in historical musicology and music theory. The appropriate faculty area appoints an advisor for each new student the first semester of enrollment. When the time comes for comprehensive examinations in the second year, an examination committee is formed. Upon completing the thesis, the student sits for an oral examination by the examination committee, consisting of members of the area faculty.

Mentoring of students is of prime importance to faculty members at Mead Witter School of Music. The faculty advisor and the director of graduate studies both guide the student's course planning. While each faculty member has a unique style of mentoring, every student can be assured of abundant time working closely with more than one mentor in addition to the advisor during the course of a UW–Madison degree program.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants must have a bachelor's degree in music (or equivalent foundational coursework). The MA application will require two substantial samples of academic writing, preferably (but not mandatorily) on a topic in Musicology or Music Theory. In the Statement of Purpose, candidates should discuss their academic and professional goals as well as their qualifications to serve as a Teaching Assistant in the School of Music. No audition or interview is required for the MA application. For details of the

application process, please visit the Mead Witter School of Music graduate admissions website (http://www.music.wisc.edu/admissions/graduate/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Mead Witter School of Music offers teaching assistantships in music history, music theory, music education, piano, conducting, voice, and other performance areas. These positions offer tuition remission plus a salary and health care benefits. In addition, the musicology area awards the Leland Coon Wisconsin Musicology Fellowship to a select number of incoming candidates. Many students also take advantage of work-study opportunities on campus, and many are employed part-time in area musical organizations or business entities. Feel free to direct questions about any of these funding opportunities to the Graduate Program Manager, James Doing: gpm@music.wisc.edu

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | Grades below B cannot fulfill program requirements.<br><br>Mead Witter School of Music financial awards are suspended if a student is on probation for more than one semester.<br><br>A student's satisfactory progress is also in jeopardy should the Master's thesis be judged incomplete or deficient. Failure of one or more parts of the comprehensive examinations is also considered a lapse in satisfactory progress. |
| Assessments and Examinations | In addition to evaluations in individual classes, Mead Witter School of Music programs examine graduate students at defined points in their career.<br><br>For the MA, comprehensive examinations measure the candidate's range of musical knowledge in the field. |
| Language Requirements | Students in the Musicology pathway must demonstrate intermediate reading knowledge proficiency in one foreign language. The choice of language is flexible with advisor consent. It is recommended that candidates choose a language related to their MA research. See the Mead Witter School of Music Graduate Handbook for methods to satisfy the language proficiency. There is no language proficiency requirement for students in the Theory pathway. |

## REQUIRED COURSES

Direct any questions about the coursework or required proficiencies to the Mead Witter School of Music graduate program manager (see contact box).

### Musicology Pathway [1]

Entering students will take a short diagnostic examination in music history during the first week of classes to be used for advising purposes only.

| Code | Title | Credits |
|---|---|---|
| **Coursework in Musicology** | | |
| Complete from the following courses: | | 9 |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| **Musicology Seminars** | | |
| Complete seminar, taken twice for 3 credits each | | 6 |
| MUSIC 911 | Seminar in Musicology | |
| **Ethomusicology** | | |
| Complete from the following: | | 3 |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| **Research Methods** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Theory Proficiency** | | |
| Satisfied by completion of one graduate-level course taught by music theory faculty. Theory credits may be applied toward electives. Select from the following: [2] | | 3 |
| MUSIC 523 | Orchestration I | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Thesis** | | |
| The following courses may fulfill this requirement: [2] | | |
| MUSIC 990 | Masters Thesis (consult advisor for details) | 2 |
| **Electives** | | |
| Complete electives (numbered 300 or above) | | 4 |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Other courses do not fulfill this requirement unless specifically approved by the music theory and musicology faculty.

## Music Theory Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Courses in Music Theory and Composition** | | |
| Complete from the following. The first four courses are recommended. [2] | | 12 |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Research Methods** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and/or Literature Courses** | | |
| Complete from the following courses: [3] | | 6 |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| **Thesis** | | |
| Complete 4 credits of following: | | 4 |
| MUSIC 990 | Masters Thesis | |
| **Electives** | | |
| Complete coursework in the School of Music numbered 300 or above. These may include Music (MUSIC) and Music-Performance (MUS PERF) courses. | | 5 |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Other courses do not fulfill this requirement unless specifically approved by the music theory faculty.

[3] Other courses do not fulfill this requirement unless specifically approved by the musicology and music theory faculty.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Students may transfer up to 9 credits with faculty approval. Additional credits may transfer with department curriculum committee approval.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Note that the Mead Witter School of Music faculty rarely approve these transfer requests.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

The program allows up to 6 UW-Madison University Special Student credits to transfer. Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

MA students who fail to make satisfactory progress in any of the four following areas: grades, course load, time limits, or exams, will be notified in writing by the director of graduate studies. At the end of the second semester of failing to make satisfactory progress the student is placed on probation effective the next semester. This action suspends financial aid (but does not affect loans or work-study). For details see Satisfactory Progress for Master's Students (https://kb.wisc.edu/mwsomkb/114465/).

## ADVISOR / COMMITTEE

All programs provide for faculty from several disciplines to follow the student's progress through the degree, provide mentorship along the way, and assess the student's success in reaching expected learning outcomes. Committee structures differ among degrees and majors. The principal advisor for most graduate students in the Mead Witter School of Music is generally referred to as the major professor.

In MA and PhD programs the advisor may not be the eventual thesis or dissertation advisor. In all programs the major professor is determined with the student's particular interests in mind. The director of graduate studies is also an advisor for all graduate students in Mead Witter School of Music programs. Students are expected to consult with the director of graduate studies at least once per semester to determine appropriate course plans. Consultation is mandatory in the semester before intended graduation.

MA students have a committee of three or more graduate faculty, including the major professor.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

MM and MA students not receiving university funding are expected to complete requirements and pass comprehensive examinations within seven years from the time of enrollment in the program. While graduate students may enroll on a part-time basis, this time constraint still applies.

All MM and MA students holding teaching assistant, project assistant, or fellowship appointments must complete requirements for the degree within four semesters (not counting summer sessions or thesis credits). If the appointment is more than 33.4% the expectation is to complete requirements in the sixth semester.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### COLLEGE OF LETTERS AND SCIENCE RESOURCES

The College of Letters and Science's SuccessWorks (https://successworks.wisc.edu/) program can assist with professional development and with identifying opportunities.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates and critiques the theories, research methods, and approaches to inquiry in music-related scholarship.
2. Identifies and employs a variety of sources and analytical approaches to inform discussion of topics in music.
3. Demonstrates knowledge of musical study in historical and cultural contexts.
4. Selects appropriate methodologies for research and discussion of musical topics.
5. Rationally evaluates and synthesizes information from both primary sources and secondary scholarship, posing original questions and offering fresh insight into musical topics.
6. Communicates clearly, both verbally and in writing, to colleagues in the field.
7. Recognizes and applies principles of ethical and professional conduct.

# ACCREDITATION

## ACCREDITATION

The University of Wisconsin-Madison is an accredited institutional member of the National Association of Schools of Music (https://nasm.arts-accredit.org/) (NASM) since 1966.

Accreditation status: Accredited. Next accreditation review: 2032-2033

# MUSIC, PHD

The mission of the Mead Witter School of Music is:

- to provide a rich, integrated program of undergraduate and graduate education that promotes the highest levels of professional, creative, and scholarly development while challenging students to achieve their greatest potential;

- to cultivate an environment that inspires creativity, stimulates intellectual curiosity, and fosters critical thinking; and
- to serve the university community, the public, and the profession through performance, composition, scholarship, music education, outreach, and engagement.

The Mead Witter School of Music enriches students' educational experience by hosting guest artists and scholars for master classes, recitals, colloquia, seminars, and festivals. Its performing organizations and ensembles perform more than 350 recitals and concerts every year, making a significant contribution to the cultural life of the university and the wider Madison community.

# DEGREES AND MAJORS

The PhD in music, a research degree, is offered in the two areas of historical musicology and music theory.

PhD degrees require significant work beyond the master's degree, including extensive independent work. Each degree pathway varies slightly. See the Course Lists available through the Requirements tab for details on each pathway. Contact the Mead Witter School of Music graduate office for further information about the PhD music degree.

The PhD–music program is suited to students who have proven their scholarly discipline, motivation, and ability to write fluently and cogently in the historical musicology or music theory fields. The principal outcome of the program is a dissertation that makes a significant contribution to the relevant major field. A minor field of study (p. 1352), required of all PhD–music students, assures breadth in a field of study outside the major specialty. Proficiency in foreign languages supports research in the major field.

Each PhD student benefits from the mentorship of multiple faculty members, whether from the student's own specialty or from other areas of scholarship or performance. An advisor is assigned upon the student's entering the program, and the musicology or music theory area faculty, as appropriate, participate in the preliminary examinations. The dissertation committee is designated with the student's particular research interests in mind. Through their guidance and support of the student through the degree program, faculty members offer multiple perspectives on the student's performance and research.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants must have a bachelor's degree in music (or equivalent foundational coursework) plus a Master's degree in music (or consent of the faculty). The PhD application will require two substantial samples of academic writing, preferably (but not mandatorily) on a topic in Musicology or Music Theory. In the Statement of Purpose, candidates should discuss their academic and professional goals as well as their qualifications to serve as a Teaching Assistant in the School of Music. No audition or interview is required for the PhD application. For details of the application process, please visit the Mead Witter School of Music graduate admissions website (http://www.music.wisc.edu/admissions/graduate/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Mead Witter School of Music offers teaching assistantships in music history, music theory, music education, piano, conducting, voice, and other performance areas. These positions offer tuition remission plus a salary and health care benefits. The musicology area awards the Leland Coon Wisconsin Musicology Fellowship to a select number of incoming candidates. In addition, the Mead Witter School of Music nominates qualified applicants for Graduate School Fellowships. Many students also take advantage of work-study opportunities on campus, and many are employed part-time in area musical organizations or business entities. Feel free to direct questions about any of these funding opportunities to the Graduate Program Manager, James Doing: gpm@music.wisc.edu

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | Grades below B do not satisfy program requirements.<br><br>Mead Witter School of Music financial awards are suspended if a student is on probation for more than one semester.<br><br>A student's satisfactory progress is also in jeopardy should a major recital be judged incomplete or deficient. Failure of one or more parts of the comprehensive examinations is also considered a lapse in satisfactory progress. |
| Assessments and Examinations | In addition to evaluations in individual classes, School of Music programs examine graduate students at defined points in their career.<br>For doctoral students, preliminary examinations are tools to evaluate the student's currency and knowledge of the major field and the minor area of study, but also to determine the readiness to embark on the final stage of research. The first part of the Comprehensive Examination is written, and the second part is an oral exam attended by the student's committee members.<br><br>Once doctoral candidates have completed all their work, the oral defense is an opportunity for the dissertation committee to address the contributions made through the dissertation. No grades are reported on the transcript for these program-level examinations. |
| Language Requirements | The PhD requires proficiency at the intermediate level in two foreign languages. Foreign language proficiency assures that the student has the tools needed to pursue comprehensive research in the major field. Details can be found below. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Minors with coursework entirely within the School of Music total 9-12 credits. These distributed minors are narrowly defined to ensure the principle of breadth in relation to the major specialty. Option B or Distributed minors include study in two or more departments. |

## REQUIRED COURSES

Direct any questions about the coursework or required proficiencies to the Mead Witter School of Music graduate program manager (see contact box).

### Musicology Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Seminars** | | |
| Prior to the dissertation stage, a total of 21 credits must be taken from the seminar offerings in the School of Music. Courses beyond those listed, as well as courses outside the department, may also be taken with advisor approval. | | 21 |
| MUSIC 911 | Seminar in Musicology (taken every semester, in principle) | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 925 | Form and Analysis Seminar | |
| MUSIC 927 | Seminar in Composition | |
| **Ethnomusicology** | | |
| Complete one of the following, or another course with advisor approval: | | 3 |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |

| | | |
|---|---|---|
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| **Other Required Course** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Breadth** | | |
| Minimum 9 credits in a field other than the major specialty. See the Doctoral Minors page or the Mead Witter School of Music Graduate Handbook for details. | | 9 |
| **Language Proficiency** | | |
| Intermediate-level proficiency is required in two foreign languages. While the choice of language is flexible (with advisor consent), it is recommended that candidates focus on languages related to their research. Each language requirement may be satisfied with: | | |
| Four semesters of undergraduate-level study (completed within five years prior to matriculation), earning a grade of B or better in the final semester OR | | |
| One semester of the following with a grade of B or better: | | |
| GERMAN 391 | German for Graduate Reading Knowledge I | |
| ITALIAN 301 | Italian for Reading Knowledge | |
| FRENCH 391 | French for Reading Knowledge | |
| OR satisfactory completion of an approved language reading examination at the intermediate level. | | |
| Consult with the area faculty or with the Mead Witter School of Music graduate office for further details. | | |
| **Electives** | | |
| To meet the minimum credit requirement of 51 credits, students take electives numbered 300 and above in any department in consultation with their advisor. | | 3 |
| **Dissertation** | | |
| After preliminary examinations, students complete a minimum of four Dissertator semesters, each semester consisting of 3 credits in the course: | | 12 |
| MUSIC 999 | PhD Diss/DMA Project | |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Music Theory Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Seminars and Independent Work** | | |
| Students must complete the following courses. | | |
| MUSIC 821 | Historical Music Theories 1 | 3 |
| MUSIC 822 | Historical Music Theories 2 | 3 |
| MUSIC 823 | Schenkerian Analysis | 3 |
| **Additional Courses** | | |
| Students must take 9 credits total, up to 6 credits (2 courses) of which can be from MUSIC 911. Two seminars may be in Musicology. | | 9 |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Other Required course** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Breadth** | | |
| 9-12 credits in a field other than the major specialty. See the Doctoral Minors page or the Mead Witter School of Music Graduate Handbook for details. Minors outside of the School of Music and Option B or Distributed Minors are also available. | | 9-12 |
| **Language Proficiency** | | |
| Intermediate-level reading knowledge is required in two languages. Languages must be approved by the music theory area. The most common ways of meeting the language proficiency requirements are: | | |
| Four semesters of undergraduate-level study (completed within five years prior to matriculation), earning a grade of B or better in the final semester OR | | |
| One semester of the following: | | |
| GERMAN 391 | German for Graduate Reading Knowledge I | |
| FRENCH 391 | French for Reading Knowledge | |
| ITALIAN 301 | Italian for Reading Knowledge | |
| OR satisfactory completion of an approved language reading examination at the intermediate level. | | |
| Consult with the area faculty or with the Mead Witter School of Music graduate office for further details. | | |
| **Electives** | | |
| To meet the minimum credit requirement of 51 credits, students complete electives numbered 300 and up in any department in consultation with their advisor. | | 10-16 |
| **Dissertation** | | |
| After preliminary examinations, students complete 3 credits per term in the following course. | | 3-12 |
| MUSIC 999 | PhD Diss/DMA Project | |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

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may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Students may transfer up to 9 credits with faculty approval. Additional credits may transfer with department curriculum committee approval.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy, but the Mead Witter School of Music faculty rarely approve these transfer requests.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

The program allows up to 6 credits of UW-Madison University Special Student credit to transfer. Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

PhD students who fail to make satisfactory progress in any of the following four areas: grades, course load, time constraints, or exams, will be notified in writing by the director of graduate studies. At the end of the second semester of failing to make satisfactory progress the student is placed on probation effective the next semester. This action suspends financial aid (but does not affect loans or work-study). For details see Satisfactory Progress for Doctoral Students (https://kb.wisc.edu/mwsomkb/114465/).

## ADVISOR / COMMITTEE

All programs provide for faculty from several disciplines to follow the student's progress through the degree, provide mentorship along the way, and assess the student's success in reaching expected learning outcomes. Committee structures differ among degrees and majors. The principal advisor for most graduate students in Mead Witter School of Music is generally referred to as the major professor.

In PhD programs the advisor may not be the eventual thesis or dissertation advisor. In all programs the major professor is determined with the student's particular interests in mind. The director of graduate studies is also an advisor for all graduate students in Mead Witter School of Music programs. Students are expected to consult with the director of graduate studies at least once per semester to determine appropriate course plans. Consultation is mandatory in the semester before intended graduation.

PhD students have two committees: a four-member preliminary examination committee composed of the major professor, minor professor, and two others determined by the area; and a dissertation committee with four faculty including the major professor and a faculty member from a program other than the major. Three of these four members must be graduate faculty.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Graduate students in the PhD program are allowed a maximum of four calendar years from the date entering the program to complete all course work requirements and successfully pass the preliminary examinations. The candidate must complete the dissertation within five years after passing the preliminary examinations.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## COLLEGE OF LETTERS AND SCIENCE RESOURCES

The College of Letters and Science's SuccessWorks (https://successworks.wisc.edu/) program can assist with professional development and with identifying opportunities.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials and limits with respect to theory and cultural understanding of music.
2. Formulates ideas and concepts beyond the current boundaries of knowledge in the field of music study.
3. Demonstrates breadth within the learning experiences in an area of study outside the principal field of inquiry.
4. Accomplishes research that makes a substantive contribution to the field.
5. Creates well-written monographs based upon original research that make substantive contributions to the field.
6. Communicates complex ideas in a clear and understandable manner, both verbally and in writing.
7. Fosters ethical and professional conduct.

## ACCREDITATION

# ACCREDITATION

The University of Wisconsin-Madison is an accredited institutional member of the National Association of Schools of Music (https://nasm.arts-accredit.org/) (NASM) since 1966.

Accreditation status: Accredited. Next accreditation review: 2032-2033

# MUSIC: EDUCATION, MM

The mission of Mead Witter School of Music is:

- to provide a rich, integrated program of undergraduate and graduate education that promotes the highest levels of professional, creative, and scholarly development while challenging students to achieve their greatest potential;
- to cultivate an environment that inspires creativity, stimulates intellectual curiosity, and fosters critical thinking; and
- to serve the university community, the public, and the profession through performance, composition, scholarship, music education, outreach, and engagement.

Mead Witter School of Music enriches students' educational experience by hosting guest artists and scholars for master classes, recitals, colloquia, seminars, and festivals. Mead Witter School of Music organizations and ensembles perform more than 350 recitals and concerts every year, making a significant contribution to the cultural life of the university and the wider Madison community.

# THE MASTER OF MUSIC: EDUCATION PROGRAM

The master of music: education program is suited to those who wish to emphasize music content in advanced study of education. Those who wish to explore music education within the context of education at large should consider the curriculum and instruction MS program in the School of Education. A double master's degree with the Information School is also offered.

Contact the Mead Witter School of Music graduate office for further details about the MM–music education degree.

The MM–music education degree offers the opportunity for advanced study in the field of musical education. Upon enrollment in the program, one of the music education faculty members acts as advisor for the student. This is usually the major professor, who the faculty determine based upon a student's particular interests. The examination committee for comprehensive examinations in the second year is composed of the major professor along with two other faculty members.

Mentoring of students is of prime importance to faculty members at Mead Witter School of Music. The faculty advisor and the director of graduate studies both guide the student's course planning. While each faculty member has a unique style of mentoring, every student can be assured of abundant time working closely with more than one mentor in addition to the advisor during the course of a UW–Madison degree program.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants must have an undergraduate degree in Music Education (closely related areas will be considered) and some experience as a professional educator in pre K-12 and/or community music education settings, or else obtain the consent of the Music Education area faculty prior to applying. In the Statement of Purpose, candidates should discuss their academic and professional goals as well as their qualifications to serve as a Teaching Assistant in the School of Music. No audition or interview is required for the Music Education MM application. For details of the application process, please visit the Mead Witter School of Music graduate admissions website (http://www.music.wisc.edu/admissions/graduate/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Mead Witter School of Music offers teaching assistantships in music history, music theory, music education, piano, conducting, voice, and other performance areas. These positions offer tuition remission plus a salary and health care benefits. Many students also take advantage of work-study opportunities on campus, and many are employed part-time in area musical organizations or business entities. Feel free to direct questions about any of these funding opportunities to the Graduate Program Manager, James Doing: gpm@music.wisc.edu

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 34 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 17 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | Grades below B do not satisfy degree requirements.<br><br>Mead Witter School of Music financial awards are suspended if a student is on probation for more than one semester.<br><br>Failure of one or more parts of the comprehensive examinations is also considered a lapse in satisfactory progress. |
| Assessments and Examinations | In addition to evaluations in individual classes, Mead Witter School of Music programs examine graduate students at defined points in their career.<br><br>For master's students, comprehensive examinations measure the candidate's range of musical knowledge in the major field. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Direct any questions about the coursework or required proficiencies to the Mead Witter School of Music graduate program manager (see contact box).

| Code | Title | Credits |
|---|---|---|
| **Comprehensive Music Education** | | |
| Take MUSIC/CURRIC 945 plus two more courses from the following list: | | 9 |
| MUSIC/ CURRIC 944 | Thinking with Social Theory in Music Education | |
| MUSIC/ CURRIC 946 | Past Perspectives on Music Education | |
| MUSIC/ CURRIC 948 | Cultures of Improvisation | |
| CURRIC 947 | Current Issues in Music Education | |
| Other courses may be approved with the consent of your Major Professor, for example: | | |
| MUSIC 799 | Independent Work | |
| MUSIC 497 | Special Topics in Music | |
| **Area of Specialty** | | |
| Advisor approved courses numbered 300 and above. | | 5 |
| **Musicology and Theory** | | |
| Courses must be selected from the approved list published each semester. No transfers are permitted (these credits must be taken at UW-Madison). Must take one course in Musicology and one course in Theory. The third course may be either Musicology or Theory. | | 9 |
| *Musicology* | | |
| Eligible Musicology courses include: [1] | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 418 | Music and the City | |
| MUSIC 423 | Contemporary Issues in Popular Music Studies | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| *Music Theory* | | |
| Eligible Music Theory courses include: [2] | | |
| MUSIC 621 | Renaissance Polyphony | |

| | | |
|---|---|---|
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 523 | Orchestration I | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Final Project** | | |
| Complete the following course for 4 credits | | 4 |
| CURRIC 790 | Master's Project or Thesis | |
| **Electives** | | |
| Courses approved by advisor numbered 300 and above. May include courses outside the Mead Witter School of Music. | | 7 |
| **Total Credits** | | **34** |

[1] Other courses do not fulfill this requirement unless specifically approved by the Musicology faculty.

[2] Other courses do not fulfill this requirement unless specifically approved by the Music Theory faculty.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Students may transfer up to 9 credits with faculty approval. Additional credits may transfer with department curriculum committee approval.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. The Mead Witter School of Music faculty rarely approve these transfer requests.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Some students may have completed coursework numbered 300 or above at UW–Madison as a University Special student. With program approval, coursework so taken may be considered to fulfill up to 6 credits of graduate program requirements.

## PROBATION

MM students who fail to make satisfactory progress in any of the four following areas: grades, course load, time limits, or exams, will be notified in writing by the Director of Graduate Study. At the end of the second semester of failing to make satisfactory progress the student is placed on probation effective the next semester. This action suspends financial aid (but does not affect loans or work-study). See details in the Satisfactory Progress for Master's Students (https://kb.wisc.edu/mwsomkb/114465/).

## ADVISOR / COMMITTEE

All programs provide for faculty from several disciplines to follow the student's progress through the degree, provide mentorship along the way, and assess the student's success in reaching expected learning outcomes.

Music Education students have a committee of three or more graduate faculty, including the major professor.

The principal advisor for most graduate students in the Mead Witter School of Music is generally referred to as the major professor. In all programs the major professor is determined with the student's particular interests in mind.

The Director of Graduate Studies is also an advisor for all graduate students in Mead Witter School of Music programs. Students are expected to consult with the Director of Graduate Studies at least once per semester to determine appropriate course plans. Consultation is mandatory in the semester before intended graduation.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

MM and MA students not receiving university funding are expected to complete requirements and pass comprehensive examinations within seven years from the time of enrollment in the program. While graduate students may enroll on a part-time basis, this time constraint still applies.

All MM and MA students holding teaching assistant, project assistant, or fellowship appointments must complete requirements for the degree within four semesters (not counting summer sessions or thesis credits). If the appointment is more than 33.4% the expectation is to complete requirements in the sixth semester.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)

- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### COLLEGE OF LETTERS AND SCIENCE RESOURCES

The College of Letters and Science's SuccessWorks (https://successworks.wisc.edu/) program can assist with professional development and with identifying opportunities.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Communicates clearly in multiple modes, including written and verbal, a well-developed foundational understanding, scholarly and practically, of the field of music education as it currently exists.
2. Demonstrates understanding of music education from multiple perspectives, including but not limited to social, cultural, historical and musical perspectives.
3. Draws upon extensive understandings of music learning and teaching as socially situated and constructed in multiple ways, honoring human difference as a rich source of information and demonstrates this in coursework and final projects.

4. Understands and applies principles of ethical and professional conduct.
5. Respects colleagues and values contributions of others in both individual and collaborative endeavors.

## ACCREDITATION

# ACCREDITATION

The University of Wisconsin-Madison is an accredited institutional member of the National Association of Schools of Music (https://nasm.arts-accredit.org/) (NASM) since 1966.

Accreditation status: Accredited. Next accreditation review: 2032-2033

# MUSIC: PERFORMANCE, DMA

The mission of Mead Witter School of Music is:

- to provide a rich, integrated program of undergraduate and graduate education that promotes the highest levels of professional, creative, and scholarly development while challenging students to achieve their greatest potential;
- to cultivate an environment that inspires creativity, stimulates intellectual curiosity, and fosters critical thinking; and
- to serve the university community, the public, and the profession through performance, composition, scholarship, music education, outreach, and engagement.

Mead Witter School of Music enriches students' educational experience by hosting guest artists and scholars for master classes, recitals, colloquia, seminars, and festivals. Mead Witter School of Music organizations and ensembles perform more than 350 recitals and concerts every year, making a significant contribution to the cultural life of the university and the wider Madison community.

Mead Witter School of Music views its goals and objectives as complementary to those of the University of Wisconsin–Madison, which include "to provide an environment in which faculty and students can discover, examine critically, preserve and transmit the knowledge, wisdom and values that will help ensure the survival of the present and future generations with improvement in the quality of life."

Mead Witter School of Music is accredited by the National Association of Schools of Music (NASM), and has been an institutional member of NASM since 1966.

# THE DOCTOR OF MUSICAL ARTS DEGREE

The DMA (Doctor of Musical Arts) and the PhD are the highest degrees conferred by the Mead Witter School of Music. The DMA is granted for evidence of general proficiency and distinctive attainment in a specialized field of performance. The student's ability in independent investigation is demonstrated through a series of public recital performances and in a final project presenting original research and creative scholarship.

Every major pathway in the DMA program consists of course and proficiency requirements including a minor field of study outside the student's major performance specialty. In addition to this, the core of the degree program is the doctoral candidate's Doctoral Performance and Research. This is a body of performances and scholarship that is, as a whole, the candidate's significant contribution to the field of musical performance. Find a full list of available pathways in the Requirements (p. 1373).

The DMA degree requires significant work beyond the master's degree, including the extensive independent work described above. Each major pathway varies slightly. See the course lists available through the Requirements (p. 1373) tab for details.

DMA students have achieved a high level of artistry as a performing musician before beginning the program at Mead Witter School of Music. The curriculum is designed to challenge students, broaden their musical knowledge and experience, and foster their growth in accomplishing independent research as well as formulating a unique approach to musical performance. Coursework in musicology and music theory, study of pedagogy and literature, and close mentorship by a group of supportive faculty members all contribute toward deepening a DMA student's encounter with music. A minor field of study (p. 1352), required of all DMA students, assures breadth by ensuring work in a field of study outside the major specialty. Proficiency in a foreign language supports research in the major field.

All DMA curricula in the Mead Witter School of Music are built on a similar model: applied study in the field of major specialty, related courses in the major specialty, a variety of musicology and theory courses, a minor field of study, and proficiency in at least one foreign language. The tracks differ in details, such as the number and nature of recital performances. The core of the DMA program is doctoral performance and research, a body of work comprised of public performances (recorded and available to scholars and musicians) and a doctoral research project. The whole is the DMA candidate's contribution to the community of performers and scholars.

Each DMA student has a faculty committee, the doctoral performance and research committee. Mentoring, evaluating, and supporting the student through the degree program, this committee provides multiple perspectives on the student's performance and research. Advising is available through the major professor as well as through the director of graduate studies and the graduate office in the Mead Witter School of Music.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants must have a bachelor's degree in music (or equivalent foundational coursework) plus a Master's degree in music (or consent of the faculty). Admission to the DMA program requires a high level of performance ability as demonstrated in the audition, which in most cases is performed live on the UW-Madison campus, although there are options for a remote audition. The DMA application will require a portfolio of recordings to serve as audition prescreening, as well as a sample of academic writing, preferably (but not mandatorily) on a topic in Musicology or Music Theory. In the CV, candidates should include a complete list of repertoire they have mastered, conducted, or composed. In the Statement of Purpose, candidates should discuss their academic and professional goals as well as their qualifications to serve as a Teaching Assistant in the School of Music. For details of the application process, including repertoire requirements for the portfolio and full audition, please visit the Mead Witter School of Music graduate admissions website (http://www.music.wisc.edu/admissions/graduate/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Through the generosity of Paul J. Collins, the Mead Witter School of Music is the recipient of a substantial fellowship fund which, in combination with the Graduate School and University Foundation, allows the school to offer multiple-year funding to the highest quality graduate students in performance. The Collins fellowships, along with the Lorna Wendt and Anonymous Fund Fellowships for Choral and Voice students, are offered as Wisconsin Distinguished Fellowships and provide full tuition and fees, a generous stipend, additional funds, and comprehensive health care. The top candidates of the audition season will be nominated for these opportunities. The Mead Witter School of Music offers teaching assistantships in music history, music theory, music education, piano, conducting, voice, and other performance areas. These positions offer tuition remission plus a salary and health care benefits. In addition, the Mead Witter School of Music nominates qualified applicants for Graduate School Fellowships. Many students also take advantage of work-study opportunities on campus, and many are employed part-time in area musical organizations or business entities. Feel free to direct questions about any of these funding opportunities to the Graduate Program Manager, James Doing: gpm@music.wisc.edu

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |

| | |
|---|---|
| Other Grade Requirements | Courses with grades below B cannot satisfy program requirements.<br><br>Mead Witter School of Music financial awards are suspended if a student is on probation for more than one semester.<br><br>A student's satisfactory progress is also in jeopardy should a major recital be judged incomplete or deficient. Failure of one or more parts of the comprehensive examinations is also considered a lapse in satisfactory progress. |
| Assessments and Examinations | In addition to evaluations in individual classes, Mead Witter School of Music programs examine graduate students at defined points in their career.<br><br>For doctoral students, preliminary examinations are tools to evaluate the student's currency and knowledge of the major field and the minor area of study, but also to determine the readiness to embark on the final stage of research. The first part of the Comprehensive Examination is written, and the second part is an oral exam attended by the student's committee members.<br><br>Once doctoral candidates have completed all their work, the oral defense is an opportunity for the dissertation (PhD) or DPRC (DMA) committee to address the contributions made through the dissertation (PhD) or the doctoral performance and research (DMA). No grades are reported on the transcript for these program-level examinations. A DMA project is also required (see details below). |
| Language Requirements | All School of Music doctoral programs require proficiency at the intermediate level in at least one foreign language. Foreign language proficiency assures that the student has the tools needed to pursue comprehensive research in the major field. Details on foreign language requirements and ways to fulfill proficiency expectations are outlined in the course lists available through the Requirements tab for each degree. This information is also available in the advising worksheets for each degree major pathway. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Minors with coursework entirely within the School of Music total 12 credits and are taken as Option B–distributed minors. These distributed minors are narrowly defined to ensure the principle of breadth in relation to the major specialty. |

## REQUIRED COURSES

The following chart outlines the course requirements for all of the available DMA in Music: Performance pathways. Direct any questions about the coursework or required proficiencies to the Mead Witter School of Music graduate program manager (see contact box).

### Brass Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Applied Instrument Study** | | |
| 4 semesters, 4 credits each semester | | 16 |
| Select course corresponding to the major instrument: | | |
| MUS PERF 717 | Doctoral Level-Horn | |
| MUS PERF 719 | Doctoral Level-Trumpet | |
| MUS PERF 721 | Doctoral Level-Trombone | |
| MUS PERF 723 | Doctoral Level Euphonium | |
| MUS PERF 725 | Doctoral Level Tuba | |
| **Literature and Pedagogy** | | |
| Two courses required: | | 4 |
| MUSIC 540 | Advanced Pedagogy | |
| MUSIC 798 | Seminar-Instrumental Literature (topics course) | |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Musicology and Music Theory Requirement | | |
| **Breadth** | | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | | 9 |
| **Language Proficiency** | | |
| One foreign language at intermediate level reading knowledge. French or German preferred. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | | |
| **Doctoral Performance and Research** | | |
| After preliminary examinations, continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | | |
| *1. Recitals* | | *5* |
| MUS PERF 999 | DMA Recital | |
| Enroll for each recital as a 1-credit course. | | |
| 5 recitals are required: one solo recital, one chamber recital, one solo/chamber/combination recital, one concerto performance (preferably with orchestra), and one lecture recital. The lecture recital is usually scheduled after preliminary examinations. | | |
| *2. DMA Research Project* | | |
| MUSIC 999 | PhD Diss/DMA Project | |

| | |
|---|---|
| Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus. | |
| **Additional Coursework** | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | 5 |
| **Total Credits** | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Choral Conducting Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Conducting Applied Study** | | |
| 2 credits taken in second year of study | | |
| MUS PERF 732 | Doctoral Level Conducting | 2 |
| **Advanced Conducting Seminar** | | |
| 4 semesters required | | 8 |
| MUSIC 553 | Advanced Conducting Seminar | |
| **Seminar: Choral Literature** | | |
| 4 semesters required | | 8 |
| MUSIC 541 | Seminar in Choral Literature | |
| or MUSIC 542 | Choral Literature and Performance Practices of Today | |
| 4 semesters required | | 4 |
| MUSIC 578 | Concert Choir | |
| TAs may use MUSIC 577 Chorale or MUSIC 578 Concert Choir to fulfill this requirement. | | |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Musicology and Music Theory Requirement | | |
| **Breadth** | | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | | 9 |
| **Foreign Language Proficiency** | | |
| One foreign language at intermediate level reading knowledge. German or Latin preferred. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | | |
| **Doctoral Performance and Research** | | |
| After preliminary examinations continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | | |
| *1. Recitals* | | *5* |
| MUS PERF 999 | DMA Recital | |
| 5 recitals required: Recitals consist of literature and work with choral ensembles determined by Major Professor. After Prelims: Lecture Recital Performance (content based on Research Project topic) and Final Performance (content to be determined by Doctoral Performance and Research Committee, Major Professor, and student). One recital to be performed with an ad hoc ensemble. | | |
| *2. DMA Research Project* | | |
| MUSIC 999 | PhD Diss/DMA Project | |
| Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus. | | |
| **Additional Coursework** | | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | | 3 |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Collaborative Piano Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Piano Accompanying Applied Study** | | |
| 4 semesters, 2 credits each semester | | 8 |
| MUS PERF 742 | Doctoral Level Collaborative Piano | |
| **Duo Sonata Seminar** | | |

| | | |
|---|---|---|
| MUSIC 796 | Seminar in Duo Sonata Literature | 3 |
| **Vocal Literature** | | |
| MUSIC 346 | Repertoire [2] | 2 |
| MUSIC 792 | Seminar in Vocal Literature | 3 |
| **Diction** | | |
| MUSIC 467 & MUSIC 468 | Language Diction for Singing I and Language Diction for Singing II | 4 |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits music be earned at UW-Madison. | | 9 |
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Musicology and Music Theory Requirement. | | |
| **Breadth** | | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | | 9 |
| **Language Proficiency** | | |
| Prior to achieving dissertator status, every student must complete the equivalent of, or demonstrate proficiency equivalent to, one semester each of college-level study in Italian, French, and German, and the second semester of two of these three languages (a total of five semesters). The Collaborative Piano faculty reserve the right to determine the validity of the course curriculum or other means acceptable for completion of this requirement. This requirement will be monitored by the Major Professor. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | | |
| **Doctoral Performance and Research** | | |
| After preliminary examinations continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | | |
| This body of work, comprising degree recitals and the DMA Research Project, is the core of the DMA degree. | | |
| *1. Recitals* | | 6 |
| MUS PERF 999 | DMA Recital | |
| 6 recitals are required. These must include at least 1 vocal, 1 instrumental, with four recitals normally performed before preliminary examinations. After preliminary examinations recitals usually include 1 lecture-recital and 1 final recital (prepared independently). | | |
| Enroll for each recital as a separate 1-credit course. | | |
| *2. DMA Research Project* | | |
| MUSIC 999 | PhD Diss/DMA Project | |

Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus.

| | | |
|---|---|---|
| **Additional Coursework** | | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | | 4 |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] May be waived with prior equivalent undergraduate or graduate study.

## Composition Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Composition Applied Study** | | |
| 4 semesters, 3 credits each semester | | 12 |
| MUS PERF 747 | Doctoral Level Composition (taken 4 semesters) | |
| **Seminars in Composition** | | |
| The following courses qualify for this requirement: | | 6 |
| MUSIC 523 | Orchestration I | |
| MUSIC 927 | Seminar in Composition | |
| **Musicology** | | |
| The following courses qualify for this requirement: | | 6 |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC 911 | Seminar in Musicology | |
| **Music Theory** | | |
| The following courses qualify for this requirement: | | 6 |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |

| | | |
|---|---|---|
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| **Conducting** | | |
| Consult with advisor on course choices: | | 6 |
| MUS PERF 532 | Advanced Conducting | |
| MUSIC 553 | Advanced Conducting Seminar | |
| MUSIC 554 | Advanced Conducting | |
| **Research Methods and Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Breadth** | | |
| A minimum of 9 credits in a field other than composition. See the Mead Witter School of Music Graduate Handbook for more information. | | 9 |
| **Foreign Language Proficiency** | | |
| One foreign language at intermediate level reading knowledge. French or German preferred. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | | |
| **Doctoral Performance and Research** | | |
| After preliminary examinations continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | | |
| *1. Lecture-recital* | | *1* |
| MUS PERF 999 | DMA Recital | |
| The lecture-recital (completed after prelims) must relate to the candidate's own work (not that of another composer). The work does not have to be related to the DMA Project. Must be an ensemble work for minimum 4 players. The candidate must either conduct or play in the piece. Mere narration of the piece is not permitted. | | |
| *2. DMA Composition Project* | | |
| MUSIC 999 | PhD Diss/DMA Project | |
| The DMA project will be an original composition showing a certain level of ambition and rigor, either in the size or scope of the creative work chosen, e.g. an opera, symphonic work, concerto, to name a few examples. Although it may be based on pre-existing text or other materials, the bulk of the project must be original creative work by the candidate. The project proposal (due no later than one semester in advance of the defense) should contain a thorough discussion of the composition to be undertaken, including the title, instrumentation, and duration of both individual movements and the piece as a whole, as well as compositional techniques and strategies to be used. | | |
| **Additional Coursework** | | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | | 2 |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Orchestral Conducting Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Conducting Applied Study** | | |
| 2 credits each semester | | 8 |
| MUS PERF 732 | Doctoral Level Conducting | |
| **Conducting Laboratory** | | |
| Taken for 1 credit, 4 times | | 4 |
| MUSIC 632 | Graduate Instrumental Conducting Laboratory | |
| **Choral Conducting** | | |
| MUSIC 553 | Advanced Conducting Seminar | 2 |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Musicology and Music Theory Requirement | | |
| **Breadth** | | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | | 9 |
| **Foreign Language Proficiency** | | |
| One foreign language at intermediate level reading knowledge. French or German preferred. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | | |
| **Doctoral Performance and Research** | | |
| After preliminary examinations continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | | |
| *1. Recitals* | | *5* |
| MUS PERF 999 | DMA Recital | |
| 5 recitals required. Major professor will advise on scheduling of recitals before or after preliminary examinations. | | |
| Enroll for each recital as a separate 1 credit course. | | |
| *2. DMA Research Project* | | |
| MUSIC 999 | PhD Diss/DMA Project | |

| | | |
|---|---|---|
| Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus. | | |
| **Electives** | | |
| Advisor and Major Professor approved, from the following list: | | 9 |
| M H R/ INTEGART 632 | Introduction to Arts Entrepreneurship | |
| M H R/ INTEGART 636 | Entrepreneurship in Arts & Cultural Organizations | |
| M H R 773 | Seminar-Arts Administration | |
| M H R 774 | Seminar-Arts Administration | |
| M H R 744 | Nonprofit Governance & Board Membership | |
| MUSIC 466 | Diction for Singers | |
| MUSIC 497 | Special Topics in Music (Aural Skills ) | |
| MUSIC 608 | Music Community Engagement | |
| DANCE 699 | Independent Project (Taken for DANCE 157) | |
| THEATRE 619 | Special Topics in Theatre and Drama (Taken for THEATRE 150) | |
| Doctoral Level Applied Instrumental Lessons (course numbers and credits vary) | | |
| **Additional Coursework** | | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | | 2 |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Percussion Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Percussion Applied Study** | | |
| 4 semesters, 4 credits each semester | | 16 |
| MUS PERF 727 | Doctoral Level Percussion | |
| **Literature/Pedagogy** | | |
| MUSIC 550 | Percussion Literature | 2 |
| or MUSIC 540 | Advanced Pedagogy | |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Musicology and Music Theory Requirement | | |
| **Breadth** | | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | | 9 |
| **Language Proficiency** | | |
| One foreign language at intermediate level reading knowledge. French or German preferred. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | | |
| **Doctoral Performance and Research** | | |
| After preliminary examinations continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | | |
| This body of work, comprising degree recitals and the DMA Research Project, is the core of the DMA degree. | | |
| *1. Recitals* | | *5* |
| MUS PERF 999 | DMA Recital | |
| There are 5 required recitals: 1 solo recital, 2 solo or solo/chamber recitals (one of which may be a concerto performance), these three before preliminary examinations; after preliminary examinations, 1 lecture-recital and 1 solo recital. | | |
| Enroll for each recital as a separate 1-credit course. | | |
| *2. DMA Research Project* | | |
| MUSIC 999 | PhD Diss/DMA Project | |
| Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus. | | |
| **Additional Coursework** | | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | | 7 |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Piano Performance Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Piano Performance Applied Study** | | |
| 4 semesters, 4 credits each semester | | 16 |
| MUS PERF 701 | Doctoral Level-Piano | |
| **Literature** | | |
| Chosen in consultation with advisor (courses are repeatable): | | 6 |
| MUSIC 791 | Seminar in Piano Literature | |
| MUSIC 796 | Seminar in Duo Sonata Literature | |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Musicology and Music Theory Requirement | | |
| **Breadth** | | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | | 9 |
| **Language Proficiency** | | |
| One foreign language at intermediate level reading knowledge. French or German preferred. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | | |
| **Doctoral Performance and Research** | | |
| After preliminary examinations continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | | |
| This body of work, comprising degree recitals and the DMA Research Project, is the core of the DMA degree. | | |
| *1. Recitals* | | 6 |
| MUS PERF 999 | DMA Recital | |
| There are six required recitals. Recital repertoire will be selected in consultation with the Major Professor and must include one concerto performance, one chamber recital, and one lecture recital. The lecture and final solo recitals are usually scheduled after preliminary exams. | | |
| Enroll for each recital as a separate 1-credit course. | | |
| *2. DMA Research Project* | | |
| MUSIC 999 | PhD Diss/DMA Project | |
| Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus. | | |
| **Additional Coursework** | | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | | 2 |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Piano Performance and Pedagogy Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Piano Applied Study** | | |
| 2 semesters, 4 credits each semester | | 8 |
| MUS PERF 701 | Doctoral Level-Piano | |
| **Piano Pedagogy** | | |
| Select from the following courses: | | 9 |
| MUSIC 751 | Seminar in Piano Pedagogy | |
| MUSIC 551 | Class Piano Pedagogy | |
| MUSIC 799 | Independent Work [2] | |
| CURRIC/ MUSIC 946 | Past Perspectives on Music Education | |
| CURRIC 947 | Current Issues in Music Education | |
| **Practicum** | | |
| MUSIC 560 | Practicum in Advanced Studio Teaching-Piano | 1 |
| **Literature** | | |
| Select one of the following: | | 3 |
| MUSIC 791 | Seminar in Piano Literature | |
| MUSIC 796 | Seminar in Duo Sonata Literature | |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |

| | |
|---|---|
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Historical Musicology and Music Theory Requirement | |
| **Breadth** | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | 9 |
| **Language Proficiency** | |
| One foreign language at intermediate level reading knowledge. French or German preferred. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | |
| **Doctoral Performance and Research** | |
| After preliminary examinations continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | |
| This body of work, comprising degree recitals and the DMA Research Project, is the core of the DMA degree. | |
| *1. Recitals* | *4* |
| MUS PERF 999 DMA Recital | |
| 4 recitals are required. At least half of all recital repertoire must be solo. The lecture-recital and 1 additional recital may be performed after preliminary examinations. | |
| Enroll for each recital as a separate 1-credit course. [3] | |
| *2. DMA Research Project* | |
| MUSIC 999 & MUSIC 752 PhD Diss/DMA Project and Piano Pedagogy Workshop [4] | |
| Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus. | |
| **Additional Coursework** | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | 5 |
| **Total Credits** | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] With the MUSIC 799 Independent Work option, additional credits may be comprised of DANCE 560 Current Topics in Dance: Workshop (topic: Feldenkrais for Performing Artists) or MUSIC 497 Special Topics in Music (topic: Teaching Music in the Private Studio).

[3] If collaborative repertoire is included in recitals, additional enrollment in MUS PERF 542 Masters Level Collaborative Piano or MUS PERF 742 Doctoral Level Collaborative Piano is recommended for that recital semester.

[4] This course is usually taken as part of research, after preliminary examinations.

## String Performance Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Instrument Applied Study** | | |
| 4 semesters, 4 credits each semester | | 16 |
| Enroll for the course corresponding to the major instrument: | | |
| MUS PERF 731 | Doctoral Level-Violin | |
| MUS PERF 733 | Doctoral Level-Viola | |
| MUS PERF 735 | Doctoral Level-Cello | |
| MUS PERF 737 | Doctoral Level Double Bass | |
| MUS PERF 740 | Doctoral Level-Guitar | |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Musicology and Music Theory Requirement | | |
| **Breadth** | | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | | 9 |
| **Language Proficiency** | | |
| One foreign language at intermediate level reading knowledge. French or German preferred. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | | |
| **Doctoral Performance and Research** | | |
| After preliminary examinations continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | | |
| This body of work, comprising degree recitals and the DMA Research Project, is the core of the DMA degree. | | |
| *1. Recitals* | | *6* |
| MUS PERF 999 | DMA Recital | |
| 6 recitals are required: 1 sonata recital, 1 string chamber recital, 1 chamber music recital with piano, 1 concerto or unaccompanied recital, these before preliminary examinations; after preliminary examinations, 1 lecture-recital and 1 final solo recital. | | |
| Enroll for each recital as a separate 1-credit course. | | |
| *2. DMA Research Project* | | |
| MUSIC 999 | PhD Diss/DMA Project | |

Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus.

| | |
|---|---|
| **Additional Coursework** | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | 8 |
| **Total Credits** | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Vocal Performance Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Voice Applied Study** | | |
| 4 semesters, 4 credits each semester | | 16 |
| MUS PERF 705 | Doctoral Level-Voice | |
| **Other Courses in the Major** | | |
| MUSIC 792 | Seminar in Vocal Literature [2, 3] | 3 |
| MUSIC 749 | Seminar in Vocal Techniques [3] | 2 |
| MUSIC 467 & MUSIC 468 | Language Diction for Singing I and Language Diction for Singing II [3] | 4 |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Musicology and Music Theory Requirement | | |
| **Breadth** | | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | | 9 |
| **Language Proficiency** | | |
| Prior to achieving dissertator status every student in this curricular pathway must complete the equivalent of, or demonstrate proficiency equivalent to, one semester each of college-level study in Italian, French, and German plus the second semester of two of these three languages (a total of five units). | | |
| Consult the voice faculty and the director of graduate studies for information on ways in which the language proficiency requirement may be satisfied and certified by Mead Witter School of Music faculty or by other means. | | |
| **Recitals [4]** | | **5** |
| 5 recitals total, one credit of which may be a substantial opera or oratorio role, and two credits of which must include lecture recital and final solo recital. | | |
| MUS PERF 999 | DMA Recital | |
| **DMA Research Project** | | |
| MUSIC 999 | PhD Diss/DMA Project | |
| Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus. | | |
| **Additional Coursework** | | |
| The stated requirements fulfill exactly 51 credits. In the event of proficiency waivers for diction or literature, any remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | | |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] MUSIC 346 Repertoire or equivalent is a prerequisite for this course. Consult the graduate office or the voice faculty for information on the schedule for planned offerings of this course.

[3] Consult the graduate office or the voice faculty for information on the schedule for planned offerings of this course.

[4] Approval by the director of opera and voice area is required. For a major opera role, enroll in 2 credits; for a secondary opera role, enroll in 1 credit.

## Wind Conducting Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Conducting Applied Study** | | |
| 4 semesters, 2 credits each semester | | 8 |
| MUS PERF 732 | Doctoral Level Conducting | |

| | | |
|---|---|---|
| **Conducting Laboratory** | | |
| Taken for 1 credit, 4 times | | 4 |
| MUSIC 632 | Graduate Instrumental Conducting Laboratory | |
| **Choral Conducting** | | |
| MUSIC 553 | Advanced Conducting Seminar | 2 |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Musicology and Music Theory Requirement | | |
| **Breadth** | | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | | 9 |
| **Language Study** | | |
| One foreign language at intermediate level reading knowledge. French or German preferred. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | | |
| **Doctoral Performance and Research** | | |
| After preliminary examinations continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | | |
| This body of work, comprising degree recitals and the DMA Research Project, is the core of the DMA degree. | | |
| *1. Recitals* | | *5* |
| MUS PERF 999 | DMA Recital | |
| 5 recitals are required. The major professor will set specific expectations and parameters for the recitals. 4 recitals are typically performed prior to preliminary examinations. | | |
| Enroll for each recital as a separate 1-credit course. | | |
| *2. DMA Research Project* | | |
| MUSIC 999 | PhD Diss/DMA Project | |
| Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus. | | |
| **Electives** | | |
| Advisor and Major Professor approved, from the following list: | | 9 |
| M H R/ INTEGART 632 | Introduction to Arts Entrepreneurship | |
| M H R/ INTEGART 636 | Entrepreneurship in Arts & Cultural Organizations | |
| M H R 773 | Seminar-Arts Administration | |
| M H R 774 | Seminar-Arts Administration | |
| M H R 744 | Nonprofit Governance & Board Membership | |
| MUSIC 466 | Diction for Singers | |
| MUSIC 497 | Special Topics in Music (Aural Skills) | |
| DANCE 699 | Independent Project (Taken for DANCE 157) | |
| MUSIC 608 | Music Community Engagement | |
| THEATRE 619 | Special Topics in Theatre and Drama (Taken for THEATRE 150) | |
| Doctoral Level Applied Instrumental Lessons (course numbers and credits vary) | | |
| **Additional Coursework** | | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | | 2 |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Woodwind Performance Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Doctoral Level Instrument Applied Study** | | |
| 4 semesters, 4 credits each semester | | 16 |
| Enroll for the course corresponding to the major instrument: | | |
| MUS PERF 707 | Doctoral Level-Flute | |
| MUS PERF 709 | Doctoral Level-Oboe | |
| MUS PERF 711 | Doctoral Level-Clarinet | |
| MUS PERF 713 | Doctoral Level-Saxophone | |
| MUS PERF 715 | Doctoral Level-Bassoon | |
| **Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| For a summary of the courses eligible for this requirement refer to the last table on this page: DMA: Courses Qualifying for Musicology and Music Theory Requirement | | |
| **Breadth** | | |
| A minimum of 9 credits in a field other than the major specialty. See the Mead Witter School of Music Graduate Handbook for details. | | 9 |

| | |
|---|---|
| **Language Proficiency** | |
| One foreign language at intermediate level reading knowledge. French or German preferred. See Mead Witter School of Music Graduate Handbook for details on meeting the Foreign Language Proficiency. | |
| **Doctoral Performance and Research** | |
| After preliminary examinations continuous registration for exactly three research-related credits is required. This may include both degree recitals (MUS PERF 999) and Research (MUSIC 999). | |
| This body of work, comprising degree recitals and the DMA Research Project, is the core of the DMA degree. | |
| *1. Recitals* | *5* |
| MUS PERF 999 DMA Recital | |
| 5 recitals are required: 1 solo recital, 2 ensemble performances in which the major woodwind instrument plays a prominent role, these before preliminary examinations; after preliminary examinations, 1 lecture-recital and 1 final solo recital. | |
| Enroll for each recital as a separate 1-credit course. | |
| *2. DMA Research Project* | |
| MUSIC 999 PhD Diss/DMA Project | |
| Although each DMA project will be unique, there are a number of criteria students should keep in mind while preparing their DMA projects: 1) The project should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., an opera, symphonic work, concerto, to name a few examples); 2) Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the DMA candidate. 3) DMA candidates should discuss their project proposals fully with the major professor and with all members of their DPRC before starting their project. 4) Every DMA project will include a significant written portion presenting the goals, methodology, and results of the research. 5) Examples of successful DMA projects are available in Mills Music Library on the UW-Madison campus. | |
| **Additional Coursework** | |
| The remaining credits needed in order to meet the minimum 51 for the degree may be fulfilled by MUSIC 999 (while ABD) or by electives numbered 300 and above in any department, in consultation with the advisor. | 9 |
| **Total Credits** | **51** |

[1] These pathways are internal to the program and represent different pathways a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## DMA Courses Qualifying for Musicology and Music Theory Requirements

For all DMA programs, 9 credits of Musicology and Music Theory courses are required. These courses must be taken at UW-Madison. Previous coursework at another institution cannot substitute for any part of this 9-credit requirement. Individual courses must be taken for the maximum number of credits (3 credits).

Some of the courses list below may also count toward alternative degree requirements (e.g. for the Composition pathway). In these cases, "double dipping" is not permitted, i.e. a course may *not* be counted for fulfillment of two different requirements.

| Code | Title | Credits |
|---|---|---|
| **Musicology Courses** | | |
| Eligible musicology courses include the following: | | |
| MUSIC 405 | Seminar: Cultural Study of Music | 3 |
| MUSIC 411 | Survey of Music in the Middle Ages | 3 |
| MUSIC 412 | Survey of Music in the Renaissance | 3 |
| MUSIC 413 | Survey of Music in the Baroque Era | 3 |
| MUSIC 414 | Survey of Music in the Classic Era | 3 |
| MUSIC 415 | Survey of Music in the Romantic Era | 3 |
| MUSIC 416 | Survey of Music in the Twentieth Century | 3 |
| MUSIC 419 | Music in the United States | 3 |
| MUSIC 511 | Historical Performance Practices | 3 |
| MUSIC 513 | Survey of Opera | 3 |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | 3 |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | 3 |
| MUSIC 821 | Historical Music Theories 1 | 3 |
| MUSIC 822 | Historical Music Theories 2 | 3 |
| MUSIC 911 | Seminar in Musicology | 3 |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | 3 |
| Other courses do not fulfill this requirement unless specifically approved by the musicology faculty. | | |
| **Music Theory Courses** | | |
| Eligible music theory courses include the following: | | |
| MUSIC 523 | Orchestration I | 3 |
| MUSIC 621 | Renaissance Polyphony | 3 |
| MUSIC 622 | Baroque Counterpoint | 3 |
| MUSIC 623 | Form and Analysis | 3 |
| MUSIC 624 | Form and Analysis II | 3 |
| MUSIC 629 | Jazz Theory and Analysis | 3 |
| MUSIC 821 | Historical Music Theories 1 | 3 |
| MUSIC 822 | Historical Music Theories 2 | 3 |
| MUSIC 823 | Schenkerian Analysis | 3 |
| MUSIC 921 | Current Issues in Musical Thought 1 | 3 |
| MUSIC 927 | Seminar in Composition | 3 |
| Other courses do not fulfill this requirement unless specifically approved by the music theory faculty. | | |
| **Third Course: Music Education Course Option** | | |
| For DMA students who have taken 1 musicology and 1 music theory course, there is an option to include, as the third course, one of the following music education courses: | | |
| CURRIC/ MUSIC 946 | Past Perspectives on Music Education | 3 |
| CURRIC 947 | Current Issues in Music Education | 3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Students may transfer up to 9 credits with faculty approval. Additional credits may transfer with department curriculum committee approval.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy, but Mead Witter School of Music faculty rarely approve these transfer requests.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

The program allows up to 6 credits of UW-Madison University Special student credit to transfer. Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

DMA students who fail to make satisfactory progress in any of the following four areas: Grades, Course Load, Time Limits, or Exams will be notified in writing by the director of graduate studies. At the end of the second semester of failing to make satisfactory progress the student is placed on Probation effective the next semester. This action suspends financial aid (but does not affect loans or work-study). See details in the Satisfactory Progress for Doctoral Students (https://kb.wisc.edu/mwsomkb/114465/).

## ADVISOR / COMMITTEE

All programs provide for faculty from several disciplines to follow the student's progress through the degree, provide mentorship along the way, and assess the student's success in reaching expected learning outcomes.

DMA students have a doctoral performance and research committee. This group of four faculty follows the student's work throughout the degree work, evaluating degree recitals as well as the doctoral research project. The committee also serves as the examination committee. The DPRC is comprised of the major professor and at least three others, two of whom must be graduate faculty and one of whom must be from a program that is not the major.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Graduate students in DMA or PhD programs are allowed a maximum of four calendar years from the date entering the program to complete all course work requirements and successfully pass the preliminary examinations. The candidate must complete the dissertation (PhD) or doctoral performance and research (DMA) within five years after passing the preliminary examinations.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress

- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## COLLEGE OF LETTERS AND SCIENCE RESOURCES

The College of Letters and Science's SuccessWorks (https://successworks.wisc.edu/) program can assist with professional development and with identifying opportunities.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Produces public performances of cohesive programs of music in which original ideas are communicated clearly and energetically.
2. Creates compositions and/or performances that clearly reflect well-developed original musical ideas.
3. Applies deep knowledge of technique, style, and cultural contexts to performance or creation of music.
4. Effectively expresses ideas both verbally and in writing so as to foster understanding among colleagues.
5. Demonstrates breadth within learning experience in an area o study outside the principal field of performance or composition.
6. Fosters ethical and professional conduct both in individual creative work and in collaborative endeavors.

## ACCREDITATION

# ACCREDITATION

The University of Wisconsin-Madison is an accredited institutional member of the National Association of Schools of Music (https://nasm.arts-accredit.org/) (NASM) since 1966.

Accreditation status: Accredited. Next accreditation review: 2032-2033

# MUSIC: PERFORMANCE, MM

The mission of the Mead Witter School of Music is:

- to provide a rich, integrated program of undergraduate and graduate education that promotes the highest levels of professional, creative, and scholarly development while challenging students to achieve their greatest potential;
- to cultivate an environment that inspires creativity, stimulates intellectual curiosity, and fosters critical thinking; and
- to serve the university community, the public, and the profession through performance, composition, scholarship, music education, outreach, and engagement.

The Mead Witter School of Music enriches students' educational experience by hosting guest artists and scholars for master classes,

recitals, colloquia, seminars, and festivals. Its performing organizations and ensembles perform more than 350 recitals and concerts every year, making a significant contribution to the cultural life of the university and the wider Madison community.

Mead Witter School of Music views its goals and objectives as complementary to those of the University of Wisconsin–Madison, which include "to provide an environment in which faculty and students can discover, examine critically, preserve and transmit the knowledge, wisdom, and values that will help ensure the survival of the present and future generations with improvement in the quality of life."

The University of Wisconsin–Madison School of Music is accredited by the National Association of Schools of Music (NASM) and has been an institutional member of NASM since 1966.

# DEGREES AND MAJORS

The MM–Music: Performance degree offers tracks for many major specialties, instrumental and vocal. Each degree pathway varies slightly, and details are provided in the course lists available through the Requirements tab. Faculty members in the appropriate area designate a major professor for each new student the first semester of enrollment. Whenever possible the faculty strive to match the student with the major professor if the applicant to the program has indicated a preference.

Mentoring of students is of prime importance to faculty members at Mead Witter School of Music. The faculty advisor and the director of graduate studies both guide the student's course planning. While each faculty member has a unique style, every student can be assured of abundant time working closely with more than one mentor in addition to the advisor during the course of a UW–Madison degree program. Take some time to access the Overview tab and review the Mead Witter School of Music mission statement, as well as the information available through the Learning Outcomes tab. These offer a glimpse of the values shared among the faculty and staff.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADMISSION REQUIREMENTS FOR MM IN MUSIC: PERFORMANCE

Applicants must have a bachelor's degree in music (or equivalent foundational coursework). Admission to the program requires a high level of performance ability as demonstrated in the audition, which in most cases is performed live on the UW-Madison campus, although there are options for a remote audition. The application will require a portfolio of recordings to serve as audition prescreening. In the CV, candidates should include a complete list of repertoire they have mastered, conducted, or composed. In the Statement of Purpose, candidates should discuss their academic and professional goals as well as their qualifications to serve as a Teaching Assistant in the School of Music. For details of the application process, including repertoire requirements for the portfolio and full audition, please visit the Mead Witter School of Music graduate admissions website (http://www.music.wisc.edu/admissions/graduate/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Through the generosity of Paul J. Collins, the Mead Witter School of Music is the recipient of a substantial fellowship fund which, in combination with the Graduate School and University Foundation, allows the school to offer multiple-year funding to the highest quality graduate students in performance. The Collins fellowships, along with the Lorna Wendt and Anonymous Fund Fellowships for Choral and Voice students, are offered as Wisconsin Distinguished Fellowships and provide full tuition and fees, a generous stipend, additional funds, and comprehensive health care. The top candidates of the audition season will be nominated for these opportunities. The Mead Witter School of Music offers teaching assistantships in music history, music theory, music education, piano, conducting, voice, and other performance areas. These positions offer tuition remission plus a salary and health care benefits. Many students also take advantage of work-study opportunities on campus, and many are employed part-time in area musical organizations or business entities. Feel free to direct questions about any of these funding opportunities to the Graduate Program Manager, James Doing: gpm@music.wisc.edu

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 34 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 17 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | Grades below B do not satisfy degree requirements.<br><br>Mead Witter School of Music financial awards are suspended if a student is on probation for more than one semester.<br><br>A student's satisfactory progress is also in jeopardy should a major recital be judged incomplete or deficient. Failure of one or more parts of the comprehensive examinations is also considered a lapse in satisfactory progress. |
| Assessments and Examinations | In addition to evaluations in individual classes, School of Music programs examine graduate students at defined points in their career.<br><br>For master's students, comprehensive examinations measure the candidate's range of musical knowledge in the major field. |
| Language Requirements | The Vocal Performance curricular path has language requirements detailed below. |

## REQUIRED COURSES

The following chart outlines the course requirements for all of the available MM in Music: Performance pathways. Direct any questions about the coursework or required proficiencies to the Mead Witter School of Music graduate program manager (see contact box).

### Brass Path [1]

| Code | Title | Credits |
|---|---|---|
| **Master's Level Brass Instrument Applied Study** | | |
| Complete the course corresponding to the major instrument for 2 semesters minimum and 4 credits each semester. | | 8 |
| MUS PERF 517 | Masters Level-Horn | |
| MUS PERF 519 | Masters Level-Trumpet | |
| MUS PERF 521 | Masters Level-Trombone | |
| MUS PERF 523 | Masters Level-Euphonium | |
| MUS PERF 525 | Masters Level-Tuba | |
| **Master's Recital** | | |
| Enroll in this course in place of Applied Study in the recital semester: | | 4 |
| MUS PERF 990 | Masters Recital | |
| **Small Ensemble** | | |
| Complete 2 credits from following: | | 2 |
| MUSIC 567 | Advanced Ensemble-Brass [2] | |
| MUSIC 573 | Contemporary Chamber Ensemble | |
| MUSIC 565 | Advanced Ensemble-Woodwind (horn majors only) | |
| MUSIC 562 | Jazz Ensemble | |
| **Large Performance Ensemble** | | |
| 2 semesters, 1 credit each; eligible courses include the following: | | 2 |
| MUSIC 570 | University Symphony Orchestra | |
| MUSIC 574 | Wind Ensemble | |
| MUSIC 576 | Concert Band | |
| **Pedagogy** | | |

| | | |
|---|---|---|
| MUSIC 540 | Advanced Pedagogy | 2 |
| **Musicology and Music Theory** | | |
| 9 credits must be earned at UW-Madison. | | 9 |
| *Musicology* | | |
| Eligible musicology courses include (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to approval by Musicology/ Ethnomusicology area) | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| *Music Theory* | | |
| Eligible courses in music theory include (other courses do not fulfill this requirement unless specifically approved by the music theory faculty.): | | |
| MUSIC 497 | Special Topics in Music (Subject to approval by Music Theory area) | |
| MUSIC 523 | Orchestration I | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 629 | Jazz Theory and Analysis | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Elective Courses** | | |
| With advisor approval, choose courses in any department numbered 300 or above. | | 7 |
| **Total Credits** | | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Sections of this course that are eligible include: Brass Quintet, Horn Choir, Tuba Quartet/Ensemble, Trumpet Ensemble, Trombone Choir/ Quartet. Each ensemble may be taken for two semesters. Note that the courses MUSIC 573 Contemporary Chamber Ensemble and MUSIC 565 Advanced Ensemble-Woodwind may also fulfill this requirement. Other courses do not fulfill this requirement unless first approved by the Brass area faculty.

## Choral Conducting Path [1]

| Code | Title | Credits |
|---|---|---|
| **Conducting Applied Study** | | |
| 2 credits each semester of the following: | | 8 |
| MUSIC 553 | Advanced Conducting Seminar | |
| **Seminar in Choral Literature** | | |
| Complete 8 credits from the following: | | 8 |
| MUSIC 541 | Seminar in Choral Literature (2 credits per semester) | |
| MUSIC 542 | Choral Literature and Performance Practices of Today (2 credits per semester) | |
| **Concert Choir** | | |
| Complete 4 times for 1 credit each: | | 4 |
| MUSIC 578 | Concert Choir | |
| Teaching Assistants (TAs) working with the Concert Choir should enroll in the following as an alternative: | | |
| MUSIC 577 | Chorale | |
| **Recital** | | |
| Complete the following for 2 credits: | | 2 |
| MUS PERF 990 | Masters Recital | |
| **Music Reference and Research Materials** | | |
| MUSIC/L I S 619 | Music Research Methods and Materials | 3 |
| **Musicology and Music Theory** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison | | 9 |
| *Musicology* | | |
| Eligible musicology courses include (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to approval by Musicology/ Ethnomusicology area) | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |

| | |
|---|---|
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 911 | Seminar in Musicology |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology |
| *Music Theory* | |
| Eligible music theory courses include the following (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | |
| MUSIC 523 | Orchestration I |
| MUSIC 621 | Renaissance Polyphony |
| MUSIC 622 | Baroque Counterpoint |
| MUSIC 623 | Form and Analysis |
| MUSIC 624 | Form and Analysis II |
| MUSIC 629 | Jazz Theory and Analysis |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 823 | Schenkerian Analysis |
| MUSIC 921 | Current Issues in Musical Thought 1 |
| MUSIC 927 | Seminar in Composition |
| **Total Credits** | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Collaborative Piano Path [1]

| Code | Title | Credits |
|---|---|---|
| **Applied Study** | | |
| 4 semesters minimum, 2 credits each semester: | | 8 |
| MUS PERF 542 | Masters Level Collaborative Piano | |
| **Recitals** | | |
| Two recitals (1 vocal, 1 instrumental; 1 credit each) | | 2 |
| MUS PERF 990 | Masters Recital | |
| **Duo Sonata** | | |
| MUSIC 796 | Seminar in Duo Sonata Literature | 3 |
| **Accompanying Emphasis** | | |
| Based on accompanying emphasis, complete from the following: | | 6 |
| *Vocal Accompanying* | | |
| MUSIC 467 | Language Diction for Singing I | |
| MUSIC 468 | Language Diction for Singing II | |
| MUSIC 557 | Opera Workshop | |
| *Instrumental Accompanying* | | |
| MUSIC 466 | Diction for Singers | |
| plus 1 semester from the following courses: | | |
| MUSIC 565 | Advanced Ensemble-Woodwind | |
| MUSIC 567 | Advanced Ensemble-Brass | |
| MUSIC 568 | Advanced Ensemble-Percussion | |
| MUSIC 569 | Advanced Ensemble-String | |
| **Vocal Literature** | | |
| Complete 2 credits from the following: | | 2 |
| MUSIC 346 | Repertoire (if no prior experience) | |
| or MUSIC 792 | Seminar in Vocal Literature | |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| *Musicology* | | |
| Eligible musicology courses include the following (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to approval by Musicology/ Ethnomusicology area) | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| *Music Theory* | | |
| Eligible music theory courses include the following (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | | |
| MUSIC 497 | Special Topics in Music (Subject to approval by Music Theory area) | |
| MUSIC 523 | Orchestration I | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 629 | Jazz Theory and Analysis | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Elective courses** | | |

| | |
|---|---|
| With advisor approval, choose courses in any department numbered 300 or above. | 4 |
| **Total Credits** | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Composition Path [1]

| Code | Title | Credits |
|---|---|---|
| **Composition Applied Study** | | |
| Complete 3 semesters minimum, 3 credits each semester | | 9 |
| MUS PERF 547 | Masters Level Composition | |
| **Thesis–Composition (Project)** | | |
| To be taken in the final semester of study, after three semesters of the above composition courses are completed. Attendance at Composition Master Class is required of composition majors enrolled in Master's Thesis. | | 3 |
| MUSIC 990 | Masters Thesis | |
| **Courses in Musicology** | | |
| Complete 6 credits; eligible musicology courses include (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | 6 |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to approval by Musicology/ Ethnomusicology area) | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| **Courses in Music Theory** | | |
| Complete 6 credits; eligible music theory courses include the following (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | | 6 |
| MUSIC 497 | Special Topics in Music (Subject to approval by the Music Theory area) | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 629 | Jazz Theory and Analysis | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| **Composition Electives** | | |
| Complete 10 credits from following: [2] | | 10 |
| MUSIC 523 | Orchestration I | |
| MUSIC 927 | Seminar in Composition (topics course; may be repeated for credit) | |
| With advisor approval, choose composition-related courses numbered 300 or above. Other courses must be approved by Major Professor. | | |
| **Total Credits** | | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Other courses may be eligible for this requirement, by approval of the major professor.

## Guitar Path [1]

| Code | Title | Credits |
|---|---|---|
| **Master's Level Guitar Applied Study** | | |
| 2 semesters, 4 credits each semester | | 8 |
| MUS PERF 540 | Masters Level-Guitar | |
| **Recital** | | |
| Enroll in this course in place of Master's Level Applied Study in the recital semester. | | 4 |
| MUS PERF 990 | Masters Recital | |
| **Ensemble** | | |
| Complete 2 semesters | | 2 |
| MUSIC 572 | Advanced Ensemble-Classical Guitar | |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| *Musicology* | | |
| Eligible musicology courses include the following (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to approval by Musicology/ Ethnomusicology area) | |

| | |
|---|---|
| MUSIC 511 | Historical Performance Practices |
| MUSIC 513 | Survey of Opera |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 911 | Seminar in Musicology |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology |
| *Music Theory* | |
| Eligible music theory courses include the following (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | |
| MUSIC 497 | Special Topics in Music (Subject to approval by Music Theory area) |
| MUSIC 523 | Orchestration I |
| MUSIC 621 | Renaissance Polyphony |
| MUSIC 622 | Baroque Counterpoint |
| MUSIC 623 | Form and Analysis |
| MUSIC 624 | Form and Analysis II |
| MUSIC 629 | Jazz Theory and Analysis |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 823 | Schenkerian Analysis |
| MUSIC 921 | Current Issues in Musical Thought 1 |
| MUSIC 927 | Seminar in Composition |
| **Elective courses** | |
| With advisor approval, choose courses in any department numbered 300 or above. | 11 |
| **Total Credits** | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Harp Path [1]

| Code | Title | Credits |
|---|---|---|
| **Applied Study** | | |
| Complete twice for 4 credits each | | 8 |
| MUS PERF 539 | Master's Level Harp | |
| **Recital** | | |
| Taken that semester instead of applied study: | | 4 |
| MUS PERF 990 | Masters Recital | |
| **Ensembles** | | |
| Complete 4 credits; must include minimum of 2 credits of Orchestra. | | 4 |
| MUSIC 570 | University Symphony Orchestra | |
| MUSIC 569 | Advanced Ensemble-String | |
| **Pedagogy** | | |
| MUSIC 751 | Seminar in Piano Pedagogy | 3 |
| **Musicology and Music Theory** | | |
| Three courses to include one course each in Musicology and one course in Music Theory; required from approved course list at UW-Madison only (no waivers). | | 9 |
| *Musicology* | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Musicology/ Ethnomusicology area) | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| *Music Theory* | | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Music Theory area) | |
| MUSIC 523 | Orchestration I | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 629 | Jazz Theory and Analysis | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Electives** | | |
| Numbered 300 and above, approved by Major Professor and Advisor. May include excess from above categories. | | 6 |
| **Total Credits** | | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Jazz Path [1]

| Code | Title | Credits |
|---|---|---|
| **Jazz Applied Study** | | |
| 2 semesters, 4 credits each semester | | 8 |
| MUS PERF 541 | Masters Level Jazz Studio Instruction | |
| **Required Jazz Courses** | | |
| MUSIC 629 | Jazz Theory and Analysis | 3 |
| MUSIC 417 | Jazz Histories (does not satisfy the musicology requirement) | 3 |
| **Master's Recital** | | |
| 2 recitals, 2 credits each | | 4 |
| MUS PERF 990 | Masters Recital | |
| With the approval of the student's recital committee, a recording project, composition portfolio, or research paper may be substituted as a master's project by enrolling in the following course, in place of the second recital. | | |
| MUSIC 799 | Independent Work (taken for 2 credits) | |
| **Jazz Ensemble** | | |
| Complete 4 times for 1 credit each | | 4 |
| MUSIC 562 | Jazz Ensemble | |
| **Musicology and Music Theory Courses** | | |
| In addition to MUSIC 629, must take one course in Musicology. The second course may be either Musicology or Music Theory. | | 6 |
| *Musicology* | | |
| Eligible Musicology courses include the following (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 417 | Jazz Histories (Required to fulfill Musicology or elective) | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to the approval of Musicology and Ethnomusicology area) | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| *Music Theory* | | |
| Eligible Music Theory courses include (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Music Theory area) | |
| MUSIC 517 | Proseminar in Music Theory | |
| MUSIC 523 | Orchestration I | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| MUSIC 927 | Seminar in Composition | |
| **Electives** | | |
| Three courses chosen from the following or other courses approved by advisor and major professor. | | 6 |
| MUS PERF 457 | Jazz Composition and Arranging | |
| MUSIC 529 | Jazz Arranging | |
| MUSIC 531 | Advanced Jazz Improvisation | |
| **Total Credits** | | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Orchestral Conducting Path [1]

| Code | Title | Credits |
|---|---|---|
| **Conducting Applied Study** | | |
| 4 semesters, 2 credits each | | 8 |
| MUS PERF 532 | Advanced Conducting | |
| **Conducting Laboratory** | | |
| Complete 4 times for 1 credit each | | 4 |
| MUSIC 632 | Graduate Instrumental Conducting Laboratory | |
| **Recital** | | |
| Complete 3 credits | | 3 |
| MUS PERF 990 | Masters Recital | |
| **Choral Ensemble** | | |
| Complete one of following for 1 credit | | 1 |
| MUSIC 578 | Concert Choir | |
| MUSIC 577 | Chorale | |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| *Musicology* | | |

| | |
|---|---|
| Eligible musicology courses include (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | |
| MUSIC 405 | Seminar: Cultural Study of Music |
| MUSIC 411 | Survey of Music in the Middle Ages |
| MUSIC 412 | Survey of Music in the Renaissance |
| MUSIC 413 | Survey of Music in the Baroque Era |
| MUSIC 414 | Survey of Music in the Classic Era |
| MUSIC 415 | Survey of Music in the Romantic Era |
| MUSIC 416 | Survey of Music in the Twentieth Century |
| MUSIC 419 | Music in the United States |
| MUSIC 497 | Special Topics in Music (Subject to approval of Musicology/ Ethnomusicology area) |
| MUSIC 511 | Historical Performance Practices |
| MUSIC 513 | Survey of Opera |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 911 | Seminar in Musicology |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology |
| *Music Theory* | |
| Eligible music theory courses include the following (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Music Theory area) |
| MUSIC 523 | Orchestration I |
| MUSIC 621 | Renaissance Polyphony |
| MUSIC 622 | Baroque Counterpoint |
| MUSIC 623 | Form and Analysis |
| MUSIC 624 | Form and Analysis II |
| MUSIC 629 | Jazz Theory and Analysis |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 823 | Schenkerian Analysis |
| MUSIC 921 | Current Issues in Musical Thought 1 |
| MUSIC 927 | Seminar in Composition |
| **Elective courses** | |
| Complete 9 credits from following: | 9 |
| M H R/ INTEGART 632 | Introduction to Arts Entrepreneurship |
| M H R/ INTEGART 636 | Entrepreneurship in Arts & Cultural Organizations |
| M H R 773 | Seminar-Arts Administration |
| M H R 774 | Seminar-Arts Administration |
| M H R 744 | Nonprofit Governance & Board Membership |
| MUSIC 466 | Diction for Singers |
| MUSIC 497 | Special Topics in Music (Aural Skills) |
| MUSIC 608 | Music Community Engagement |
| DANCE 699 | Independent Project (Students attend DANCE 157 and have unique graduate-level projects and requirements) |
| THEATRE 619 | Special Topics in Theatre and Drama (Students attend THEATRE 150 and have unique graduate-level projects and requirements) |
| Master's Level Applied Instrumental Lessons (Course numbers and credits vary). With advisor approval, choose courses in any department numbered 300 or above. | |
| **Total Credits** | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Percussion Path [1]

| Code | Title | Credits |
|---|---|---|
| **Master's Level Percussion Applied Study** | | |
| 2 semesters, 4 credits each semester | | 8 |
| MUS PERF 527 | Masters Level-Percussion | |
| **Recital** | | |
| Enroll in this course in place of Master's Level Applied Study in the recital semester. | | 4 |
| MUS PERF 990 | Masters Recital | |
| **Literature** | | |
| MUSIC 346 | Repertoire (taken once for 2 credits) | 2 |
| or MUSIC 550 | Percussion Literature | |
| **Ensemble** | | |
| 2 semesters required | | 2 |
| MUSIC 568 | Advanced Ensemble-Percussion [2] | |
| **Large Performance Ensemble** | | |
| 2 semesters required. Select from the following: | | 2 |
| MUSIC 570 | University Symphony Orchestra | |
| MUSIC 574 | Wind Ensemble | |
| MUSIC 576 | Concert Band | |
| **Musicology and Music Theory** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| *Musicology* | | |
| Eligible musicology courses include the following (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |

| | |
|---|---|
| MUSIC 416 | Survey of Music in the Twentieth Century |
| MUSIC 419 | Music in the United States |
| MUSIC 497 | Special Topics in Music (Subject to approval of Musicology/ Ethnomusicology faculty) |
| MUSIC 511 | Historical Performance Practices |
| MUSIC 513 | Survey of Opera |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 911 | Seminar in Musicology |

*Music Theory*

Eligible music theory courses include the following (Other courses do not fulfill this requirement unless specifically approved by the music theory faculty):

| | |
|---|---|
| MUSIC 497 | Special Topics in Music (Subject to approval of Music Theory faculty) |
| MUSIC 523 | Orchestration I |
| MUSIC 621 | Renaissance Polyphony |
| MUSIC 622 | Baroque Counterpoint |
| MUSIC 623 | Form and Analysis |
| MUSIC 624 | Form and Analysis II |
| MUSIC 629 | Jazz Theory and Analysis |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 823 | Schenkerian Analysis |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology |
| MUSIC 927 | Seminar in Composition |

**Elective courses**

| | |
|---|---|
| With advisor approval, choose courses in any department numbered 300 or above. | 7 |
| **Total Credits** | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] With permission of the percussion faculty, other ensembles may substitute for MUSIC 568 Advanced Ensemble-Percussion.

## Piano Performance Path [1]

| Code | Title | Credits |
|---|---|---|
| **Master's Level Piano Applied Study** | | |
| 2 semesters minimum, 4 credits each semester | | 8 |
| MUS PERF 501 | Masters Level-Piano | |
| **Recitals** | | |
| Enroll in these courses in place of Master's Level Piano in the recital semesters—there are two recitals. | | 8 |
| *For the Solo Recital:* | | |
| MUS PERF 990 | Masters Recital (solo recital, taken for 4 credits) | |
| *For the Chamber Music Recital:* | | |
| MUS PERF 990 | Masters Recital (taken for 2 credits) | |
| MUS PERF 542 | Masters Level Collaborative Piano (taken for 2 credits) | |
| **Piano Pedagogy** | | |
| Select from the following courses: | | 3 |
| MUSIC 551 | Class Piano Pedagogy | |
| MUSIC 751 | Seminar in Piano Pedagogy (topics course; may be repeated for credit) | |
| **Piano Literature** | | |
| Select from the following courses: | | 3 |
| MUSIC 791 | Seminar in Piano Literature | |
| MUSIC 346 | Repertoire | |
| MUSIC 796 | Seminar in Duo Sonata Literature | |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| *Musicology* | | |
| Eligible musicology courses include the following (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Musicology/ Ethnomusicology faculty) | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| *Music Theory* | | |
| Eligible music theory courses include the following (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | | |
| MUSIC 523 | Orchestration I | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Music Theory faculty) | |
| MUSIC 629 | Jazz Theory and Analysis | |

| | | |
|---|---|---|
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Elective credits** | | |
| With advisor approval, choose courses in any department numbered 300 or above. | | 3 |
| **Total Credits** | | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Piano Performance and Pedagogy Path [1]

| Code | Title | Credits |
|---|---|---|
| **Master's Level Piano Applied Study** | | |
| At least one semester of the following course (4 credits): | | 4 |
| MUS PERF 501 | Masters Level-Piano | |
| At least an additional 4 credits selected from the following: | | 4 |
| MUS PERF 501 | Masters Level-Piano | |
| MUS PERF 542 | Masters Level Collaborative Piano (2-credit course, may be repeated for a total of 4 credits) | |
| **Recital** | | |
| Enroll in this course in the recital semester instead of MUS PERF 501 or MUS PERF 542. | | 4 |
| MUS PERF 990 | Masters Recital | |
| **Pedagogy** | | |
| Complete 8 credits; any combination of the following courses: | | 8 |
| MUSIC 551 | Class Piano Pedagogy | |
| MUSIC 751 | Seminar in Piano Pedagogy | |
| MUSIC 752 | Piano Pedagogy Workshop | |
| DANCE 560 | Current Topics in Dance: Workshop (Feldenkrais for Performing Artists, 1 credit) | |
| CURRIC/ MUSIC 946 | Past Perspectives on Music Education | |
| CURRIC 947 | Current Issues in Music Education | |
| **Final Project** | | |
| MUSIC 799 | Independent Work | 1 |
| **Practicum** | | |
| MUSIC 560 | Practicum in Advanced Studio Teaching-Piano | 1 |
| **Piano Literature** | | |
| Complete 3 credits; select from the following: | | 3 |
| MUSIC 346 | Repertoire | |
| MUSIC 791 | Seminar in Piano Literature | |
| MUSIC 796 | Seminar in Duo Sonata Literature | |
| **Musicology and Music Theory** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| *Musicology* | | |
| Eligible musicology courses include the following (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| *Music Theory* | | |
| Eligible music theory courses include the following (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | | |
| MUSIC 523 | Orchestration I | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Total Credits** | | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## String Performance Path [1]

| Code | Title | Credits |
|---|---|---|
| **String Instrument Applied Study** | | |
| Enroll in the course corresponding to the major instrument. 2 semesters minimum, 4 credits each semester: | | 8 |

| | | |
|---|---|---|
| MUS PERF 531 | Masters Level-Violin | |
| MUS PERF 533 | Masters Level-Viola | |
| MUS PERF 535 | Masters Level-Cello | |
| MUS PERF 537 | Master's Level Double Bass | |
| **Recital** | | |
| Enroll in this course in place of Master's Level Applied Study in the recital semester. | | 4 |
| MUS PERF 990 | Masters Recital | |
| **Ensemble** | | |
| Choose from the following two courses; must include at least 2 credits of Symphony Orchestra. | | 4 |
| MUSIC 570 | University Symphony Orchestra | |
| MUSIC 569 | Advanced Ensemble-String | |
| **Pedagogy** | | |
| Complete 2 credits; select from the following courses: | | 2 |
| MUSIC 543 | Advanced String Pedagogy | |
| MUSIC 544 | Advanced String Pedagogy | |
| MUSIC 540 | Advanced Pedagogy (instrumental) | |
| DANCE 560 | Current Topics in Dance: Workshop (Feldenkrais for Performing Musicians) | |
| **Literature** | | |
| MUSIC 546 | String Literature | 2 |
| or MUSIC 796 | Seminar in Duo Sonata Literature | |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| *Musicology* | | |
| Eligible musicology courses include the following (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Musicology/ Ethnomusicology area) | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| *Music Theory* | | |
| Eligible music theory courses include the following (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Music Theory area) | |
| MUSIC 523 | Orchestration I | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 629 | Jazz Theory and Analysis | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Elective courses** | | |
| With advisor approval, choose courses in any department numbered 300 or above. | | 5 |
| **Total Credits** | | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Vocal Performance Path [1]

| Code | Title | Credits |
|---|---|---|
| **Master's Level Voice Applied Study** | | |
| 2 semesters minimum, 4 credits each semester | | 8 |
| MUS PERF 505 | Masters Level-Voice | |
| **Recital** | | |
| Enroll in this course in place of Master's Level Applied Study in the recital semester. | | 4 |
| MUS PERF 990 | Masters Recital | |
| **Advanced Diction [2]** | | |
| MUSIC 467 | Language Diction for Singing I [3] | 2 |
| MUSIC 468 | Language Diction for Singing II [3] | 2 |
| **Vocal Literature** | | |
| MUSIC 346 | Repertoire [4] | 2 |
| MUSIC 792 | Seminar in Vocal Literature [3] | 3 |
| **Vocal Pedagogy** | | |
| MUSIC 749 | Seminar in Vocal Techniques [3] | 2 |
| **Ensemble** | | |
| Complete 2 credits; select from the following courses: [5] | | 2 |
| MUSIC 461 | Collegium Musicum | |
| MUSIC 556 | University Opera | |
| MUSIC 578 | Concert Choir | |
| MUSIC 557 | Opera Workshop | |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| *Musicology* | | |

| | |
|---|---|
| Eligible musicology courses include the following (other ensembles may be eligible for this requirement, with voice faculty approval): | |
| MUSIC 405 | Seminar: Cultural Study of Music |
| MUSIC 411 | Survey of Music in the Middle Ages |
| MUSIC 412 | Survey of Music in the Renaissance |
| MUSIC 413 | Survey of Music in the Baroque Era |
| MUSIC 414 | Survey of Music in the Classic Era |
| MUSIC 415 | Survey of Music in the Romantic Era |
| MUSIC 416 | Survey of Music in the Twentieth Century |
| MUSIC 419 | Music in the United States |
| MUSIC 497 | Special Topics in Music (Subject to approval of Musicology/ Ethnomusicology area) |
| MUSIC 511 | Historical Performance Practices |
| MUSIC 513 | Survey of Opera |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 911 | Seminar in Musicology |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology |
| *Music Theory* | |
| Eligible music theory courses include the following (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Music Theory faculty) |
| MUSIC 523 | Orchestration I |
| MUSIC 621 | Renaissance Polyphony |
| MUSIC 622 | Baroque Counterpoint |
| MUSIC 623 | Form and Analysis |
| MUSIC 624 | Form and Analysis II |
| MUSIC 629 | Jazz Theory and Analysis |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 823 | Schenkerian Analysis |
| MUSIC 921 | Current Issues in Musical Thought 1 |
| MUSIC 927 | Seminar in Composition |
| **Language Proficiency** | |
| Prior to graduation the voice and opera faculty must certify that a candidate has a level of proficiency in French, Italian, and German that is equivalent to successfully completing one semester of college-level coursework in all three languages plus a second of one of these languages (a total of four semesters of college-level study). The major professor in voice and the director of opera will determine proficiency through review of prior coursework and/or proficiency examination. | |
| Consult the voice faculty and the director of graduate studies for information on ways in which the language proficiency requirement may be satisfied. | |
| **Total Credits** | **34** |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 All or part of this requirement may be fulfilled, should the student's diction proficiency is satisfactory in certain languages. The voice faculty will review past diction study or administer a qualifying examination to determine proficiency.

3 Consult the graduate office or the voice faculty for information on the schedule for planned offerings of this course.

4 May be fulfilled with prior equivalent study (undergraduate or graduate).

5 Other ensembles may be eligible for this requirement, with voice faculty approval.

## Wind Conducting Path [1]

| Code | Title | Credits |
|---|---|---|
| **Conducting Applied Study** | | |
| 4 semesters, 2 credits each. The final semester of lessons will include a capstone project and presentation in studio class. | | 8 |
| MUS PERF 532 | Advanced Conducting | |
| **Recital** | | |
| MUS PERF 990 | Masters Recital (variable credit, may consist of one or more recitals) | 2 |
| **Conducting Laboratory** | | |
| 4 semesters required | | 4 |
| MUSIC 632 | Graduate Instrumental Conducting Laboratory | |
| **Wind Ensemble or Concert Band** | | |
| Select from the following; 2 semesters minimum required. | | 2 |
| MUSIC 574 | Wind Ensemble | |
| MUSIC 576 | Concert Band | |
| **Musicology and Music Theory** | | |
| Three courses, to include one course in Musicology and one course in Music Theory from approved course list. | | 9 |
| *Musicology* | | |
| Eligible musicology courses include (other courses do not fulfill this requirement unless specifically approved by the musicoloygy faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Musicology/ Ethnomusicology area) | |

| | |
|---|---|
| MUSIC 511 | Historical Performance Practices |
| MUSIC 513 | Survey of Opera |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology |
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 911 | Seminar in Musicology |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology |
| *Music Theory* | |
| Eligible music theory courses include the following (other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Music Theory area) |
| MUSIC 523 | Orchestration I |
| MUSIC 629 | Jazz Theory and Analysis |
| MUSIC 621 | Renaissance Polyphony |
| MUSIC 622 | Baroque Counterpoint |
| MUSIC 623 | Form and Analysis |
| MUSIC 624 | Form and Analysis II |
| MUSIC 821 | Historical Music Theories 1 |
| MUSIC 822 | Historical Music Theories 2 |
| MUSIC 823 | Schenkerian Analysis |
| MUSIC 921 | Current Issues in Musical Thought 1 |
| MUSIC 927 | Seminar in Composition |
| **Elective courses** | |
| Advisor and major professor approved, from the following list: | 9 |
| M H R/ INTEGART 632 | Introduction to Arts Entrepreneurship |
| M H R/ INTEGART 636 | Entrepreneurship in Arts & Cultural Organizations |
| M H R 773 | Seminar-Arts Administration |
| M H R 774 | Seminar-Arts Administration |
| M H R 744 | Nonprofit Governance & Board Membership |
| MUSIC 466 | Diction for Singers |
| MUSIC 497 | Special Topics in Music (Aural Skills, 1 credit) |
| MUSIC 608 | Music Community Engagement |
| DANCE 699 | Independent Project (Students attend DANCE 157 and have unique garduate-level projects and requirements.) |
| THEATRE 619 | Special Topics in Theatre and Drama (Students attend THEATRE 150 and have unique garduate-level projects and requirements.) |
| Master's Level Applied Instrumental Lessons (course numbers and credits vary). With advisor approval, courses in the School of Music numbered 300 or above. | |
| **Total Credits** | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## Woodwind Performance Path [1]

| Code | Title | Credits |
|---|---|---|
| **Master's Level Woodwind Instrument Applied Study** | | |
| Select the course corresponding to the major instrument; 2 semesters minimum, 4 credits each semester. | | 8 |
| MUS PERF 507 | Masters Level-Flute | |
| MUS PERF 509 | Masters Level-Oboe | |
| MUS PERF 511 | Masters Level-Clarinet | |
| MUS PERF 513 | Masters Level-Saxophone | |
| MUS PERF 515 | Masters Level-Bassoon | |
| **Recital** | | |
| Enroll for this course in place of Master's Level Applied Study in the recital semester. | | 4 |
| MUS PERF 990 | Masters Recital | |
| **Large Performance Ensemble** | | |
| Complete 2 credits from following: | | 2 |
| MUSIC 570 | University Symphony Orchestra | |
| MUSIC 574 | Wind Ensemble | |
| MUSIC 576 | Concert Band | |
| **Small Performance Ensemble** | | |
| Select from the following; 2 semesters required. | | 2 |
| MUSIC 565 | Advanced Ensemble-Woodwind | |
| **Musicology and Music Theory Courses** | | |
| At least one course must be taken in Musicology and one in Music Theory. 9 credits must be earned at UW-Madison. | | 9 |
| *Musicology* | | |
| Eligible musicology courses include the following (other courses do not fulfill this requirement unless specifically approved by the musicology faculty): | | |
| MUSIC 405 | Seminar: Cultural Study of Music | |
| MUSIC 411 | Survey of Music in the Middle Ages | |
| MUSIC 412 | Survey of Music in the Renaissance | |
| MUSIC 413 | Survey of Music in the Baroque Era | |
| MUSIC 414 | Survey of Music in the Classic Era | |
| MUSIC 415 | Survey of Music in the Romantic Era | |
| MUSIC 416 | Survey of Music in the Twentieth Century | |
| MUSIC 419 | Music in the United States | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Musicology/ Ethnomusicology area) | |
| MUSIC 511 | Historical Performance Practices | |
| MUSIC 513 | Survey of Opera | |
| MUSIC/ FOLKLORE 515 | Proseminar in Ethnomusicology | |

| | | |
|---|---|---|
| MUSIC/ FOLKLORE 516 | Ethnographic Methods for Music and Sound | |
| MUSIC 821 | Historical Music Theories 1 | |
| MUSIC 822 | Historical Music Theories 2 | |
| MUSIC 911 | Seminar in Musicology | |
| MUSIC/ FOLKLORE 915 | Seminar in Ethnomusicology | |
| *Music Theory* | | |
| Eligible music theory courses include the following (Other courses do not fulfill this requirement unless specifically approved by the music theory faculty): | | |
| MUSIC 497 | Special Topics in Music (Subject to approval of Music Theory area) | |
| MUSIC 523 | Orchestration I | |
| MUSIC 621 | Renaissance Polyphony | |
| MUSIC 622 | Baroque Counterpoint | |
| MUSIC 623 | Form and Analysis | |
| MUSIC 624 | Form and Analysis II | |
| MUSIC 629 | Jazz Theory and Analysis | |
| MUSIC 823 | Schenkerian Analysis | |
| MUSIC 921 | Current Issues in Musical Thought 1 | |
| MUSIC 927 | Seminar in Composition | |
| **Elective courses** | | |
| With advisor approval, choose courses in any department numbered 300 or above. | | 9 |
| **Total Credits** | | **34** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. Students may transfer up to 9 credits with faculty approval. Additional credits may transfer with department curriculum committee approval.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy. The Mead Witter School of Music faculty rarely approve these transfer requests.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

The program allows up to 6 credits of UW-Madison University Special student credit to transfer. Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

MM students who fail to make satisfactory progress in any of the four following areas: grades, course load, time limits, or exams, will be notified in writing by the director of graduate studies. At the end of the second semester of failing to make satisfactory progress the student is placed on probation effective the next semester. This action suspends financial aid (but does not affect loans or work-study). See details in the Satisfactory Progress for Master's Students (https://kb.wisc.edu/mwsomkb/114465/).

## ADVISOR / COMMITTEE

All programs provide for faculty from several disciplines to follow the student's progress through the degree, provide mentorship along the way, and assess the student's success in reaching expected learning outcomes. The principal advisor for most graduate students in the Mead Witter School of Music is generally referred to as the major professor. In all programs the major professor is determined with the student's particular interests in mind. In music performance programs, the faculty attempts, whenever possible. to assign the major professor based upon a student's request.

The director of graduate studies is also an advisor for all graduate students in Mead Witter School of Music programs. Students are expected to consult with the director of graduate studies at least once per semester to determine appropriate course plans. Consultation is mandatory in the semester before intended graduation.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

MM and MA students not receiving University funding are expected to complete requirements and pass comprehensive examinations within seven years from the time of enrollment in the program. While graduate students may enroll on a part-time basis, this time constraint still applies.

All MM and MA students holding teaching assistant, project assistant, or fellowship appointments must complete requirements for the degree within four semesters (not counting summer sessions or thesis credits). If the appointment is more than 33.4% the expectation is to complete requirements in the sixth semester.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### COLLEGE OF LETTERS AND SCIENCE RESOURCES

The College of Letters and Science's SuccessWorks (https://successworks.wisc.edu/) program can assist with professional development and with identifying opportunities.

LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Communicates well-developed musical ideas clearly and energetically in performance and, where applicable, in compositions.
2. Demonstrates knowledge of appropriate stylistic details in performance of music from a variety of historical periods and cultural origins.
3. Draws upon extensive understanding of a variety of musical cultures and historical periods for the preparation of a performance or a composition.
4. Selects the most appropriate methods of technique or notation to achieve the intended result in performance.
5. Shows ability to express, verbally and in writing, musical ideas and interpretive conclusions to peers and colleagues.
6. Recognizes and applies principles of ethical and professional conduct.
7. Respects colleagues and values contributions of others in collaborative endeavors.

ACCREDITATION

## ACCREDITATION

The University of Wisconsin-Madison is an accredited institutional member of the National Association of Schools of Music (https://nasm.arts-accredit.org/) (NASM) since 1966.

Accreditation status: Accredited. Next accreditation review: 2032-2033

# MECHANICAL ENGINEERING

DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Engineering Mechanics, Doctoral Minor (p. 1401)
- Engineering Mechanics, MS (p. 1402)
- Engineering Mechanics, PhD (p. 1414)
- Mechanical Engineering, Doctoral Minor (p. 1421)
- Mechanical Engineering, MS (p. 1421)
- Mechanical Engineering, PhD (p. 1436)

# ENGINEERING MECHANICS, DOCTORAL MINOR

ADMISSIONS

## ADMISSIONS

Students interested in earning the Engineering Mechanics doctoral minor should first contact the Engineering Mechanics Graduate Coordinator to learn the requirements, process, and complete the required paperwork.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor.

REQUIREMENTS

## REQUIREMENTS

Students must fulfill the following requirements to earn a doctoral minor.

1. Earn a minimum of 10 credits in Engineering Mechanics (E M A (https://guide.wisc.edu/courses/e_m_a/)) courses, including 3 credits in courses numbered 700 or above.
   a. All courses used for the minor must be numbered 300 or above taken after a bachelor's degree has been completed.
   b. Ordinarily only one course (maximum of 3 credits) of independent study is allowed (E M A 599 Independent Study).
   c. Research and thesis courses may not satisfy minor requirements.
   d. No more than 5 credits completed five or more years prior to admission to the PhD major may satisfy minor requirements.
   e. Courses taken 10 or more years ago may not satisfy minor requirements.
   f. Courses taken pass/fail or for audit may not satisfy minor requirements.
   g. Courses with grades of S given in courses graded on a credit/no credit basis are acceptable.
2. Maintain a GPA of 3.0 for the minor.

### APPROVAL FORM

The minor program must be approved by the Department of Mechanical Engineering Associate Chair for Graduate Studies. The approval form is available from the College of Engineering: Department of Mechanical Engineering Intranet site (NetID required) here (https://intranet.engineering.wisc.edu/mechanical-engineering/current-student-resources/) or please contact Engineering Mechanics Graduate Coordinator (emgradadmission@engr.wisc.edu).

### ENGINEERING MECHANICS MS

A student who has earned an MS degree in Engineering Mechanics (and is currently in a different doctoral program) will be considered to have fulfilled the minor requirements.

### PRIOR COURSEWORK

Up to six credits of coursework completed at other institutions may transfer and be applied towards minor requirements.

# ENGINEERING MECHANICS, MS

The master of science and doctor of philosophy degrees in engineering mechanics are offered within a graduate program covering contemporary areas in both theoretical and applied mechanics. With the guidance of a major professor, a program can be designed to meet an individual student's needs and interests.

The Department of Mechanical Engineering offers two distinct master of science (MS) degree programs in Engineering Mechanics:

- Engineering Mechanics MS, Research (p. 1408) – traditional master's program culminating in a thesis for students with an undergraduate background in mechanics
- Engineering Mechanics MS, Aerospace Engineering Option (p. 1403) - an accelerated coursework-only program, where students will learn advanced mechanics topics pertaining to the aerospace field

## ADMISSIONS

## ADMISSIONS

Students apply to the Master of Science in Engineering Mechanics through one of the named options:

- Research (p. 1408)
- Aerospace Engineering (p. 1403)

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Program specific funding information may be reviewed through one of the named options:

- Research (p. 1408)
- Aerospace Engineering (p. 1403)

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a C or above in all formal coursework.<br><br>Students may not have more than two incompletes on their record at any one time. |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 1402) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Engineering Mechanics must select one of the following named options:

View as listView as grid

- **ENGINEERING MECHANICS: AEROSPACE ENGINEERING, MS (P. 1403)**
- **ENGINEERING MECHANICS: RESEARCH, MS (P. 1408)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Research (p. 1408)
- Aerospace Engineering (p. 1403)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems.
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems.
4. Recognize and apply principles of ethical and professional conduct.

# ENGINEERING MECHANICS: AEROSPACE ENGINEERING, MS

This is a named option within the Engineering Mechanics, MS (p. 1402).

The Aerospace Engineering named option of the Master of Science degree in Engineering Mechanics is an accelerated coursework-only program, where students will learn advanced mechanics topics pertaining to the aerospace field. The curriculum is structured around the areas of fluid and thermal sciences, rigid-body dynamics, structural dynamics, aerospace mechanics and materials, and computation. The Master of Science degree in Engineering Mechanics - Aerospace Engineering program is a rigorous masters-level program intended to be completed in 16 months.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3** |

* Submitted scores will not be used in admission decisions.

** Applicants earning a BS degree from UW-Madison are not required to obtain any letters of recommendation. Within the Graduate School application, in the letters of recommendation section, applicants must enter three contacts to submit the application. However, these contacts do not need to submit letters.

### APPLICANT CONSIDERATIONS

Applicants to our program should have the following:

1. **Degree**
   a. Bachelor of Science in engineering, mathematics, or physical science and an undergraduate record that indicates an ability to successfully pursue graduate study.
   b. International applicants must have a degree comparable to a regionally accredited US bachelor's degree. Review the Graduate School webpage (https://grad.wisc.edu/apply/requirements/) to learn more about comparable degrees by country.
2. **GPA**
   a. The minimum required GPA is 3.0/4.0 on the equivalent of the last 60 semester hours from the most recent bachelor's degree or a completed master's degree with a minimum of 3.0/4.0.

### APPLICATION MATERIALS

In addition to the items listed in the table above, a complete application includes the following uploaded to the online application. The submitted application and all application items are due by the deadline above.

1. **Unofficial Transcripts (PDF)**
   a. Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether a degree was earned. Official transcripts are only requested of recommended applicants.
   b. International academic records must be in the original language accompanied by an official English translation. Review the minimum requirements link above to learn more.
2. **Statement of Purpose**
   a. In this document, applicants should explain why they want to pursue further education in Engineering Mechanics and specifically this program.
   b. The program does not have a required font, word limit, etc. However, we do recommend (not require) a maximum of 2 pages.
   c. See the Graduate School for more advice on how to structure a personal statement (https://grad.wisc.edu/apply/prepare/).
3. **Resume**

4. **Three Letters of Recommendation**
   a. These letters are required from people who can accurately reflect on the applicant's academics and/or work performance. It is highly recommended these letters be from faculty familiar with the applicant.
   b. Letters of recommendation are submitted electronically through the online application.
   c. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding letters of recommendation.
   d. See exception above for UW-Madison undergraduate students.
5. **Application Fee**
   a. Application submission must be accompanied by the application fee. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding fees.
   b. Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

## REENTRY ADMISSIONS

Review the Graduate School requirements for previously enrolled students (https://policy.wisc.edu/library/UW-1230/). Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) with questions.

## CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Students currently enrolled as graduate students at UW-Madison wishing to apply to this degree programs should contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) to inquire about the process and deadlines.

## QUESTIONS

Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## ADDITIONAL RESOURCES

### Office of Student Financial Aid

For information regarding student financial aid, scholarships, and more, visit the Office of Student Financial Aid website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information regarding international student funding and scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | Students must earn a C or above in all formal coursework.<br><br>Students may not have more than two incompletes on their record at any one time. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

This program requires a minimum of 30 credits, inclusive of the requirements in the course list below. Within the 30 credits, at least 27 credits must be formal credits. The remaining 3 credits may be formal credits or may be earned through co-op or independent study credits. (Formal credits are course offerings that are not seminar courses, thesis research courses, co-op/internship, or independent study courses.)

| Code | Title | Credits |
|---|---|---|
| **Graduate Seminar** | | |
| Two semesters of M E 903, successfully completed, are required. These should be taken during the first two semesters (Fall and Spring). | | 0 |
| M E 903 | Graduate Seminar | |
| M E 903 | Graduate Seminar | |
| **Engineering Analysis Course** | | |
| Select one: | | 3 |
| E M A/E P 547 | Engineering Analysis I | |
| or E M A/ E P 548 | Engineering Analysis II | |
| **Formal course numbered 700 and above** | | |
| Students must take at least one formal course (3 credits) in any Engineering Mechanics and Aerospace Engineering (E M A) course numbered 700 or greater. [1, 2] | | 3 |
| **Depth Requirement (Topical Areas)** | | |
| Students must complete at least two of the five topical areas below. To establish sufficient depth in aerospace sciences, the courses selected must involve completion of at least two of the five topical areas. Students should check the future course offerings plans when choosing, since not all courses are offered every year (and hence not all topical areas can be completed every year). | | 12 |
| **Additional Courses** | | |
| The additional courses required to meet the 30-credits minimum for completion of the degree must be selected from among the courses listed in the topical areas or elective course lists below. [3] | | 12 |
| **Total Credits** | | **30** |

1 Formal courses/credits are course offerings that are not seminar courses, thesis research courses, co-op/internship, or independent study courses.

2 Seminar, research, and co-op/independent courses (such as E M A 790 (https://guide.wisc.edu/search/?P=E%20M%20A%20790) Master's Research and Thesis, E M A 890 (https://guide.wisc.edu/search/?P=E%20M%20A%20890) Pre-Dissertator Research, E M A 990 (https://guide.wisc.edu/search/?P=E%20M%20A%20990) Research and Thesis, E M A 599 Independent Study and E M A 702 (https://guide.wisc.edu/search/?P=E%20M%20A%20702) Graduate Cooperative Education Program) are not eligible to satisfy this requirement.

3 With faculty advisor approval, a combined maximum of 3 credits may be satisfied through co-op/internship or independent study credits.

## TOPICAL AREAS

### Fluid and Thermal Sciences [1]

| Code | Title | Credits |
|---|---|---|
| E M A 421 | Aerodynamics [2] | 3 |
| Select one: | | 3 |
| E M A/M E 425 | Gasdynamics | |
| E M A 426 | Aerospace Propulsion | |
| M E 471 | Gas Turbine and Jet Propulsion | |
| M E 561 | Intermediate Thermodynamics | |
| M E 563 | Intermediate Fluid Dynamics | |
| M E 564 | Heat Transfer | |
| M E 761 | Topics in Thermodynamics | |
| M E 764 | Advanced Heat Transfer I-Conduction | |
| M E 768 | Precision Measurements | |
| M E 769 | Combustion Processes | |
| M E/CIV ENGR/ E M A 775 | Turbulent Heat and Momentum Transfer | |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 If you have already completed an equivalent course as an undergrad then you may take two courses total from the second list and meet this requirement.

### Rigid Body Dynamics [1]

| Code | Title | Credits |
|---|---|---|
| E M A 442 | Advanced Dynamics [2] | 3 |
| Select one: | | 3 |
| E M A 423 | Flight Dynamics and Control | |
| E M A 450 | Orbital Mechanics | |
| E M A 642 | Satellite Dynamics | |
| M E 451 | Kinematics and Dynamics of Machine Systems | |
| M E 746 | Dynamics of Controlled Systems | |
| or M E/ E C E 732 | Dynamics of Controlled Systems | |
| M E 751 | Advanced Computational Dynamics | |

1 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

2 If you have already completed an equivalent course as an undergrad then you may take two courses total from the second list and meet this requirement.

### Structural Dynamics [1]

| Code | Title | Credits |
|---|---|---|
| Select one: [2] | | 3 |
| M E/E M A 440 | Mechanical Vibrations | |
| E C E 717 | Linear Systems | |
| Select one: | | 3 |
| M E/E M A 540 | Experimental Vibration and Dynamic System Analysis | |
| E M A 610 | Structural Finite Element Model Validation | |
| E M A 747 | Nonlinear and Random Mechanical Vibrations | |
| M E 740 | Advanced Vibrations | |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] If you have already completed an equivalent course as an undergrad then you may take two courses total from the second list and meet this requirement.

### Aerospace Mechanics and Materials [1]

| Code | Title | Credits |
|---|---|---|
| Select two courses: | | 6 |
| E M A 406 | Aerospace Structures | |
| E M A/CIV ENGR/ M E 508 | Composite Materials | |
| E M A 519 | Fracture Mechanics | |
| E M A/ M S & E 541 | Heterogeneous and Multiphase Materials | |
| E M A 630 | Viscoelastic Solids | |
| E M A 700 | Theory of Elasticity | |
| E M A/M E 703 | Plasticity Theory and Physics | |
| E M A 710 | Mechanics of Continua | |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Computation [1]

| Code | Title | Credits |
|---|---|---|
| Select one: [2] | | 3 |
| E M A 605 | Introduction to Finite Elements | |
| M E 573 | Computational Fluid Dynamics | |
| Select one: | | 3 |
| E M A/E P 548 | Engineering Analysis II | |
| E M A 605 | Introduction to Finite Elements | |
| E M A 705 | Advanced Topics in Finite Elements | |
| M E/COMP SCI/ E C E 532 | Matrix Methods in Machine Learning | |
| M E/COMP SCI/ E C E 539 | Introduction to Artificial Neural Networks | |
| M E 548 | Introduction to Design Optimization | |
| M E 748 | Optimum Design of Mechanical Elements and Systems | |
| M E 573 | Computational Fluid Dynamics | |
| M E/COMP SCI/ E C E/E M A/ E P 759 | High Performance Computing for Applications in Engineering | |
| MATH/ COMP SCI 513 | Numerical Linear Algebra | |
| MATH/ COMP SCI 514 | Numerical Analysis | |
| MATH/ COMP SCI 714 | Methods of Computational Mathematics I | |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] If you have already completed an equivalent course as an undergrad then you may take two courses total from the second list and meet this requirement.

## ELECTIVE COURSE OFFERINGS

### Fall Elective Course Offerings

| Code | Title | Credits |
|---|---|---|
| E C E 717 | Linear Systems | 3 |
| E M A 406 | Aerospace Structures | 3 |
| E M A 421 | Aerodynamics | 3 |
| E M A 426 | Aerospace Propulsion | 3 |
| E M A/M S & E 541 | Heterogeneous and Multiphase Materials | 3 |
| E M A 605 | Introduction to Finite Elements | 3 |
| E M A/M E 703 | Plasticity Theory and Physics | 3 |
| E P/E M A 547 | Engineering Analysis I | 3 |
| M E/E M A 440 | Mechanical Vibrations | 3 |
| M E/E M A 540 | Experimental Vibration and Dynamic System Analysis | 3 |
| M E/E M A 570 | Experimental Mechanics | 3 |
| M E 573 | Computational Fluid Dynamics | 3 |
| E M A 599 | Independent Study | 1-3 |
| E M A 702 | Graduate Cooperative Education Program | 1-2 |

### Spring Elective Course Offerings

| Code | Title | Credits |
|---|---|---|
| E M A 422 | Aerodynamics Laboratory | 3 |
| E M A 423 | Flight Dynamics and Control | 3 |
| E M A/M E 425 | Gasdynamics | 3 |
| E M A 450 | Orbital Mechanics | 3 |
| E M A/M E 570 | Experimental Mechanics | 3 |
| E M A 610 | Structural Finite Element Model Validation | 3 |
| E M A 611 | Advanced Mechanical Testing of Materials | 3 |
| E M A 630 | Viscoelastic Solids | 3 |
| E M A 642 | Satellite Dynamics | 3 |
| E M A 705 | Advanced Topics in Finite Elements | 3 |

| | | |
|---|---|---|
| E M A 710 | Mechanics of Continua | 3 |
| E M A 747 | Nonlinear and Random Mechanical Vibrations | 3 |
| M E 563 | Intermediate Fluid Dynamics | 3 |
| M E 569 | Applied Combustion | 3 |
| M E 769 | Combustion Processes | 3 |
| M E/CIV ENGR/ E M A 775 | Turbulent Heat and Momentum Transfer | 3 |
| E M A 599 | Independent Study | 1-3 |
| E M A 702 | Graduate Cooperative Education Program | 1-2 |

### Fall/Spring Elective Course Offerings (offering varies)

| Code | Title | Credits |
|---|---|---|
| E M A 700 | Theory of Elasticity | 3 |
| MATH 705 | Mathematical Fluid Dynamics | 3 |
| M E/N E 520 | Two-Phase Flow and Heat Transfer | 3 |
| M E 561 | Intermediate Thermodynamics | 3 |
| M E 564 | Heat Transfer | 3 |
| M E 761 | Topics in Thermodynamics | 3 |
| M E 764 | Advanced Heat Transfer I-Conduction | 3 |
| M E 770 | Advanced Experimental Instrumentation | 3 |
| M E 774 | Chem Kinetics of Combust Systems | 3 |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With faculty advisor approval, students may transfer up to 6 credits of relevant coursework from a prior graduate program. Please review the Graduate Program Handbook (see contact box) for information about use and restrictions to this policy. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With faculty advisor approval, students may transfer a maximum of 7 credits from a UW-Madison undergraduate degree or an ABET-accredited undergraduate degree (from another institution). Only coursework that is applicable to the degree curriculum is eligible (based on UW-Madison course/course equivalency number). These credits will not be allowed to satisfy the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above (UW-Madison course equivalent). No credits can be applied toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With faculty advisor approval, students may transfer up to 15 credits of coursework taken as a UW–Madison University Special student toward the minimum credit requirement. Only coursework that is applicable to the degree curriculum is eligible. UW–Madison coursework taken as a University Special student would not be allowed to count toward the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

## PROBATION

The Department of Mechanical Engineering graduate programs satisfactory academic progress policy may be reviewed in the Graduate Handbook (see Contact box for link).

## ADVISOR / COMMITTEE

Each student is required to meet with his or her advisor prior to registration every semester.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students are expected to complete the Engineering Mechanics MS - Aerospace Engineering degree program in 16 months (i.e. Fall, Spring, Fall terms). Additional time may be granted with advisor approval.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)

- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Department of Mechanical Engineering Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals. The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.

2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Studies or the John Bollinger Chair of Mechanical Engineering (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to discuss the grievance. The Associate Chair for Graduate Studies or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/). Other campus resources can be found above.

3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Associate Chair for Graduate Studies in writing, within 60 calendar days of the alleged unfair treatment.

4. On receipt of a written complaint, a faculty committee will be convened by the Associate Chair for Graduate Studies to manage the grievance. The faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.

5. The faculty committee will determine a decision regarding the grievance. The Associate Chair for Graduate Studies will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.

7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals.

### OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# ENGINEERING MECHANICS: RESEARCH, MS

This is a named option within the Engineering Mechanics MS (p. 1402).

The master of science, research degree in engineering mechanics is offered within a graduate program covering contemporary areas in both theoretical and applied mechanics. With the guidance of a major professor, a program can be designed to meet an individual student's needs and interests.

This program is broadly structured into several main areas of instruction and research interests in fluid and solid mechanics: continuum mechanics, computational mechanics, dynamics and vibration, nanomechanics, and biomechanics. Related fields include civil and environmental engineering, chemical and biological engineering, electrical and computer engineering, materials science, mechanical engineering, nuclear engineering and engineering physics, physics, geological engineering and geology, mathematics, statistics, and computer science.

Current faculty research interests include contact mechanics, elastic instabilities, micromechanics, wave propagation, adhesion and friction, multi-scale and high-performance computational modeling, multi-physics mechanics and transport, biophysics, nanotechnology and nanomaterials, mechanics of soft materials, bio-inspired materials, polymer thin-films, renewable energy, and acoustic/elastic metamaterials.

Laboratories are well equipped for experimental testing and research; these include, atomic force microscopy, vibration testing, and other optical methods for experimental mechanics research. The department has access to collegewide facilities. The Wisconsin Laboratory for Structures and Materials Testing has facilities for testing large structures, fatigue and vibration labs, and complements the department's laboratories. The Nanoscale Imaging and Analysis Center provides state-of-the-art instrumentation, support facilities, and expert technical assistance for research and education in materials. Its facilities include scanning and transmission electron microscopes, image processing and analysis systems, surface and thin film characterization facilities, and x-ray diffraction facilities.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* Submitted scores will not be used in admission decisions.

## APPLICANT CONSIDERATIONS

Applicants to our program should have the following:

1. **Degree**
   a. Bachelor of Science in engineering, mathematics, or physical science and an undergraduate record that indicates an ability to successfully pursue graduate study.
   b. International applicants must have a degree comparable to a regionally accredited US bachelor's degree. Review the Graduate School webpage (https://grad.wisc.edu/apply/requirements/) to learn more about comparable degrees by country.
2. **GPA**
   a. The minimum required GPA is 3.0/4.0 on the equivalent of the last 60 semester hours from the most recent bachelor's degree or a completed master's degree with a minimum of 3.0/4.0.
3. **Faculty Advisor**
   a. Applicants must seek out and secure their own faculty advisor as part of the application process. This may be done prior to, during, and/or after submission of the online application.
   b. To seek out a faculty advisor, review the department Research (https://engineering.wisc.edu/departments/mechanical-engineering/research/) and People (https://engineering.wisc.edu/departments/mechanical-engineering/people/)websites. Assistant Professors, Associate Professors, and Professors are eligible to be graduate advisors. *Please do not contact Emeritus faculty, lecturers, Research Scientists, or Faculty Associates.*
   c. You are encouraged to inquire about possible funding opportunities. (See Funding tab in the right-side column on this page for funding information.)
4. **Recommended Preparatory Courses**
   a. It is highly recommended applicants take courses that cover the same material as these UW-Madison courses before entering the program.
   b. Applicants may be admitted without having taken these courses, however, in such cases the applicant must inform their faculty advisor who will then help them select the correct courses to include the required background for the program.

| Code | Title | Credits |
|---|---|---|
| **Advanced Mathematics** | | **3** |
| MATH 319 | Techniques in Ordinary Differential Equations | |
| or MATH 320 | Linear Algebra and Differential Equations | |
| or MATH 321 | Applied Mathematical Analysis 1: Vector and Complex Calculus | |
| **Linear Algebra and Matrices** | | **3** |
| MATH 320 | Linear Algebra and Differential Equations | |
| or MATH 340 | Elementary Matrix and Linear Algebra | |
| **Mechanics of Materials** | | **3** |
| E M A 303 | Mechanics of Materials | |

| | | |
|---|---|---|
| **Dynamics** | | **3** |
| E M A 202 | Dynamics | |
| or PHYSICS 311 | Mechanics | |

## APPLICATION MATERIALS

In addition to the items listed in the table above, a complete application includes the following uploaded to the online application. The submitted application and all application items are due by the deadline above.

1. **Unofficial Transcripts (PDF)**
   a. Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether a degree was earned. Official transcripts are only requested of recommended applicants.
   b. International academic records must be in the original language accompanied by an official English translation. Review the minimum requirements link above to learn more.
2. **Statement of Purpose**
   a. In this document, applicants should explain why they want to pursue further education in Engineering Mechanics, specifically this program, research interests, and which UW faculty they are interested in working with.
   b. The applicant must specifically state within this document which track they have chosen to follow in the curriculum: the thesis track or the non-thesis track.
   c. The program does not have a required font, word limit, etc. However, we do recommend (not require) a maximum of 2 pages.
   d. See the Graduate School for more advice on how to structure a personal statement (https://grad.wisc.edu/apply/prepare/).
3. **Resume**
4. **Three Letters of Recommendation**
   a. These letters are required from people who can accurately reflect on the applicant's academics and/or work performance. It is highly recommended these letters be from faculty familiar with the applicant.
   b. Letters of recommendation are submitted electronically through the online application.
   c. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding letters of recommendation.
5. **Application Fee**
   a. Application submission must be accompanied by the application fee. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding fees.
   b. Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

## REENTRY ADMISSIONS

Review the Graduate School requirements for previously enrolled students (https://policy.wisc.edu/library/UW-1230/). Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) with questions.

## CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Students currently enrolled as graduate students at UW-Madison wishing to apply to this degree programs should contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) to inquire about the process and deadlines.

## QUESTIONS

Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

There are three mechanisms for Graduate Student funding through the university for MS Engineering Mechanics: Research students:

1. Fellowships
2. Graduate assistantships: project assistantships, teaching assistantships, and research assistantships
3. Traineeships

Funding is awarded based on the qualifications of the student, the number of applicants, the amount of available funding, the number of continuing students receiving support, and the degree program a student is enrolled in. Fellowship and research assistantship funding is only considered for thesis-based MS students. You can apply for funding for research assistantships by contacting individual faculty members directly. Review our website (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to look for faculty (only those listed with titles of assistant professor, associate professor, or professor can serve as graduate student advisors). Search for faculty who have research interests that align closely with your own by viewing faculty directory entries, visiting the faculty's website (linked from the directory page), and reviewing publications by the faculty member. After you have identified faculty with interests close to your own, you are encouraged to contact them by email to inquire regarding available research assistant positions. The admissions office does not know if a particular professor has research assistant positions available.

Students who apply to the MS Research program will be automatically considered for fellowship opportunities within the department. Admitted students will be eligible to apply for Teaching Assistantship positions. More information, including the application, will be available to students after admission is complete.

More information on graduate student funding is available from the UW-Madison Graduate School (https://grad.wisc.edu/funding/).

## ADDITIONAL RESOURCES

### Office of Student Financial Aid

For information regarding student financial aid, scholarships, and more, visit the Office of Student Financial Aid website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information regarding international student funding and scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a C or above in all formal coursework.<br><br>Students may not have more than two incompletes on their record at any one time. |
| Assessments and Examinations | A thesis is not required for a master's degree in Engineering Mechanics. Credit for master's research (E M A 790) will be granted toward meeting the MS requirements only when a formal MS thesis is submitted and approved by the thesis committee. If submitting a MS thesis, a thesis Oral Defense is required. Candidates must pass an oral exam administered by a three-member committee, selected by the student's advisor. At least two of the committee members must be members of the UW-Madison Graduate Faculty. (For more information, see https://grad.wisc.edu/documents/committees (https://grad.wisc.edu/documents/committees/)/.) Typically, the student presents an overview of their thesis/research, and then the examiners ask questions in closed session. See the Graduate School's information https://grad.wisc.edu/current-students/masters-guide (https://grad.wisc.edu/current-students/masters-guide/)/ and note the requirement for an advisor approval page. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The program requires 30 credits of technical coursework approved by the student's advisor. All courses must be numbered 500 or above, except for the 400-level courses identified in the pre-defined course lists. Technical coursework is defined as courses in Engineering departments, Physics, Math, Statistics, Computer Science, Medical Physics, and Chemistry. Other courses may be deemed appropriate by a student's faculty advisor.

| Code | Title | Credits |
|---|---|---|
| **Seminar Requirement** | | |
| Two terms of seminar, successfully completed, are required. These should be taken in the first two terms of enrollment. Passing/satisfactory grades are required for both terms. | | |
| M E 903 | Graduate Seminar (taken twice) | |
| **General** [1] | | |
| At least 15 credits must be taken in courses numbered 600 and above OR from the following list: | | 15 |
| E M A 422 | Aerodynamics Laboratory | |
| E M A 423 | Flight Dynamics and Control | |
| E M A/CIV ENGR/ M E 508 | Composite Materials | |
| E M A 519 | Fracture Mechanics | |
| E M A/M E 540 | Experimental Vibration and Dynamic System Analysis | |
| E M A/ M S & E 541 | Heterogeneous and Multiphase Materials | |
| E M A/E P 547 | Engineering Analysis I | |
| E M A/E P 548 | Engineering Analysis II | |
| E M A/M E 570 | Experimental Mechanics | |
| **Mathematics Requirements** [1] | | |

| | | |
|---|---|---|
| Students must take at least 3 credits (1 course) from the following list: | | 3 |
| E M A/E P 547 | Engineering Analysis I | |
| E M A/E P 548 | Engineering Analysis II | |
| MATH 519 | Ordinary Differential Equations | |
| MATH 521 | Analysis I | |
| MATH 522 | Analysis II | |
| MATH 540 | Linear Algebra II | |
| MATH 619 | Analysis of Partial Differential Equations | |
| MATH 623 | Complex Analysis | |
| MATH 703 | Methods of Applied Mathematics 1 | |
| MATH 704 | Methods of Applied Mathematics-2 | |
| MATH/ COMP SCI 714 | Methods of Computational Mathematics I | |
| MATH/ COMP SCI 715 | Methods of Computational Mathematics II | |

**Breadth Requirement** [1]

| | | |
|---|---|---|
| Five courses are required to complete the Breadth Requirement. Students must select two of the three area lists below (Solid Mechanics, Fluid Mechanics, Dynamic) and complete two courses in each of the two area lists. A fifth course must be completed and may be from any of the three area lists. Across the 5 courses, at least 3 courses must be identified with an *. | | |
| *Solid Mechanics* | | |
| E M A 406 | Aerospace Structures * | |
| E M A/CIV ENGR/ M E 508 | Composite Materials | |
| E M A 519 | Fracture Mechanics * | |
| E M A/ M S & E 541 | Heterogeneous and Multiphase Materials * | |
| E M A/M E 570 | Experimental Mechanics | |
| E M A 605 | Introduction to Finite Elements * | |
| E M A 611 | Advanced Mechanical Testing of Materials * | |
| E M A/E P 615 | Micro- and Nanoscale Mechanics * | |
| E M A 630 | Viscoelastic Solids * | |
| E M A 700 | Theory of Elasticity * | |
| E M A/M E 703 | Plasticity Theory and Physics | |
| E M A 705 | Advanced Topics in Finite Elements * | |
| E M A/M E 708 | Advanced Composite Materials | |
| E M A 710 | Mechanics of Continua | |
| E M A/M E 722 | Introduction to Polymer Rheology | |
| M E/B M E 516 | Finite Elements for Biological and Other Soft Materials | |
| M E 753 | Friction, Lubrication and Wear | |
| *Fluid Mechanics* | | |
| E M A 421 | Aerodynamics * | |
| E M A 426 | Aerospace Propulsion * | |
| E M A 710 | Mechanics of Continua | |
| M E 563 | Intermediate Fluid Dynamics * | |
| E M A/M E 425 | Gasdynamics * | |
| M E 573 | Computational Fluid Dynamics * | |
| M E 769 | Combustion Processes | |
| M E 770 | Advanced Experimental Instrumentation | |
| M E 774 | Chem Kinetics of Combust Systems | |
| M E/CIV ENGR/ E M A 775 | Turbulent Heat and Momentum Transfer | |
| MATH 705 | Mathematical Fluid Dynamics | |
| *Dynamics* | | |
| E M A 423 | Flight Dynamics and Control * | |
| E M A/M E 440 | Mechanical Vibrations | |
| E M A 442 | Advanced Dynamics * | |
| E M A 450 | Orbital Mechanics | |
| E M A/M E 540 | Experimental Vibration and Dynamic System Analysis * | |
| E M A 610 | Structural Finite Element Model Validation * | |
| E M A 642 | Satellite Dynamics * | |
| E M A 745 | Advanced Methods in Structural Dynamics * | |
| E M A 747 | Nonlinear and Random Mechanical Vibrations * | |
| M E/E C E 577 | Automatic Controls Laboratory | |
| M E 740 | Advanced Vibrations | |
| M E 747 | Advanced Computer Control of Machines and Processes | |
| or M E/ E C E 733 | Advanced Computer Control of Machines and Processes | |
| M E 748 | Optimum Design of Mechanical Elements and Systems | |

**Depth Requirement** [1]

| | | |
|---|---|---|
| At least 2 courses (6 credits) must be numbered 700 or above in mechanics, from the following list: | | 6 |
| Any E M A course except E M A 790, E M A 890, or E M A 990. | | |
| E M A 601 Special Topics courses may only be counted as course numbered 700 or above if designated as such by the instructor. | | |
| CBE 720 | Microhydrodynamics, Brownian Motion, and Complex Fluids | |
| CIV ENGR/ G L E 730 | Engineering Properties of Soils | |
| MATH 705 | Mathematical Fluid Dynamics | |
| M E 740 | Advanced Vibrations | |
| M E 746 | Dynamics of Controlled Systems | |
| or M E/ E C E 732 | Dynamics of Controlled Systems | |
| M E 747 | Advanced Computer Control of Machines and Processes | |
| M E 748 | Optimum Design of Mechanical Elements and Systems | |
| M E 751 | Advanced Computational Dynamics | |
| M E 753 | Friction, Lubrication and Wear | |
| M E 768 | Precision Measurements | |
| M E 769 | Combustion Processes | |

| | | |
|---|---|---|
| M E 770 | Advanced Experimental Instrumentation | |
| M E 774 | Chem Kinetics of Combust Systems | |
| M E/CIV ENGR/ E M A 775 | Turbulent Heat and Momentum Transfer | |
| **Independent Study** | | |
| At least 3 credits of the following course is required of all students. A maximum of 6 credits may be applied toward minimum degree requirements. | | 3-6 |
| E M A 599 | Independent Study | |
| **Thesis Credits** | | |
| Thesis credits are not required to meet minimum degree requirements. However, they may be used to satisfy degree requirements ONLY if a thesis is written and defended. Students utilizing thesis credits may use a maximum of 12 credits E M A 599 and E M A 790, combined, toward the minimum degree requirement. | | 0-9 |
| E M A 790 | Master's Research and Thesis | |
| **Additional Optional Seminar Credits** | | |
| A maximum of 3 seminar credits, as deemed appropriate by faculty advisor, may be applied to the minimum degree requirements. These optional seminar credits are in addition to the required two terms of M E 903 Graduate Seminar. | | 0-3 |
| **Total Credits** | | **30** |

[1] Courses used to satisfy the following degree requirements may overlap: General, Mathematics Requirement, Breadth Requirement, Depth Requirement.

### Pathway

Students must select to follow either the thesis pathway or the independent study pathway. These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With faculty advisor approval, students may transfer up to 6 credits of relevant coursework from a prior graduate program. Review the Graduate Program Handbook (see contact box) for information about use and restrictions to this policy. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With faculty advisor approval, students may transfer a maximum of 7 credits from a UW-Madison undergraduate degree or an ABET-accredited undergraduate degree (from another institution). Only coursework that is applicable to the degree curriculum is eligible (based on UW-Madison course/course equivalency number). These credits will not be allowed to satisfy minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above (UW-Madison course equivalent). No credits can be applied toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With faculty advisor approval, students may transfer up to 15 credits of coursework taken as a UW–Madison University Special student toward the minimum credit requirement. Only coursework that is applicable to the degree curriculum is eligible. UW–Madison coursework taken as a University Special student would not be allowed to count toward the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

## PROBATION

The Department of Mechanical Engineering Graduate Committee academic progress policy may be reviewed in the Graduate Handbook (see Contact box for link).

## ADVISOR / COMMITTEE

Each student is required to meet with his or her advisor prior to registration every semester.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students with a Bachelor of Science in Engineering Mechanics or equivalent typically take 3 semesters to complete the Master of Science. Students with non-Engineering Mechanics backgrounds typically take 4 semesters to complete the Master of Science if more than 27 credits are required.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)

- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Department of Mechanical Engineering Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals. The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.

2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Studies or the John Bollinger Chair of Mechanical Engineering (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to discuss the grievance. The Associate Chair for Graduate Studies or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/). Other campus resources can be found above.

3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Associate Chair for Graduate Studies in writing, within 60 calendar days of the alleged unfair treatment.

4. On receipt of a written complaint, a faculty committee will be convened by the Associate Chair for Graduate Studies to manage the grievance. The faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.

5. The faculty committee will determine a decision regarding the grievance. The Associate Chair for Graduate Studies will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.

7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# ENGINEERING MECHANICS, PHD

The doctor of philosophy degree in engineering mechanics is offered within a graduate program covering contemporary areas in both theoretical and applied mechanics. With the guidance of a major professor, a program can be designed to meet an individual student's needs and interests.

This program is broadly structured into several main areas of instruction and research interests in fluid and solid mechanics: continuum mechanics, computational mechanics, dynamics and vibration, nanomechanics, and

biomechanics. Related fields include civil and environmental engineering, chemical and biological engineering, electrical and computer engineering, materials science, mechanical engineering, nuclear engineering and engineering physics, physics, geological engineering and geology, mathematics, statistics, and computer science.

Current faculty research interests include contact mechanics, elastic instabilities, micromechanics, wave propagation, adhesion and friction, multi-scale and high-performance computational modeling, multi-physics mechanics and transport, biophysics, nanotechnology and nanomaterials, mechanics of soft materials, bio-inspired materials, polymer thin-films, renewable energy, and acoustic/elastic metamaterials.

Laboratories are well equipped for experimental testing and research; these include, atomic force microscopy, vibration testing, and other optical methods for experimental mechanics research. The department has access to collegewide facilities. The Wisconsin Laboratory for Structures and Materials Testing has facilities for testing large structures, fatigue and vibration labs, and complements the department's laboratories. The Nanoscale Imaging and Analysis Center provides state-of-the-art instrumentation, support facilities, and expert technical assistance for research and education in materials. Its facilities include scanning and transmission electron microscopes, image processing and analysis systems, surface and thin film characterization facilities, and x-ray diffraction facilities.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* Submitted scores will not be used in admission decisions.

## APPLICANT CONSIDERATIONS

Applicants to our program should have the following:

1. **Degree**
   a. Bachelor of Science in engineering, mathematics, or physical science and an undergraduate record that indicates an ability to successfully pursue graduate study.
   b. International applicants must have a degree comparable to a regionally accredited US bachelor's degree. Review the Graduate School webpage (https://grad.wisc.edu/apply/requirements/) to learn more about comparable degrees by country.
2. **GPA**
   a. The minimum required GPA is 3.0/4.0 on the equivalent of the last 60 semester hours from the most recent bachelor's degree or a completed master's degree with a minimum of 3.0/4.0.
3. **Faculty Advisor**
   a. Applicants must seek out and secure their own faculty advisor as part of the application process. This may be done prior to, during, and/or after submission of the online application.
   b. To seek out a faculty advisor, review the department Research (https://engineering.wisc.edu/departments/mechanical-engineering/research/) and People (https://engineering.wisc.edu/departments/mechanical-engineering/people/)websites. Assistant Professors, Associate Professors, and Professors are eligible to be graduate advisors. *Please do not contact Emeritus faculty, lecturers, Research Scientists, or Faculty Associates.*
   c. You are encouraged to inquire about possible funding opportunities. (See Funding tab in the right-side column on this page for funding information.)
4. **Recommended Preparatory Courses**
   a. It is highly recommended applicants take courses that cover the same material as these UW-Madison courses before entering the program.
   b. Applicants may be admitted without having taken these courses, however, in such cases the applicant must inform their faculty advisor who will then help them select the correct courses to include the required background for the program.

| Code | Title | Credits |
|---|---|---|
| **Advanced Mathematics** | | **3** |
| MATH 319 | Techniques in Ordinary Differential Equations | |
| or MATH 320 | Linear Algebra and Differential Equations | |
| or MATH 321 | Applied Mathematical Analysis 1: Vector and Complex Calculus | |
| **Linear Algebra and Matrices** | | **3** |
| MATH 320 | Linear Algebra and Differential Equations | |
| or MATH 340 | Elementary Matrix and Linear Algebra | |
| **Mechanics of Materials** | | **3** |
| E M A 303 | Mechanics of Materials | |
| **Dynamics** | | **3** |
| E M A 202 | Dynamics | |
| or PHYSICS 311 | Mechanics | |

## APPLICATION MATERIALS

In addition to the items listed in the table above, a complete application includes the following uploaded to the online application. The submitted application and all application items are due by the deadline above.

1. **Unofficial Transcripts (PDF)**
   a. Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether a degree was earned. Official transcripts are only requested of recommended applicants.
   b. International academic records must be in the original language accompanied by an official English translation. Review the minimum requirements link above to learn more.
2. **Statement of Purpose**
   a. In this document, applicants should explain why they want to pursue further education in Engineering Mechanics, specifically this program, research interests, and which UW faculty they are interested in working with.
   b. The program does not have a required font, word limit, etc. However, we do recommend (not require) a maximum of 2 pages.
   c. See the Graduate School for more advice on how to structure a personal statement (https://grad.wisc.edu/apply/prepare/).
3. **Resume**
4. **Three Letters of Recommendation**
   a. These letters are required from people who can accurately reflect on the applicant's academics and/or work performance. It is highly recommended these letters be from faculty familiar with the applicant.
   b. Letters of recommendation are submitted electronically through the online application.
   c. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding letters of recommendation.
5. **Application Fee**
   a. Application submission must be accompanied by the application fee. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding fees.
   b. Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

## REENTRY ADMISSIONS

Review the Graduate School requirements for previously enrolled students (https://policy.wisc.edu/library/UW-1230/). Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) with questions.

## CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Students currently enrolled as graduate students at UW-Madison wishing to apply to this degree programs should contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) to inquire about the process and deadlines.

## QUESTIONS

Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

There are three mechanisms for Graduate Student funding through the university for Engineering Mechanics PhD students:

1. Fellowships
2. Graduate assistantships: project assistantships, teaching assistantships, and research assistantships
3. Traineeships

Funding is awarded based on the qualifications of the student, the number of applicants, the amount of available funding, the number of continuing students receiving support, and the degree program a student is enrolled in. You can apply for funding for research assistantships by contacting individual faculty members directly. Review our website (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to look for faculty (only those listed with titles of assistant professor, associate professor, or professor can serve as graduate student advisors). Search for faculty who have research interests that align closely with your own by viewing faculty directory entries, visiting the faculty's website (linked from the directory page), and reviewing publications by the faculty member. After you have identified faculty with interests close to your own, you are encouraged to contact them by email to inquire regarding available research assistant positions. The admissions office does not know if a particular professor has research assistant positions available.

Students who apply to the PhD program will be automatically considered for fellowship opportunities within the department. Admitted students will be eligible to apply for Teaching Assistantship positions. More information, including the application, will be available to students after admission is complete.

More information on graduate student funding is available from the UW-Madison Graduate School (https://grad.wisc.edu/funding/).

## ADDITIONAL RESOURCES

### Office of Student Financial Aid

For information regarding student financial aid, scholarships, and more, visit the Office of Student Financial Aid website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information regarding international student funding and scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 60 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). In addition, at least 18 of the non-research credits must be in classes having the graduate-level designation. |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a C or above in all formal coursework. Students may not have more than two Incompletes on their record at any one time. |
| Assessments and Examinations | PhD qualifying examination is required of all students.<br><br>After acceptance of the student's doctoral plan of study, the student must take an oral preliminary examination.<br><br>Final oral examination is required at the end of the thesis work. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students should consult with advisor. |

## REQUIRED COURSES

At least 36 of the required 60 credits must be in classes satisfying the following: general requirements, mathematics requirements, breadth requirement, and depth requirement. All courses must be numbered 500 and above, except for the 400-level courses identified in the pre-defined course lists. It is acceptable for students who earned an MS degree in Engineering Mechanics at UW-Madison to use coursework completed while in the MS degree program to meet the requirements below.

| Code | Title | Credits |
|---|---|---|
| **Seminar Requirement** | | |
| Two terms of M E 903 are required and must be successfully completed. These should be taken in the first two terms of enrollment. | | 0 |
| M E 903 | Graduate Seminar (taken twice) | |
| **General Requirements** [1] | | |
| At least 21 credits must be in coursework numbered 600 and above OR from the following list: | | 21 |
| E M A 422 | Aerodynamics Laboratory | |
| E M A 423 | Flight Dynamics and Control | |
| E M A/CIV ENGR/ M E 508 | Composite Materials | |
| E M A 519 | Fracture Mechanics | |
| E M A/M E 540 | Experimental Vibration and Dynamic System Analysis | |
| E M A/ M S & E 541 | Heterogeneous and Multiphase Materials | |
| E M A/E P 547 | Engineering Analysis I | |
| E M A/E P 548 | Engineering Analysis II | |
| E M A/M E 570 | Experimental Mechanics | |
| **Mathematics Requirements** [1] | | |
| At least 6 credits (2 courses) must be in applied mathematics from the following list: | | 6 |
| E M A/E P 547 | Engineering Analysis I | |
| E M A/E P 548 | Engineering Analysis II | |
| MATH 519 | Ordinary Differential Equations | |
| MATH 521 | Analysis I | |

| | |
|---|---|
| MATH 522 | Analysis II |
| MATH 540 | Linear Algebra II |
| MATH 619 | Analysis of Partial Differential Equations |
| MATH 623 | Complex Analysis |
| MATH 703 | Methods of Applied Mathematics 1 |
| MATH 704 | Methods of Applied Mathematics-2 |
| MATH/ COMP SCI 714 | Methods of Computational Mathematics I |
| MATH/ COMP SCI 715 | Methods of Computational Mathematics II |

**Breadth Requirement** [1]

| | | |
|---|---|---|
| As part of their MS or PhD, students must complete courses from at least 2 of the 3 areas defined below (Solid Mechanics, Fluid Mechanics, Dynamics). For each of the 2 areas, the student must complete at least 2 courses. | | 12 |
| *Solid Mechanics* | | |
| E M A 406 | Aerospace Structures | |
| E M A/CIV ENGR/ M E 508 | Composite Materials | |
| E M A 519 | Fracture Mechanics | |
| E M A/ M S & E 541 | Heterogeneous and Multiphase Materials | |
| E M A/M E 570 | Experimental Mechanics | |
| E M A 605 | Introduction to Finite Elements | |
| E M A 611 | Advanced Mechanical Testing of Materials | |
| E M A/E P 615 | Micro- and Nanoscale Mechanics | |
| E M A 630 | Viscoelastic Solids | |
| E M A 700 | Theory of Elasticity | |
| E M A/M E 703 | Plasticity Theory and Physics | |
| E M A 705 | Advanced Topics in Finite Elements | |
| E M A/M E 708 | Advanced Composite Materials | |
| E M A/M E 722 | Introduction to Polymer Rheology | |
| E M A 710 | Mechanics of Continua | |
| M E/B M E 516 | Finite Elements for Biological and Other Soft Materials | |
| M E 753 | Friction, Lubrication and Wear | |
| *Fluid Mechanics* | | |
| E M A 421 | Aerodynamics | |
| E M A 423 | Flight Dynamics and Control | |
| E M A/M E 425 | Gasdynamics | |
| E M A 710 | Mechanics of Continua | |
| M E 563 | Intermediate Fluid Dynamics | |
| M E 573 | Computational Fluid Dynamics | |
| M E 769 | Combustion Processes | |
| M E 770 | Advanced Experimental Instrumentation | |
| M E 774 | Chem Kinetics of Combust Systems | |
| M E/CIV ENGR/ E M A 775 | Turbulent Heat and Momentum Transfer | |
| MATH 705 | Mathematical Fluid Dynamics | |
| *Dynamics* | | |
| E M A/M E 440 | Mechanical Vibrations | |
| E M A 442 | Advanced Dynamics | |
| E M A 450 | Orbital Mechanics | |
| E M A/M E 540 | Experimental Vibration and Dynamic System Analysis | |
| E M A 610 | Structural Finite Element Model Validation | |
| E M A 642 | Satellite Dynamics | |
| E M A 745 | Advanced Methods in Structural Dynamics | |
| E M A 747 | Nonlinear and Random Mechanical Vibrations | |
| M E/E C E 577 | Automatic Controls Laboratory | |
| M E 740 | Advanced Vibrations | |
| M E 747 | Advanced Computer Control of Machines and Processes | |
| or M E/ E C E 733 | Advanced Computer Control of Machines and Processes | |
| M E 748 | Optimum Design of Mechanical Elements and Systems | |

**Depth Requirement** [1]

| | | |
|---|---|---|
| At least 4 courses (12 credits) must be numbered 700 or above in mechanics, applied mathematics, or computer science. At least 2 of the courses (6 credits) must be from List 1 (below), and the remaining 2 courses (6 credits) may be from List 1 or List 2. | | 12 |
| *List 1* | | |
| Any E M A course except E M A 790, E M A 890, or E M A 990. | | |
| E M A 601 Special Topics courses may only be counted as numbered 700 or above if designated as such by the instructor. | | |
| CBE 720 | Microhydrodynamics, Brownian Motion, and Complex Fluids | |
| CIV ENGR/ G L E 730 | Engineering Properties of Soils | |
| MATH 705 | Mathematical Fluid Dynamics | |
| M E 740 | Advanced Vibrations | |
| M E 746 | Dynamics of Controlled Systems | |
| or M E/ E C E 732 | Dynamics of Controlled Systems | |
| M E 747 | Advanced Computer Control of Machines and Processes | |
| or M E/ E C E 733 | Advanced Computer Control of Machines and Processes | |
| M E 748 | Optimum Design of Mechanical Elements and Systems | |
| M E 751 | Advanced Computational Dynamics | |
| M E 753 | Friction, Lubrication and Wear | |
| M E 768 | Precision Measurements | |
| M E 769 | Combustion Processes | |
| M E 770 | Advanced Experimental Instrumentation | |
| M E 774 | Chem Kinetics of Combust Systems | |
| M E/CIV ENGR/ E M A 775 | Turbulent Heat and Momentum Transfer | |
| *List 2* | | |

| | |
|---|---|
| COMP SCI/ MATH 714 | Methods of Computational Mathematics I |
| COMP SCI/ MATH 715 | Methods of Computational Mathematics II |
| COMP SCI/ E C E 760 | Machine Learning |
| E C E 717 | Linear Systems |
| E C E/ COMP SCI 761 | Mathematical Foundations of Machine Learning |
| E C E/COMP SCI/ STAT 861 | Theoretical Foundations of Machine Learning |
| MATH 703 | Methods of Applied Mathematics 1 |
| MATH 704 | Methods of Applied Mathematics-2 |
| M E 718 | Modeling and Simulation in Polymer Processing |
| M E 758 | Solid Modeling |
| M E 761 | Topics in Thermodynamics |
| M E 764 | Advanced Heat Transfer I-Conduction |
| M S & E 748 | Structural Analysis of Materials |
| M S & E 750 | Imperfections and Mechanical Properties |
| M S & E 760 | Molecular Modeling of Materials |
| PHYSICS 711 | Theoretical Physics-Dynamics |
| PHYSICS 715 | Statistical Mechanics |
| PHYSICS 721 | Theoretical Physics-Electrodynamics |
| PHYSICS 731 | Quantum Mechanics |
| PHYSICS 732 | Quantum Mechanics |
| PHYSICS 751 | Advanced Solid State Physics |
| PHYSICS 801 | Special Topics in Theoretical Physics (when taught as Nanostructures in Science and Technology) |
| **Remaining Credits** [2] | |
| Remaining credits to reach minimum degree requirement. Courses must be approved by the student faculty advisor. | 9 |
| **Total Credits** | **60** |

1 Requirements may overlap. At least 36 of the required 60 credits must be in classes satisfying the following: general requirements, mathematics requirements, breadth requirement, and depth requirement. The remaining 24 credits may be satisfied by courses approved by the student faculty advisor and may include E M A 890 (https://guide.wisc.edu/search/?P=E%20M%20A%20890) and E M A 990 (https://guide.wisc.edu/search/?P=E%20M%20A%20990).

2 Up to 24 credits of E M A 890 (https://guide.wisc.edu/search/?P=E%20M%20A%20890) and E M A 990 (https://guide.wisc.edu/search/?P=E%20M%20A%20990) may be used to satisfy the minimum degree credit requirement.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With faculty advisor and Department of Mechanical Engineering Graduate Committee approval, students may transfer up to 15 credits of prior graduate coursework that led to a relevant MS degree. Alternatively, with advisor and the Department of Mechanical Engineering Graduate Committee approval, students may use up to 6 credits of relevant coursework from a prior graduate program. Please review the Graduate Program Handbook (see contact box) for information about use and restrictions to this policy. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With faculty advisor approval, a maximum of 7 credits from a UW-Madison undergraduate degree or an ABET-accredited undergraduate degree (from an other institution) may be applied toward the minimum graduate degree credit requirement. Only coursework that is applicable to the degree curriculum is eligible (based on UW-Madison course/course equivalency number). These credits will not be allowed to count toward the Minimum Graduate Coursework (50%) Requirement unless taken in courses numbered 700 or above (UW-Madison course equivalent). No credits can be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With faculty advisor approval, students are allowed to transfer up to 15 credits of coursework taken as a UW–Madison University Special student toward the minimum graduate degree credit requirement. Only coursework that is applicable to the degree curriculum is eligible. UW–Madison coursework taken as a University Special student would not be allowed to count toward the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

## PROBATION

The Department of Mechanical Engineering graduate programs satisfactory academic progress policy may be reviewed in the Graduate Handbook (see Contact box for link).

## ADVISOR / COMMITTEE

Each student is required to meet with their advisor prior to registration every semester.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Qualifying Exam: The written portion of the qualifying exam is offered twice a year, once in August/September and once in January, generally the week before classes start. The associated literature review presentation must be completed within the timing limits stated (see graduate handbook, contact box).

1. If you enter the PhD program directly without an MS or equivalent degree, you will first earn 30 graduate credits. Take your qualifying exam either the first or second time that it is offered after the semester in which you earn those 30 credits.
2. If you earn a UW–Madison Engineering Mechanics MS and immediately enter the PhD program in the following semester, take your qualifying exam either the first or second time it is offered after the semester in which you earned your MS.
3. If you enter the PhD program with an MS degree either from another department or institution, or are returning to UW–Madison with an MS degree after an absence, take the exam at the start of your third PhD semester

Preliminary Exam: PhD students must complete their preliminary exam within five years of passing their qualifying exam.

Dissertation Defense (oral thesis presentation): There must be at least nine (9) months between the preliminary exam and dissertation defense.

A candidate for a doctoral degree who fails to successfully complete the dissertation defense and deposit the dissertation within five years after passing the preliminary examination may be required to take another preliminary examination to be admitted to candidacy a second time.

Average Time to Degree: The average time to degree, beyond the bachelor degree, is 6 years.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Department of Mechanical Engineering Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals. The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.

2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Studies or the John Bollinger Chair of Mechanical Engineering (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to discuss the grievance. The Associate Chair for Graduate Studies or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/). Other campus resources can be found above.

3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Associate Chair for Graduate Studies in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the Associate Chair for Graduate Studies to manage the grievance. The faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The Associate Chair for Graduate Studies will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an extraordinary, deep understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems.
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems.
4. Recognize and apply principles of ethical and professional conduct.
5. Demonstrate an ability to synthesize knowledge from a subset of the biological, physical, and/or social sciences to help frame problems critical to the future of their discipline.
6. Demonstrate an ability to conduct original research and communicate it to their peers.

# MECHANICAL ENGINEERING, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

Students interested in the doctoral minor should first contact the Mechanical Engineering Graduate Coordinator to learn the requirements, process, and complete the required paperwork.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

Students must complete the following requirements to earn a doctoral minor:

1. Complete at least nine credits in courses numbered 400 or above in Mechanical Engineering (M E (https://guide.wisc.edu/courses/m_e/)).
   a. Research, independent study and seminar courses may not satisfy requirements.
2. At least one course (three credits) must be numbered 700 or above in Mechanical Engineering (M E (https://guide.wisc.edu/courses/m_e/)).
3. Only one course may be cross-listed with the student's major department.
4. Earn a minimum grade of B or higher in all courses taken for the minor.
5. Grades of BC and below are not accepted.

### PRIOR COURSEWORK

Up to six credits of graduate credits earned at other institutions may satisfy requirements.

# MECHANICAL ENGINEERING, MS

The Department of Mechanical Engineering offers a number of master of science (MS) degree programs in Mechanical Engineering.

- MS Mechanical Engineering: Research (p. 1432)
- MS Mechanical Engineering: Accelerated Program (p. 1423)
- MS Mechanical Engineering: Modeling and Simulation in Mechanical Engineering (p. 1427)

The MS Mechanical Engineering degree with a named option in Research takes approximately two years to complete. This program has a significant research component giving students valuable hands-on research experience with mentoring by faculty in the Department of Mechanical Engineering. The MS Mechanical Engineering: Research program requires a written thesis and defense.

The MS Mechanical Engineering degree with named options in Accelerated Program and Modeling and Simulation in Mechanical Engineering each take approximately 16 months to complete. These programs include only coursework.

All students are mentored by the world-class faculty in the mechanical engineering department at UW–Madison. For a list of mechanical engineering faculty along with faculty research interests, please visit our faculty directory (https://engineering.wisc.edu/departments/mechanical-engineering/people/). For more information on research areas, see our page on research in Mechanical Engineering (https://www.engr.wisc.edu/department/mechanical-engineering/research-in-mechanical-engineering/).

## ADMISSIONS

# ADMISSIONS

Students apply to the MS in Mechanical Engineering through one of the named options:

- MS Mechanical Engineering: Research (p. 1432)
- MS Mechanical Engineering: Accelerated Program (p. 1423)
- MS Mechanical Engineering: Modeling and Simulation in Mechanical Engineering (http://guide.wisc.edu/graduate/mechanical-engineering/mechanical-engineering-ms/mechanical-engineering-modeling-simulation-mechanical-engineering-ms/) (suspended, will be discontinued)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### MS Research

There are three mechanisms for Graduate Student funding through the university for Mechanical Engineering MS Research students:

1. Fellowships
2. Graduate assistantships: project assistantships, teaching assistantships, and research assistantships
3. Traineeships

Funding is awarded based on the qualifications of the student, the number of applicants, the amount of available funding, the number of continuing students receiving support, and the degree program a student is enrolled in. Fellowship and research assistantship funding is only considered for thesis-based MS students. You can apply for funding for research assistantships by contacting individual faculty members directly. Please check our website (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to look for faculty (only those listed with titles of assistant professor, associate professor, or professor can serve as graduate student advisors). Search for faculty who have research interests that align closely with your own by viewing faculty directory entries, visiting the faculty's website (linked from the directory page), and reviewing publications by the faculty member. Once you have identified faculty with interests close to your own, you are encouraged to contact them by email to inquire regarding available research assistant positions. The admissions office does not know if a particular professor has research assistant positions available.

Students who apply to the MS Research program will be automatically considered for fellowship opportunities within the department. Admitted students will be eligible to apply for Teaching Assistantship positions. More information, including the application, will be available to students after admission is complete.

### MS Accelerated Program and MS Modeling and Simulation in Mechanical Engineering

Students enrolled in the MS Mechanical Engineering named options: Accelerated Program and Modeling and Simulation in Mechanical Engineering are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in these programs, as the rigor and accelerated nature of these programs may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## ADDITIONAL RESOURCES

### Office of Student Financial Aid

For information regarding student financial aid, scholarships, and more, visit the Office of Student Financial Aid website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information regarding international student funding and scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | See Named Option for policy information. |
| Assessments and Examinations | See Named Option for policy information. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 1423) for required courses.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral.

View as listView as grid

- **MECHANICAL ENGINEERING: ACCELERATED PROGRAM, MS (P. 1423)**
- **MECHANICAL ENGINEERING: MODELING AND SIMULATION IN MECHANICAL ENGINEERING, MS (P. 1427)**
- **MECHANICAL ENGINEERING: RESEARCH, MS (P. 1432)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- MS Mechanical Engineering: Research (p. 1432)
- MS Mechanical Engineering: Accelerated Program (p. 1423)
- MS Mechanical Engineering: Modeling and Simulation in Mechanical Engineering (http://guide.wisc.edu/graduate/mechanical-engineering/mechanical-engineering-ms/mechanical-engineering-modeling-simulation-mechanical-engineering-ms/)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems.
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems.
4. Recognize and apply principles of ethical and professional conduct.

# MECHANICAL ENGINEERING: ACCELERATED PROGRAM, MS

This is a named option within the Mechanical Engineering MS (p. 1421).

The Department of Mechanical Engineering offers a Master of Science (MS) degree in Mechanical Engineering with a named option in Accelerated Program. Graduate students may take coursework in the six Department of Mechanical Engineering emphasis areas: Advanced Manufacturing, Biomechanics, Computational Engineering and Design, Energy Systems, Fluid and Solid Mechanics, and Robotics, Controls and Sensing. The Accelerated Program takes approximately 16 months to complete. The Accelerated Program only includes coursework. Each student will be assigned an academic advisor, based on emphasis area, from the Department of Mechanical Engineering.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |

| | |
|---|---|
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3** |

* Submitted scores will not be used in admission decisions.

** Applicants earning a BS degree from UW-Madison are not required to obtain any letters of recommendation. Within the Graduate School application, in the letters of recommendation section, applicants must enter three contacts to submit the application. However, these contacts do not need to submit letters.

## APPLICANT CONSIDERATIONS

Applicants to our program should have the following:

1. **Degree**
   a. Bachelor of Science in Mechanical Engineering OR Bachelor of Science in any other engineering or physics and natural science discipline.
   b. International applicants must have a degree comparable to a regionally accredited US bachelor's degree. Review the Graduate School webpage (https://grad.wisc.edu/apply/requirements/) to learn more about comparable degrees by country.
2. **GPA**
   a. The Department of Mechanical Engineering prefers a 3.2/4.0 GPA.
   b. The minimum GPA to be reviewed by the admission committee is 3.0.

## APPLICATION MATERIALS

In addition to the items listed in the table above, a complete application includes the following uploaded to the online application. The submitted application and all application items are due by the deadline above.

1. **Unofficial Transcripts (PDF)**
   a. Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether a degree was earned. Official transcripts are only requested of recommended applicants.
   b. International academic records must be in the original language accompanied by an official English translation. Review the minimum requirements link above to learn more.
2. **Statement of Purpose**
   a. In this document, applicants should explain why they want to pursue further education in Mechanical Engineering and specifically this program.
   b. The Department of Mechanical Engineering graduate program does not have a required font, word limit, etc. However, we do recommend (not require) a maximum of 2 pages.
   c. See the Graduate School for more advice on how to structure a personal statement (https://grad.wisc.edu/apply/prepare/).
3. **Resume**
4. **Three Letters of Recommendation**
   a. These letters are required from people who can accurately reflect on the applicant's academics and/or work performance.
   b. Letters of recommendation are submitted electronically through the online application.
   c. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding letters of recommendation.
   d. See exception above for UW-Madison undergraduate students.
5. **Application Fee**
   a. Application submission must be accompanied by the application fee. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding fees.
   b. Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

## REENTRY ADMISSIONS

Review the Graduate School requirements for previously enrolled students (https://policy.wisc.edu/library/UW-1230/). Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) with questions.

## CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Students currently enrolled as graduate students at UW-Madison wishing to apply to this degree programs should contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) to inquire about the process and deadlines.

## QUESTIONS

Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## ADDITIONAL RESOURCES

### Office of Student Financial Aid

For information regarding student financial aid, scholarships, and more, visit the Office of Student Financial Aid website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information regarding international student funding and scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a C or above in all required coursework.<br><br>Students may not have any more than two incompletes on their record at any one time. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

All courses for the Mechanical Engineering graduate program must be numbered 400 and above. Exception: Up to two courses (6 credits) numbered 300-399 in engineering, math, or the sciences taken at UW-Madison can also be used towards the formal course credit requirement. These courses can be from Mechanical Engineering (M E (https://guide.wisc.edu/courses/m_e/)) and/or Engineering Mechanics (E M A (https://guide.wisc.edu/courses/e_m_a/)) only if approved by the student's advisor and the Mechanical Engineering graduate committee. No thesis/research credits are permitted.

| Code | Title | Credits |
|---|---|---|
| **Graduate Seminar** | | |
| Two semesters of seminar, successfully completed, are required. These should be taken during the first two semesters (Fall and Spring). | | |
| M E 903 | Graduate Seminar (taken twice) | 0 |
| **Formal Credits Requirement** [1] | | |
| Complete the following requirements (requirements may overlap) | | 24 |
| Minimum 24 formal course credits | | |
| Minimum 15 formal credits in Mechanical Engineering (M E) courses taken at UW-Madison [2] | | |
| **Remaining Courses** | | |
| Minimum 6 credits from Formal Course Requirement (above) or following courses: | | 6 |
| M E 699 | Advanced Independent Study | |
| M E 702 | Graduate Cooperative Education Program | |
| Seminar Credits [3] | | |
| **Total Credits** | | **30** |

1. Formal credits/courses are any course offering that is not a seminar course, thesis/research course, independent study, co-op/internship, etc.
2. For a list of mechanical engineering courses numbered 400 and above, review Mechanical Engineering (M E (https://guide.wisc.edu/courses/m_e/)) offerings.
3. Maximum 3 credits of seminar coursework permitted within program/degree.

### Advisor Approval of Study Plan

The faculty advisor must always approve the courses a student takes in the MS program. Students should schedule an appointment with their advisor when selecting their courses. During the final semester, the faculty advisor will review the courses taken again and if approved, sign the warrant request form.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With faculty advisor approval, students may transfer up to 12 credits of graduate coursework from other institutions toward the minimum credit requirement and the minimum graduate coursework (50%) requirement. No credits from other institutions can be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With faculty advisor approval, students may transfer a maximum of 7 credits from a UW-Madison undergraduate degree or an ABET-accredited undergraduate degree (from another institution). Only coursework that is applicable to the degree curriculum is eligible (based on UW-Madison course/course equivalency number). These credits will not be allowed to satisfy the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above (UW-Madison course equivalent). No credits can be applied toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With faculty advisor approval, students may transfer up to 15 credits of coursework taken as a UW–Madison University Special student toward the minimum credit requirement. Only coursework that is applicable to the degree curriculum is eligible. UW–Madison coursework taken as a University Special student would not be allowed to count toward the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

## PROBATION

The Department of Mechanical Engineering graduate programs satisfactory academic progress policy may be reviewed in the Graduate Handbook (see Contact box for link).

## ADVISOR / COMMITTEE

All students will be assigned a mechanical engineering faculty advisor, based on emphasis area, who assists them in planning a course sequence that meets degrees requirements and who will discuss career objectives with the students.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students are expected to complete the Mechanical Engineering MS - Accelerated Program degree program in 16 months (i.e. Fall, Spring, Fall terms). Additional time may be granted with advisor approval.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Mechanical Engineering Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where

the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals. The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Studies or the John Bollinger Chair of Mechanical Engineering (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to discuss the grievance. The Associate Chair for Graduate Studies or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/). Other campus resources can be found above.
3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Associate Chair for Graduate Studies in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the Associate Chair for Graduate Studies to manage the grievance. The faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The Associate Chair for Graduate Studies will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals.

### OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# MECHANICAL ENGINEERING: MODELING AND SIMULATION IN MECHANICAL ENGINEERING, MS

**The Modeling and Simulation named option in the Mechanical Engineering, MS no longer admits new students after Fall 2026 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

This is a named option within the Mechanical Engineering MS (p. 1421).

The Department of Mechanical Engineering MS named option Modeling and Simulation in Mechanical Engineering is an accelerated (16-month), coursework-only, on-campus degree program with a stated objective of endowing the student with computational engineering literacy and a strong modeling and simulation skillset. This degree program prepares individuals who are interested in mastering the use of computers for the end goal of solving challenging engineering problems via simulation.

## ADMISSIONS

# ADMISSIONS

**The Modeling and Simulation named option in the Mechanical Engineering, MS no longer admits new students after Fall 2026 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3** |

* Submitted scores will not be used in admission decisions.

** Applicants earning a BS degree from UW-Madison are not required to obtain any letters of recommendation. Within the Graduate School application, in the letters of recommendation section, applicants must enter three contacts to submit the application. However, these contacts do not need to submit letters.

## APPLICANT CONSIDERATIONS

Applicants to our program should have the following:

1. **Degree**
   a. Bachelor of Science in Mechanical Engineering OR Bachelor of Science in any other engineering or physics and natural science discipline.
   b. International applicants must have a degree comparable to a regionally accredited US bachelor's degree. Review the Graduate School webpage (https://grad.wisc.edu/apply/requirements/) to learn more about comparable degrees by country.
2. **GPA**
   a. The Department of Mechanical Engineering prefers a 3.2/4.0 GPA.
   b. The minimum GPA to be reviewed by the admission committee is 3.0.

## APPLICATION MATERIALS

In addition to the items listed in the table above, a complete application includes the following uploaded to the online application. The submitted application and all application items are due by the deadline above.

1. **Unofficial Transcripts (PDF)**
   a. Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether a degree was earned. Official transcripts are only requested of recommended applicants.
   b. International academic records must be in the original language accompanied by an official English translation.
2. **Statement of Purpose**
   a. In this document, applicants should explain why they want to pursue further education in Mechanical Engineering and specifically this program.
   b. The Department of Mechanical Engineering graduate program does not have a required font, word limit, etc. However, we do recommend (not require) a maximum of 2 pages.
   c. See the Graduate School for more advice on how to structure a personal statement (https://grad.wisc.edu/apply/prepare/).
3. **Resume**
4. **Three Letters of Recommendation**
   a. These letters are required from people who can accurately reflect on the applicant's academics and/or work performance.
   b. Letters of recommendation are submitted electronically through the online application.
   c. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding letters of recommendation.
   d. See exception above for UW-Madison undergraduate students.
5. **Application Fee**
   a. Application submission must be accompanied by the application fee. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding fees.
   b. Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

## REENTRY ADMISSIONS

Review the Graduate School requirements for previously enrolled students (https://policy.wisc.edu/library/UW-1230/). Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) with questions.

## CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Students currently enrolled as graduate students at UW-Madison wishing to apply to this degree programs should contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) to inquire about the process and deadlines.

## QUESTIONS

Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## ADDITIONAL RESOURCES

### Office of Student Financial Aid

For information regarding student financial aid, scholarships, and more, visit the Office of Student Financial Aid website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information regarding international student funding and scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a C or above in all formal coursework.<br><br>Students may not have more than two incompletes on their record at any one time. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

All courses for the Mechanical Engineering graduate program must be numbered 400 and above. Exception: Up to two courses (6 credits) numbered 300-399 in engineering, math, or the sciences taken at UW-Madison can also be used towards the formal course credit requirement. These courses can be from Mechanical Engineering (M E (https://guide.wisc.edu/courses/m_e/)) and/or Engineering Mechanics (E M A (https://guide.wisc.edu/courses/e_m_a/)) only if approved by the student's advisor and the Mechanical Engineering graduate committee. No thesis/research credits are permitted.

| Code | Title | Credits |
|---|---|---|
| **Graduate Seminar** | | |
| Two semesters of seminar, successfully completed, are required. These should be taken during the first two semesters (Fall and Spring). | | |
| M E 903 | Graduate Seminar (taken twice) | 0 |
| **Formal Credits Requirement** [1] | | |
| Complete the following requirements (requirements may overlap) | | 24 |
| Minimum 24 formal course credits | | |
| Minimum 15 formal credits in Mechanical Engineering (M E) taken at UW-Madison | | |
| Minimum 15 formal credits (5 courses) from the Core Courses list (below) | | |
| **Remaining Courses** | | |
| Minimum 6 credits from Formal Credits Requirement (above) or following courses: | | 6 |
| M E 699 | Advanced Independent Study | |
| M E 702 | Graduate Cooperative Education Program | |
| Seminar Credits [2] | | |
| **Total Credits** | | **30** |

1 Formal credits/courses are any course offering that is not a seminar course, thesis/research course, independent study, co-op/internship, etc.

2 Maximum 3 credits of seminar coursework permitted within program/degree.

### Core Courses List:

| Code | Title | Credits |
|---|---|---|
| A minimum of 5 courses (15 credits total) must be taken from the courses listed: | | |
| M E/E M A 440 | Mechanical Vibrations | |
| M E/E C E 441 | Kinematics, Dynamics, and Control of Robotic Manipulators | |

| | |
|---|---|
| M E 451 | Kinematics and Dynamics of Machine Systems |
| M E 459 | Computing Concepts for Applications in Engineering |
| M E 460 | Applied Thermal / Structural Finite Element Analysis |
| M E 468 | Computer Modeling and Simulation of Autonomous Vehicles and Robots |
| M E/B M E 516 | Finite Elements for Biological and Other Soft Materials |
| M E/COMP SCI/ E C E 532 | Matrix Methods in Machine Learning |
| M E 535 | Computer-Aided Geometric Design |
| M E 548 | Introduction to Design Optimization |
| M E 563 | Intermediate Fluid Dynamics |
| M E 564 | Heat Transfer |
| M E 573 | Computational Fluid Dynamics |
| M E 601 | Special Topics in Mechanical Engineering (Applied & Computational Math w/Engineering Apps) |
| M E 601 | Special Topics in Mechanical Engineering (AI in Mechanical Engineering) |
| M E 748 | Optimum Design of Mechanical Elements and Systems |
| M E 771 | Modeling and Design of Electrochemical Systems for Energy Storage and Sensing |
| M E 751 | Advanced Computational Dynamics |
| M E/COMP SCI/ E C E/E M A/ E P 759 | High Performance Computing for Applications in Engineering |
| M E 764 | Advanced Heat Transfer I-Conduction |
| M E 964 | Special Advanced Topics in Mechanical Engineering (Topic: "Sci Computing for Apps in Eng") |
| E M A 421 | Aerodynamics |
| E M A 422 | Aerodynamics Laboratory |
| E M A 605 | Introduction to Finite Elements |
| E M A 705 | Advanced Topics in Finite Elements |
| COMP SCI 412 | Introduction to Numerical Methods |
| COMP SCI/ MATH 513 | Numerical Linear Algebra |
| COMP SCI/ MATH 514 | Numerical Analysis |
| COMP SCI/E C E/ I SY E 524 | Introduction to Optimization |
| COMP SCI/E C E/ M E 539 | Introduction to Artificial Neural Networks |

### Advisor Approval of Study Plan

The faculty advisor must always approve the courses a student takes in the MS program. Students should schedule an appointment with their advisor when selecting their courses. During the final semester, the faculty advisor will review the courses taken again and if approved, sign the warrant request form.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

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### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With faculty advisor approval, students may transfer up to 15 credits of coursework taken as a UW–Madison Special student. Only coursework that is applicable to the degree curriculum is eligible. UW–Madison coursework taken as a University Special student would not be allowed to count toward the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework

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## ADVISOR / COMMITTEE

All students will be assigned a mechanical engineering faculty advisor who assists them in planning a course sequence that meets degrees requirements and who will discuss career objectives with the students.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students are expected to complete the Mechanical Engineering MS - Modeling and Simulation in Mechanical Engineering degree program in 16 months (i.e. Fall, Spring, Fall terms). Additional time may be granted with advisor approval.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

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- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
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1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Studies or the John Bollinger Chair of Mechanical Engineering (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to discuss the grievance. The Associate Chair for Graduate Studies or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/). Other campus resources can be found above.
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### OTHER

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

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# MECHANICAL ENGINEERING: RESEARCH, MS

This is a named option in the Mechanical Engineering MS (p. 1421).

The Department of Mechanical Engineering offers a Master of Science (MS) Mechanical Engineering degree with a named option in Research. The MS Mechanical Engineering: Research degree program takes approximately two years to complete. This program has a significant research component giving students valuable hands-on research experience. Broad research themes within the department include: biomechanics, computational engineering and design, energy systems, advanced manufacturing, mechanics, and robotics, controls and sensing. Excellent research facilities are available for specialized research within these broad areas for studies in: biomechanics, combustion, computational design, controls, cryogenics, dynamics and vibrations, fluid dynamics, fluid power, geometric modeling and prototyping, heat and mass transfer, internal combustion engines, laser diagnostics, manufacturing processes, mechanics, mechatronics, polymer and composites processing, powertrain control, robotics, solar energy, and more.

All students are mentored by the world-class faculty in the mechanical engineering department at UW–Madison. For a list of mechanical engineering faculty along with faculty research interests, please visit our faculty directory (https://engineering.wisc.edu/departments/mechanical-engineering/people/). For more information on research areas see our page on research in Mechanical Engineering (https://www.engr.wisc.edu/department/mechanical-engineering/research-in-mechanical-engineering/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

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|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not Required.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* Submitted scores will not be used in admission decisions.

### APPLICANT CONSIDERATIONS

Applicants to our program should have the following:

1. **Degree**
   a. Bachelor of Science in Mechanical Engineering OR Bachelor of Science in any other engineering or physics and natural science discipline.
   b. International applicants must have a degree comparable to a regionally accredited US bachelor's degree. Review the Graduate School webpage (https://grad.wisc.edu/apply/requirements/) to learn more about comparable degrees by country.
2. **GPA**
   a. The Department of Mechanical Engineering prefers a 3.2/4.0 GPA.
   b. The minimum GPA to be reviewed by the admission committee is 3.0.
3. **Faculty Advisor**
   a. Applicants must seek out and secure their own faculty advisor as part of the application process. This may be done prior to, during, and/or after submission of the online application.
   b. To seek out a faculty advisor, review the department Research (https://engineering.wisc.edu/departments/mechanical-engineering/research/) and People (https://engineering.wisc.edu/departments/mechanical-engineering/

people/)websites. Assistant Professors, Associate Professors, and Professors are eligible to be graduate advisors. *Please do not contact Emeritus faculty, lecturers, Research Scientists, or Faculty Associates.*

c. You are encouraged to inquire about possible funding opportunities. (See Funding tab in the right-side column on this page for funding information.)

## APPLICATION MATERIALS

In addition to the items listed in the table above, a complete application includes the following uploaded to the online application. The submitted application and all application items are due by the deadline above.

1. **Unofficial Transcripts (PDF)**
   a. Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether a degree was earned. Official transcripts are only requested of recommended applicants.
   b. International academic records must be in the original language accompanied by an official English translation. Review the minimum requirements link above to learn more.
2. **Statement of Purpose**
   a. In this document, applicants should explain why they want to pursue further education in Mechanical Engineering, specifically this program and which UW faculty they are interested in doing research with.
   b. The Department of Mechanical Engineering graduate program does not have a required font, word limit, etc. However, we do recommend (not require) a maximum of 2 pages.
   c. See the Graduate School for more advice on how to structure a personal statement (https://grad.wisc.edu/apply/prepare/).
3. **Resume**
4. **Three Letters of Recommendation**
   a. These letters are required from people who can accurately reflect on the applicant's academics and/or work performance.
   b. Letters of recommendation are submitted electronically through the online application.
   c. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding letters of recommendation.
5. **Application Fee**
   a. Application submission must be accompanied by the application fee. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding fees.
   b. Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

## REENTRY ADMISSIONS

Review the Graduate School requirements for previously enrolled students (https://policy.wisc.edu/library/UW-1230/). Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) with questions.

## CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Students currently enrolled as graduate students at UW-Madison wishing to apply to this degree programs should contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) to inquire about the process and deadlines.

## QUESTIONS

Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

There are three mechanisms for Graduate Student funding through the university for MS Mechanical Engineering: Research students:

1. Fellowships
2. Graduate assistantships: project assistantships, teaching assistantships, and research assistantships
3. Traineeships

Funding is awarded based on the qualifications of the student, the number of applicants, the amount of available funding, the number of continuing students receiving support, and the degree program a student is enrolled in. Fellowship and research assistantship funding is only considered for thesis-based MS students. You can apply for funding for research assistantships by contacting individual faculty members directly. Review our website (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to look for faculty (only those listed with titles of assistant professor, associate professor, or professor can serve as graduate student advisors). Search for faculty who have research interests (https://engineering.wisc.edu/departments/mechanical-engineering/research/) that align closely with your own by viewing faculty directory entries, visiting the faculty's website (linked from the directory page), and reviewing publications by the faculty member. After you have identified faculty with interests close to your own, you are encouraged to contact them by email to inquire regarding available research assistant positions. The admissions office does not know if a particular professor has research assistant positions available.

Students who apply to the MS Research program will be automatically considered for fellowship opportunities within the department. Admitted students will be eligible to apply for Teaching Assistantship positions. More information, including the application, will be available to students after admission is complete.

More information on graduate student funding is available from the UW-Madison Graduate School (https://grad.wisc.edu/funding/).

## ADDITIONAL RESOURCES

### Office of Student Financial Aid

For information regarding student financial aid, scholarships, and more, visit the Office of Student Financial Aid website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information regarding international student funding and scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a C or above in all formal coursework.<br><br>Students may not have more than two incompletes on their record at any one time. |
| Assessments and Examinations | The MS Mechanical Engineering: Research requires the student pass a formal thesis defense. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

All courses for the Mechanical Engineering graduate program must be numbered 400 and above. Exception: Up to one course (3 credits) numbered 300-399 in engineering, math, or the sciences taken at UW-Madison can also be used towards the formal course credit requirement. This course can be from Mechanical Engineering (M E (https://guide.wisc.edu/courses/m_e/)) and/or Engineering Mechanics (E M A (https://guide.wisc.edu/courses/e_m_a/)) only if approved by the student's advisor and the Mechanical Engineering graduate committee.

| Code | Title | Credits |
|---|---|---|
| **Seminar Requirement** | | |
| Two terms of seminar, successfully completed, are required. These should be taken in the first two terms of enrollment. Passing/satisfactory grades are required for both terms. | | |
| M E 903 | Graduate Seminar (taken twice) | 0 |
| **Research Credits Requirement** | | |
| Students complete at least 9 credits of the following: [1] | | 9 |
| M E 790 | Master's Research and Thesis | |
| **Formal Credits Requirement** [2] | | |
| Complete the following requirements (requirements may overlap) | | 18 |
| Minimum 9 formal credits in Mechanical Engineering (M E) and/or Engineering Mechanics (E M A), taken at UW-Madison | | |
| Minimum 3 formal course credits numbered 700 or higher | | |
| Remaining credits to get to 18 minimum | | |
| **Remaining Courses** | | |
| Course Options: | | 3 |
| Formal Course or Research Credits, as approved by faculty advisor | | |
| **Total Credits** | | **30** |

1. An overall grade of S is required. M E 890 and/or M E 990 may be used in place of, or addition to, M E 790.
2. Formal credits/courses are any course offering that is not a seminar course, thesis/research course, independent study, co-op/internship, etc.

### Advisor Approval of Study Plan

The faculty advisor must always approve the courses a student takes in the MS program. Students should schedule an appointment with their advisor when selecting their courses. During the final semester, the faculty advisor will review the courses taken again and if approved, sign the warrant request form.

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With faculty advisor approval, students may transfer up to 9 credits of previously earned graduate coursework from other institutions toward the minimum credit requirement and the minimum graduate coursework (50%) requirement. No credits from other institutions can be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW–Madison

With faculty advisor approval, students may transfer a maximum of 7 credits from a UW-Madison undergraduate degree or an ABET-accredited undergraduate degree (from another institution). Only coursework that is applicable to the degree curriculum is eligible (based on UW-Madison course/course equivalency number). These credits will not be allowed to satisfy the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above (UW-Madison course equivalent). No credits can be applied toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With faculty advisor approval, students may transfer up to 15 credits of coursework taken as a UW–Madison Special student toward the minimum credit requirement. Only coursework that is applicable to the degree curriculum is eligible. UW–Madison coursework taken as a University Special student would not be allowed to count toward the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten years or more prior to admission is not allowed to satisfy requirements.

## PROBATION

The Department of Mechanical Engineering graduate programs satisfactory academic progress policy may be reviewed in the Graduate Handbook (see Contact box for link).

## ADVISOR / COMMITTEE

All students are required to obtain a mechanical engineering faculty advisor who assists them in planning a course sequence that meets degrees requirements, mentors and supervises thesis research, and who will discuss career objectives with the students. The advisor should be a faculty member whose expertise and project/research interests match closely with those that the student intends to acquire.

A final thesis defense must be presented to a thesis committee of at least three members (but no more than five) consisting of the student's advisor who is the committee chair (who must be a member of the Mechanical Engineering faculty), one other graduate faculty or former graduate faculty up to one year after resignation or retirement, and one of the following: a third graduate faculty member, a retired faculty member with emeritus status, or a UW– Madison academic staff member who has been approved by the Mechanical Engineering executive committee.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Mechanical Engineering Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals. The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Studies or the John Bollinger Chair of Mechanical Engineering (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to discuss the grievance. The Associate Chair for Graduate Studies or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/). Other campus resources can be found above.
3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Associate Chair for Graduate Studies in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the Associate Chair for Graduate Studies to manage the grievance. The faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The Associate Chair for Graduate Studies will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# MECHANICAL ENGINEERING, PHD

The doctoral program in the Department of Mechanical Engineering prepares students to perform independent research in areas of faculty expertise within the department. The PhD program in Mechanical Engineering is designed to train outstanding students for advanced work in industry, national labs, and academia through a combination of coursework and hands on research.

PhD students are mentored by faculty to become world-class researchers. The Department of Mechanical Engineering has a long history of excellence in graduate education. The department is consistently ranked in the top 20 in the United States for graduate programs in mechanical engineering. The department offers research opportunities in a large number of established and emerging research specializations. Broad research themes within the department include: advanced manufacturing, biomechanics, computational engineering and design, energy systems, fluid and solid mechanics, and robotics, controls and sensing. Excellent research facilities are available for specialized research within these broad areas for studies in: biomechanics, combustion, computational design, controls, cryogenics, dynamics and vibrations, fluid dynamics, fluid power, geometric modeling and prototyping, heat and mass transfer, internal combustion engines, laser diagnostics, manufacturing processes, mechanics, mechatronics, polymer and composites processing, powertrain control, robotics, solar energy, and more.

For a list of mechanical engineering faculty along with faculty research interests, please visit our faculty directory (https://engineering.wisc.edu/departments/mechanical-engineering/people/). For more information on research areas see our page on research in Mechanical Engineering (https://www.engr.wisc.edu/department/mechanical-engineering/research-in-mechanical-engineering/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed

admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not Required.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* Submitted scores will not be used in admission decisions.

## APPLICANT CONSIDERATIONS

Applicants to our program should have the following:

1. **Degree**
   a. Bachelor of Science in Mechanical Engineering OR Bachelor of Science in any other engineering or physics and natural science discipline.
   b. International applicants must have a degree comparable to a regionally accredited US bachelor's degree. Review the Graduate School webpage (https://grad.wisc.edu/apply/requirements/) to learn more about comparable degrees by country.
2. **GPA**
   a. The Department of Mechanical Engineering prefers a 3.2/4.0 GPA.
   b. The minimum GPA to be reviewed by the admission committee is 3.0.
3. **Faculty Advisor**
   a. Applicants must seek out and secure their own faculty advisor as part of the application process. This may be done prior to, during, and/or after submission of the online application.
   b. To seek out a faculty advisor, review the department Research (https://engineering.wisc.edu/departments/mechanical-engineering/research/) and People (https://engineering.wisc.edu/departments/mechanical-engineering/people/)websites. Assistant Professors, Associate Professors, and Professors are eligible to be graduate advisors. *Please do not contact Emeritus faculty, lecturers, Research Scientists, or Faculty Associates.*
   c. You are encouraged to inquire about possible funding opportunities. (See Funding tab in the right-side column on this page for funding information.)

## APPLICATION MATERIALS

In addition to the items listed in the table above, a complete application includes the following uploaded to the online application. The submitted application and all application items are due by the deadline above.

1. **Unofficial Transcripts (PDF)**
   a. Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether a degree was earned. Official transcripts are only requested of recommended applicants.
   b. International academic records must be in the original language accompanied by an official English translation. Review the minimum requirements link above to learn more.
2. **Statement of Purpose**
   a. In this document, applicants should explain why they want to pursue further education in Mechanical Engineering, specifically this program and which UW faculty they are interested in doing research with.
   b. The Department of Mechanical Engineering graduate program does not have a required font, word limit, etc. However, we do recommend (not require) a maximum of 2 pages.
   c. See the Graduate School for more advice on how to structure a personal statement (https://grad.wisc.edu/apply/prepare/).
3. **Resume**
4. **Three Letters of Recommendation**
   a. These letters are required from people who can accurately reflect on the applicant's academics and/or work performance.
   b. Letters of recommendation are submitted electronically through the online application.
   c. See the Graduate School FAQs (https://grad.wisc.edu/apply/#faq) regarding letters of recommendation.
5. **Application Fee**
   a. Application submission must be accompanied by the application fee. See the Graduate School FAQs (https://grad.wisc.edu/apply/#faq) regarding fees.
   b. Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

## REENTRY ADMISSIONS

Review the Graduate School requirements for previously enrolled students (https://policy.wisc.edu/library/UW-1230/). Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) with questions.

## CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Students currently enrolled as graduate students at UW-Madison wishing to apply to this degree programs should contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link) to inquire about the process and deadlines.

## QUESTIONS

Contact the Department of Mechanical Engineering Graduate Student Services (see Contact Box for link).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

There are three mechanisms for Graduate Student funding through the university for Mechanical Engineering PhD students:

1. Fellowships
2. Graduate assistantships: project assistantships, teaching assistantships, and research assistantships
3. Traineeships

Funding is awarded based on the qualifications of the student, the number of applicants, the amount of available funding, and the number of continuing students receiving support. You can apply for funding for research assistantships by contacting individual faculty members directly. Review our website (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to look for faculty (only those listed with titles of assistant professor, associate professor, or professor can serve as graduate student advisors). Search for faculty who have research interests (https://engineering.wisc.edu/departments/mechanical-engineering/research/) that align closely with your own by viewing faculty directory entries, visiting the faculty's website (linked from the directory page), and reviewing publications by the faculty member. After you have identified faculty with interests close to your own, you are encouraged to contact them by email to inquire regarding available research assistant positions. The admissions office does not know if a particular professor has research assistant positions available.

Students who apply to the department will be automatically considered for fellowship opportunities within the department. Admitted students will be eligible to apply for Teaching Assistantship positions. More information, including the application, will be available to students after admission is complete.

## ADDITIONAL RESOURCES

### Office of Student Financial Aid

For information regarding student financial aid, scholarships, and more, visit the Office of Student Financial Aid website (https://financialaid.wisc.edu/).

### International Student Services Funding and Scholarships

For information regarding international student funding and scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 60 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Details can be found in the Graduate School's Minimum Graduate Coursework (50%) Requirement Policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/) |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a C or above in all formal coursework. PhD candidates may not have any more than two Incompletes on their record at any one time. |
| Assessments and Examinations | The PhD candidate will need to pass a qualifying exam, preliminary exam, and a final defense in order to obtain a degree. |

| | |
|---|---|
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Seminar Requirement** [1] | | |
| Two terms of seminar, successfully completed, are required. These should be completed in the first two terms of enrollment. [1] | | 0 |
| M E 903 | Graduate Seminar | |
| **Research Credits Requirement** | | |
| Students complete at least 24 credits of research. Course options include: [2] | | 24 |
| M E 790 | Master's Research and Thesis | |
| M E 890 | PhD Research and Thesis | |
| M E 990 | Dissertator Research and Thesis | |
| **Formal Credits Requirement** [3] | | |
| Complete the following requirements (requirements may overlap) [4] | | 36 |
| Minimum 9 credits (usually 3 courses) numbered 700 or above | | |
| Minimum 3 credits (usually 1 course) numbered 700 or above in Mechanical Engineering (M E) and/or Engineering Mechanics (E M A) taken at UW-Madison | | |
| Minimum 3 credits (1 course) math course from Math Requirement Course List (see below) | | |
| Remaining credits to get to 36 minimum [5] | | |
| **Total Credits** | | **60** |

1. If a UW-Madison Mechanical Engineering MS degree was completed with two successful terms of M E 903, then an additional two terms are not required.
2. An overall grade of S is required.
3. Formal credits/courses are any course offering that is not a seminar course, thesis/research course, independent study, co-op/internship, etc.
4. Students must complete a minimum of 36 credits of formal coursework inclusive of the requirements listed below.
5. Acceptable courses for remainder of the required 36 formal credits (this total includes the courses taken in the PhD breadth requirement) are formal courses numbered 400 and above.

### Math Requirement Course List

| Code | Title | Credits |
|---|---|---|
| M E 737 | Scientific Computing and Machine Learning for Engineering Applications | 3 |
| E P 476 | Introduction to Scientific Computing for Engineering Physics | 3 |
| E M A/E P 547 | Engineering Analysis I | 3 |
| E M A/E P 548 | Engineering Analysis II | 3 |
| MATH 321 | Applied Mathematical Analysis 1: Vector and Complex Calculus | 3 |
| MATH 322 | Applied Mathematical Analysis 2: Partial Differential Equations | 3 |
| Courses numbered 400 and above in Math Department | | |
| Courses numbered 400 and above in Statistics Department | | |
| Graduate "transfer credits" equivalent to the above | | |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With faculty advisor and Department of Mechanical Engineering Graduate Committee approval, students are allowed to transfer up to 28 credits of graduate coursework from other institutions toward the minimum graduate degree credit requirement and the minimum graduate coursework (50%) requirement. No credits from other institutions can be counted toward the minimum graduate residence credit requirement. Coursework earned ten years or more prior to admission is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With faculty advisor approval, students may transfer a maximum of 7 credits from a UW-Madison undergraduate degree or an ABET-accredited undergraduate degree (from another institution). Only coursework that is applicable to the degree curriculum is eligible (based on UW-Madison course/course equivalency number). These credits will not be allowed to satisfy the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above (UW-Madison course equivalent). No credits can be applied toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With faculty advisor and Department of Mechanical Engineering Graduate Committee approval, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

The Department of Mechanical Engineering Graduate Committee academic progress policy may be reviewed in the Graduate Handbook (see Contact box for link).

## ADVISOR / COMMITTEE

All students must have a mechanical engineering faculty advisor who assists them in planning a course sequence that meets degree requirements, who helps guide them and mentor them in their research, and who will discuss career objectives with the student.

A qualifying exam committee must include the student's mechanical engineering faculty advisor and two other mechanical engineering faculty members.

A preliminary exam committee must include the student's mechanical engineering faculty advisor and at least three other members who will also serve on the final oral defense committee.

A final dissertation oral exam (defense) must be presented to the dissertation committee of at least five members (but no more than eight) consisting of your advisor, who chairs the committee, three other graduate faculty or former graduate faculty up to one year after resignation or retirement, and one of the following: another graduate faculty, a retired faculty member with emeritus status, or a UW–Madison academic staff member who has been approved by the Mechanical Engineering executive committee. At least one faculty member on the committee must be from outside the Mechanical Engineering Department. Members of the committee from outside of Mechanical Engineering should be selected to have a background appropriate to evaluate the dissertation.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

### Qualifying Exam

The written portion of the qualifying exam is offered twice a year, once in August/September and once in January, generally the week before classes start. The associated literature review presentation must be completed within the timing limits stated (see graduate handbook, contact box).

1. If you enter the PhD program directly without an MS or equivalent degree, you will first earn 30 graduate credits. Take your qualifying exam either the first or second time that it is offered after the semester in which you earn those 30 credits.
2. If you earn a UW–Madison Mechanical Engineering MS and immediately enter the PhD program in the following semester, take your qualifying exam either the first or second time it is offered after the semester in which you earned your MS.
3. If you enter the PhD program with an MS degree either from another department or institution or are returning to UW–Madison with an MS degree after an absence, take the exam at the start of your third PhD semester.

### Preliminary Exam

PhD students must complete their preliminary exam within five years of passing their qualifying exam.

### Dissertation Defense (Oral Thesis Presentation)

There must be at least nine (9) months between the preliminary exam and dissertation defense.

A candidate for a doctoral degree who fails to successfully complete the dissertation defense and deposit the dissertation within five years after passing the preliminary examination may be required to take another preliminary examination to be admitted to candidacy a second time.

### Average Time to Degree

The average time to degree, beyond the bachelor degree, is 5 years.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Mechanical Engineering Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals. The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering

(CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Studies or the John Bollinger Chair of Mechanical Engineering (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to discuss the grievance. The Associate Chair for Graduate Studies or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/). Other campus resources can be found above.
3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Associate Chair for Graduate Studies in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the Associate Chair for Graduate Studies to manage the grievance. The faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The Associate Chair for Graduate Studies will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an extraordinary, deep understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems.
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems.
4. Recognize and apply principles of ethical and professional conduct.
5. Demonstrate an ability to synthesize knowledge from a subset of the biological, physical, and/or social sciences to help frame problems critical to the future of their discipline.
6. Demonstrate an ability to conduct original research and communicate it to their peers.

# MEDICAL PHYSICS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Medical Physics, MS (p. 1441)
- Medical Physics, PhD (p. 1451)

# MEDICAL PHYSICS, MS

The Department of Medical Physics at UW–Madison's School of Medicine and Public Health is the first medical physics department in the United States and home to one of the top medical physics programs in North America. Achievement of the MS degree in this department reflects a strong education in the fundamental physics and engineering of diagnostic and therapeutic systems. Graduates are prepared for teaching and research positions in universities, national laboratories, and the medical and nuclear technology industries, as well as for admission into medical physics residency programs to become board-eligible for clinical medical physics positions.

Faculty in the department focus on discoveries in imaging and therapy systems that translate into new clinical techniques or the development of new products through industry collaboration and venture entrepreneurship. The department's faculty expertise spans fields such as x-ray physics, computed tomography (CT), magnetic resonance imaging (MRI), positron emission tomography (PET) imaging, biomagnetism, ultrasound, radiation dosimetry, radiation treatment planning, and radiobiology. Students benefit from a curriculum that provides in-depth training in these specialties, supported by access to sophisticated clinical and research resources. Collaborations with departments like Radiology,

Human Oncology, and Biomedical Engineering further enrich the training experience and foster an interdisciplinary approach to medical physics.

## ADMISSIONS

# ADMISSIONS

The Master of Science in Medical Physics has two named options. Students seeking a MS degree should apply to the Accelerated Program option. The Clinical/Research option is offered to students admitted to the PhD program. Students seeking a PhD should apply directly to the PhD program instead of the Clinical/Research option.

- Medical Physics: Accelerated Program, MS (p. 1443)
- Medical Physics: Clinical/Research, MS (p. 1447)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Please refer to the named options for information:

- Clinical/Research (https://guide.wisc.edu/graduate/medical-physics/medical-physics-ms/medical-physics-clinical-research-ms/)
- Accelerated Program (https://guide.wisc.edu/graduate/medical-physics/medical-physics-ms/medical-physics-accelerated-program-ms/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | See named options for policy information. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Select a named option for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Medical Physics must select one of the following named options:

View as listView as grid

- **MEDICAL PHYSICS: ACCELERATED PROGRAM, MS (P. 1443)**
- **MEDICAL PHYSICS: CLINICAL/RESEARCH, MS (P. 1447)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Medical Physics: Accelerated Program, MS (p. 1443)
- Medical Physics: Clinical/Research, MS (p. 1447)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, and/or elaborates theories, research methods, and approaches to inquiry in the field of medical physics in oral or written formats.

2. Evaluates and/or synthesizes information pertaining to questions or challenges in the field of medical physics.
3. Demonstrates ethical research and professional conduct.

## ACCREDITATION

# ACCREDITATION

Commission on Accreditation of Medical Physics Education Programs (CAMPEP) (http://www.campep.org)

Accreditation status: Accredited through June 30, 2028. Next accreditation review: Summer 2027.

# MEDICAL PHYSICS: ACCELERATED PROGRAM, MS

The Accelerated Program is a non-thesis option designed specifically for students seeking a terminal master's degree with the goal of becoming a board-certified clinical medical physicist. The degree follows our Commission on Accreditation of Medical Physics Education Programs (CAMPEP) accredited program coursework.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admitted applicants entering the medical physics program must have acquired a strong foundation in basic physics and mathematics but are welcome to have come from a range of undergraduate majors in STEM. While a bachelor's degree in physics is considered the most common preparation, other physical science majors such as engineering, computer science, mathematics, chemistry, etc, are considered, as long as the candidate has coursework equivalent to a minor in physics. The minimum expected physics preparation is two introductory college physics courses, a modern physics course or individual courses covering electromagnetism, atomic structure, and quantum theory, and a total of three upper-level physics courses or equivalent. Additionally, applicants should be proficient in mathematics, including multi-variable calculus, differential equations, Fourier transforms, and linear algebra. Applicants who do not have the equivalent of a minor in physics may be admitted conditionally. If so, additional course work in physics must be taken.

For additional information about the application process, detailed information on required application materials, information on application fee waivers, and frequently asked questions, please refer to this webpage (https://medphysics.wisc.edu/graduate-program/admissions/#faq).

## APPLICATION CHECKLIST

- Three letters of recommendation (https://grad.wisc.edu/apply/#FAQ): These letters are required from teachers, scientists, or supervisors who can attest to the applicant's ability to be successful in graduate work. Letter writers should submit their letters electronically by the department's deadline.
- Statement of Purpose: In a statement not to exceed two pages, applicants should explain why they want to pursue graduate study in Medical Physics at the University of Wisconsin-Madison. Applicants should discuss career goals, and their preparation for graduate study, including relevant coursework, related employment, publications, presentations, awards, and honors.
- CV or resume: Upload your resume in your application. Please include any awards, scholarships, research experience, publications, and volunteer work.
- Academic transcript: Upload one copy of your transcript of all undergraduate and previous graduate work in your application. Unofficial copies of transcripts will be accepted for review. Official copies are required if an applicant is recommended for admission.
- Applicant data: Upload your completed Applicant Data Sheet (https://medphysics.wisc.edu/graduate-program/admissions/application/#applicant-data-sheet) to the application.
- Optional: Supplemental question (https://medphysics.wisc.edu/graduate-program/admissions/#how-do-i-apply)
- Submit the online Graduate School Application for Admission (https://grad.wisc.edu/apply/) and pay the application fee.
- English proficiency: Please see the Graduate School requirements (https://grad.wisc.edu/apply/requirements/) for specific information.

### Questions

Contact the Graduate Program Coordinator at admissions@medphysics.wisc.edu (https://guide.wisc.edu/graduate/medical-physics/medical-physics-ms/medical-physics-accelerated-program-ms/admissions@medphysics.wisc.edu)

## FOR VISITING INTERNATIONAL STUDENT PROGRAM (VISP) APPLICANTS

The following courses are taken as a VISP student in their undergraduate year at UW-Madison and are considered prerequisites. VISP applicants

must complete these courses to be admitted to the Medical Physics MS: Accelerated Program option.

| Code | Title | Credits |
|---|---|---|
| **First Semester (Fall) as Visiting Undergraduate Student** | | |
| MED PHYS/ B M E/H ONCOL/ PHYSICS 501 | Radiation Physics and Dosimetry | 3 |
| MED PHYS/ B M E 573 | Mathematical Methods in Medical Physics | 3 |
| MED PHYS 510 | Fundamentals of Cellular, Molecular, and Radiation Biology | 3 |
| Complete one of the following: | | 3 |
| 3 credits of elective Rad Labs (MED PHYS 662, MED PHYS 663, MED PHYS 664, MED PHYS 665, MED PHYS 666) | | |
| 2 credits of MED PHYS 671 (Topic: Anatomy and Physiology) and 1 credit of elective Rad Lab [1] | | |
| **Second Semester (Spring) as Visiting Undergraduate Student** | | |
| MED PHYS/ B M E 566 | Physics of Radiotherapy | 3 |
| MED PHYS/ B M E 580 | The Physics of Medical Imaging with Ionizing Radiation | 4 |
| Complete one of the following: | | 5 |
| MED PHYS 674 and 2 credits of elective Rad Lab [1] | | |
| MED PHYS/PHYSICS 688 and 1 credit of elective Rad Lab [1] | | |
| **Total Credits** | | **24** |

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | n/a |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The Medical Physics MS: Accelerated Program is a non-thesis option designed specifically for students seeking a terminal master's degree with the goal of becoming a board-certified clinical medical physicist. This named option is Commission on Accreditation of Medical Physics Education Programs (CAMPEP) accredited.

Visiting International Student Program (VISP) students should consult the program for details on completing coursework.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| MED PHYS/ B M E/H ONCOL/ PHYSICS 501 | Radiation Physics and Dosimetry | 3 |
| MED PHYS/ B M E 573 | Mathematical Methods in Medical Physics | 3 |
| MED PHYS 510 | Fundamentals of Cellular, Molecular, and Radiation Biology | 3 |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics | 1 |
| MED PHYS/ B M E 566 | Physics of Radiotherapy | 3 |
| MED PHYS/ B M E 578 | Non-Ionizing Diagnostic Imaging | 4 |
| MED PHYS/ B M E 580 | The Physics of Medical Imaging with Ionizing Radiation | 4 |
| MED PHYS/N E 569 | Health Physics and Biological Effects | 3 |
| MED PHYS 671 | Selected Topics in Medical Physics (Topic: Anatomy and Physiology) | 2 |
| **Elective** | | |
| Select one of the following courses: | | 3 |
| MED PHYS 674 | Data Science in Medical Physics | |
| MED PHYS/ PHYSICS 688 | Radiation Production and Detection | |
| MED PHYS 679 | Radiation Physics Metrology | |
| MED PHYS 770 | Advanced Brachytherapy Physics | |
| MED PHYS 772 | Advanced Radiation Treatment Planning | |
| **Lab** | | |
| Select one of the following lab courses: | | 1 |
| MED PHYS 581 | Laboratory for Medical Imaging with Ionizing Radiation | |
| MED PHYS 662 | Rad Lab - Diagnostic Radiological Physics | |
| MED PHYS 663 | Rad Lab - Nuclear Medicine Physics | |
| MED PHYS 664 | Rad Lab - Health Physics | |
| MED PHYS 665 | Rad Lab - CT, MRI, and DSA Physics | |
| MED PHYS 666 | Rad Lab - Medical Ultrasound Physics | |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, students are allowed to transfer no more than 14 credits of coursework numbered 500 or above taken as a UW-Madison Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation.

## PROBATION

For a graduate student in the Medical Physics Department to be making satisfactory progress, they must:

1. Obtain at least a 3.0 GPA in the most recent semester. Grades in all research courses and courses with grades of P, S, or U are excluded from the average. A student who fails to make satisfactory progress may be withdrawn from the department. In exceptional cases, the department chair may grant permission to continue for a specified probationary period.
2. Maintain a minimum cumulative GPA of 3.0 for all courses taken while in the Medical Physics program and for all Department of Medical Physics courses. All research courses and all courses with grades of P, S, or U are excluded from the average.

Any student who fails to meet the requirements of 1–2 above, will be placed on probation. Failure in the first semester of probation to obtain a 3.0 average for the semester and a cumulative GPA of at least 3.0 will result in termination unless the student's advisor requests and the

department and the Graduate School approves, continued enrollment. The particular courses which count toward the GPA in any probation semester must be approved in writing by the student's advisor and the Medical Physics Graduate Committee Chair in order for the work to count toward returning the student to good standing.

## ADVISOR/COMMITTEE

Students will be assigned an advisor by the beginning of the first semester of study.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

All MS degree course requirements should be completed by the end of the second year of study.

MS students who have been absent from the program for five or more consecutive years will not be able to use those courses before their absence for satisfying degree requirements.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or

program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.

4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

Students in the Medical Physics: Accelerated Program, MS are generally self funded.

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# MEDICAL PHYSICS: CLINICAL/RESEARCH, MS

The Clinical/Research option is designed for students who matriculate into our PhD program and follow the Clinical Pathway. These students obtain a MS degree after they complete required coursework and pass the PhD qualifier examination. Students may alternatively exit our program with a MS degree and no PhD if they complete required coursework and either submit a MS thesis or pass the qualifier exam. This degree is Commission on Accreditation of Medical Physics Education Programs (CAMPEP) accredited.

## ADMISSIONS

# ADMISSIONS

This named option is offered for work leading to the PhD. Students may not apply to this option and should instead see the admissions information for the PhD (https://guide.wisc.edu/graduate/medical-physics/medical-physics-phd/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The department typically supports students enrolled in the medical physics PhD program through department or university fellowships, research or teaching assistantships, or NIH training grant appointments. All awards include a comprehensive health insurance program and remission of tuition. The student is responsible for segregated fees.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students expecting to continue with the PhD must pass the qualifying exam by the end of the second year of study. Students who wish to receive only the MS degree must either complete a thesis or pass the qualifying exam. Contact the department for more information. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The Medical Physics MS: Clinical/Research option is offered to students taking the Clinical Pathway coursework defined for the Medical Physics PhD. This program is Commission on Accreditation of Medical Physics Education Programs (CAMPEP) accredited.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| MED PHYS/ B M E/H ONCOL/ PHYSICS 501 | Radiation Physics and Dosimetry | 3 |
| MED PHYS/ B M E 573 | Mathematical Methods in Medical Physics | 3 |
| MED PHYS 510 | Fundamentals of Cellular, Molecular, and Radiation Biology | 3 |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics | 1 |
| MED PHYS/ B M E 566 | Physics of Radiotherapy | 3 |
| MED PHYS/ B M E 578 | Non-Ionizing Diagnostic Imaging | 4 |
| MED PHYS/ B M E 580 | The Physics of Medical Imaging with Ionizing Radiation | 4 |
| MED PHYS 581 | Laboratory for Medical Imaging with Ionizing Radiation | 1 |

| | | |
|---|---|---|
| MED PHYS/N E 569 | Health Physics and Biological Effects | 3 |
| MED PHYS 671 | Selected Topics in Medical Physics (Topic: Anatomy and Physiology) | 2 |
| MED PHYS 900 | Journal Club and Seminar | 1 |
| **Advanced Course** | | |
| In consultation with their advisor/committee, students select one MED PHYS course numbered 600 or above. [1] | | 2 |
| **Total Credits** | | **30** |

[1] MED PHYS 701,MED PHYS 900, and MED PHYS 990 do not satisfy this requirement.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

For a graduate student in the Medical Physics Department who is a research assistant, fellow or trainee, to be making satisfactory progress, he/she must:

1. Obtain at least a 3.0 GPA in the most recent semester. Grades in all research courses and courses with grades of P, S, or U are excluded from the average. A student who fails to make satisfactory progress may be withdrawn from the department. In exceptional cases, the department chair may grant permission to continue for a specified probationary period.
2. Maintain a minimum cumulative GPA of 3.0 for all courses taken while in the Medical Physics program and for all Department of Medical Physics courses. All research courses and all courses with grades of P, S, or U are excluded from the average.
3. Have taken the oral PhD qualifying examination by the end of the 2nd year of study. If a pass is not obtained on the first attempt, the second (and last) attempt to pass the qualifier examination must be made no later than the 4th semester.

Any student who fails to meet the requirements of 1–3 above, will be placed on probation. Failure in the first semester of probation to obtain a 3.0 average for the semester and a cumulative GPA of at least 3.0 will result in termination unless the student's advisor requests and the department and the Graduate School approves, continued enrollment. The particular courses which count toward the GPA in any probation semester must be approved in writing by the student's advisor and the Medical Physics Graduate Committee Chairman in order for the work to count toward returning the student to good standing.

## ADVISOR/COMMITTEE

Candidates must acquire a major professor/advisor by the beginning of the second semester of study.

Medical Physics students will form a Pre-Dissertator Mentoring Committee after matriculation into the program. The student will form this 3-member committee, comprised of two primary medical physics faculty members along with his/her research mentor, and meet with the committee once a year until the Preliminary Exam is completed successfully and the student becomes a dissertator.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The qualifying examination should be taken by the end of the second year. All MS degree course requirements should be completed by the end of the second year of study.

MS students who have been absent from the program for five or more consecutive years will not be able to use those courses before their absence for satisfying degree requirements.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

### Requirements for Programs

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

### Procedures

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written

appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:

a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.

7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# MEDICAL PHYSICS, PHD

The Medical Physics, PhD program is a member of the **Interdisciplinary Biological and Health Sciences Consortium (IBHSC)**. The consortium fosters a collaborative environment for research and study in the biological and health sciences. Click here for more information on the IBHSC (https://www.med.wisc.edu/education/graduate-programs/biological-health-sciences-consortium/).

The Department of Medical Physics at UW–Madison's School of Medicine and Public Health is the first medical physics department in the United States and home to the largest group of medical physics doctoral students in the world. Achievement of the PhD degree in this department reflects strong scholarship and research in the physics and engineering of diagnostic and therapeutic systems. Graduates are prepared for teaching and research positions in universities, national laboratories, and the medical and nuclear technology industries, as well as for admission into medical physics residency programs to become board-eligible for clinical medical physics positions.

Faculty in the department focus on discoveries in imaging and therapy systems that translate into new clinical techniques or the development of new products through industry collaboration and venture entrepreneurship. The department's faculty expertise spans fields such as x-ray physics, computed tomography (CT), magnetic resonance imaging (MRI), positron emission tomography (PET) imaging, biomagnetism, ultrasound, radiation dosimetry, radiation treatment planning, and radiobiology. Students benefit from a curriculum that provides in-depth training in these specialties, supported by advanced resources, including the Medical Radiation Research Center and an Accredited Dosimetry Calibration Laboratory. Additional facilities, such as the PET radiotracer production unit and Small Animal Imaging Facility, along with clinical scanners from all major medical imaging modalities, offer unique research and clinical training opportunities.

Collaborations with departments like Radiology, Human Oncology, and Biomedical Engineering further enrich the training experience, providing access to sophisticated clinical resources and fostering interdisciplinary research. The program's comprehensive research focus prepares students to become leaders in medical physics, with many alumni pursuing impactful careers in academia, clinical practice, and industry.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |

| | |
|---|---|
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admitted applicants entering the medical physics program must have acquired a strong foundation in basic physics and mathematics but are welcome to have come from a range of undergraduate majors in STEM. While a bachelor's degree in physics is considered the most common preparation, other physical science majors such as engineering, computer science, mathematics, chemistry, etc, are considered, as long as the candidate has coursework equivalent to a minor in physics. The minimum expected physics preparation is two introductory college physics courses, a modern physics course or individual courses covering electromagnetism, atomic structure, and quantum theory, and a total of three upper-level physics courses or equivalent. Additionally, applicants should be proficient in mathematics, including multi-variable calculus, differential equations, Fourier transforms, and linear algebra. Research in medical physics touches on artificial intelligence, chemistry, nuclear engineering, and electrical engineering and so proficiency in one of these areas is considered positively. Exposure to organic chemistry, undergraduate biology, and physiology is advantageous. Applicants who do not have the equivalent of a minor in physics may be admitted conditionally. If so, additional course work in physics must be taken before the student can take the qualifying exam at the end of the 2nd year of study. The qualifying exam emphasizes the content of MED PHYS/B M E/H ONCOL/PHYSICS 501, MED PHYS/B M E 573, and MED PHYS 510.

Admissions decisions are made by a committee of faculty with expertise spanning the research areas of the department. For additional information about the application process, detailed information on required application materials, information on application fee waivers, and frequently asked questions, please refer to this webpage (https://medphysics.wisc.edu/graduate-program/admissions/#faq).

## APPLICATION CHECKLIST

- Three letters of recommendation (https://grad.wisc.edu/apply/#FAQ): These letters are required from teachers, scientists, or supervisors who can attest to the applicant's ability to be successful in graduate work. Letter writers should submit their letters electronically by the department's deadline.
- Statement of Purpose: In a statement not to exceed two pages, applicants should explain why they want to pursue graduate study in Medical Physics at the University of Wisconsin-Madison. Applicants should discuss career goals, and their preparation for graduate study, including relevant coursework, related employment, publications, presentations, awards, and honors.
- CV or resume: Upload your resume in your application. Please include any awards, scholarships, research experience, publications, and volunteer work.
- Academic transcript: Upload one copy of your transcript of all undergraduate and previous graduate work in your application. Unofficial copies of transcripts will be accepted for review. Official copies are required if an applicant is recommended for admission.
- Applicant data: Upload your completed Applicant Data Sheet (https://medphysics.wisc.edu/graduate-program/admissions/application/#applicant-data-sheet) to the application.
- Optional: Supplemental question
- Submit the online Graduate School Application for Admission (https://grad.wisc.edu/apply/) and pay the application fee.
- English proficiency: Please see the Graduate School requirements (https://grad.wisc.edu/apply/requirements/) for specific information.

### Questions

Contact the Graduate Program Coordinator at admissions@medphysics.wisc.edu (https://guide.wisc.edu/programadmin/1359/admissions@medphysics.wisc.edu)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The department typically supports students enrolled in the medical physics PhD program through department or university fellowships, research or teaching assistantships, or NIH training grant appointments. All awards include a comprehensive health insurance program and remission of tuition. The student is responsible for segregated fees.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 54 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 32 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Candidates are expected to take the Oral Qualifying Examination by the end of the fourth semester of study, and to take the PhD Preliminary Examination by the end of the third year of study. Permission of the Department Chair is required if the PhD Preliminary Examination must be taken after the end of the third year. Defense of a dissertation is required within five years of successful completion of the PhD Preliminary Examination. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required for students in the Medical Physics Graduate Program as graduate students enroll in sufficient breadth courses. However, a student can complete a minor or certificate offered by another graduate program at UW-Madison, if desired and with the approval of their advisor. Please see the Medical Physics Graduate Student Handbook (https://www.medphysics.wisc.edu/wp/graduate-program (https://www.medphysics.wisc.edu/wp/graduate-program/)/) for more information. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Foundational** | | |
| MED PHYS/ B M E/H ONCOL/ PHYSICS 501 | Radiation Physics and Dosimetry [1] | 3 |
| MED PHYS/ B M E 573 | Mathematical Methods in Medical Physics [1] | 3 |
| MED PHYS 510 | Fundamentals of Cellular, Molecular, and Radiation Biology [1] | 3 |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics [1] | 1 |
| **Seminar** | | |
| Students must complete four semesters of seminar for 1 credit each. | | 4 |
| MED PHYS 900 | Journal Club and Seminar | |
| **Selected Pathway** | | |
| Students complete a Clinical or Interdisciplinary Pathway. Refer to the appropriate table below for course requirements. | | 25-26 |
| **Research** | | |
| Students must complete sufficient research credits to satisfy the minimum credit requirement. | | 14-15 |
| MED PHYS 990 | Research | |
| **Total Credits** | | **54** |

### Clinical Pathway [2]

This pathway is for students who may want to enter a medical physics residency program and obtain board certification following graduate study. Students complete all foundational coursework, clinical pathway coursework, and research credits. This pathway is Commission on Accreditation of Medical Physics Education Programs (CAMPEP) accredited.[1]

| Code | Title | Credits |
|---|---|---|
| **Basic Coursework** | | |
| MED PHYS/ B M E 566 | Physics of Radiotherapy [1] | 3 |
| MED PHYS/ B M E 578 | Non-Ionizing Diagnostic Imaging [1] | 4 |
| MED PHYS/ B M E 580 | The Physics of Medical Imaging with Ionizing Radiation [1] | 4 |
| MED PHYS 581 | Laboratory for Medical Imaging with Ionizing Radiation | 1 |
| MED PHYS/N E 569 | Health Physics and Biological Effects [1] | 3 |
| MED PHYS 671 | Selected Topics in Medical Physics (Topic: Anatomy and Physiology) [1] | 2 |
| **Advanced Coursework** | | |
| *MED PHYS courses numbered 600 and above* | | |
| In consultation with advisor/committee, students select 6 credits of MED PHYS courses numbered 600 and above. | | 6 |
| *Courses numbered 600 and above* | | |
| In consultation with advisor/committee, students select 3 credits of courses numbered 600 and above. | | 3 |
| **Total Credits** | | **26** |

1 Required for Commission on Accreditation of Medical Physics Education Programs (CAMPEP) Accreditation.

2 These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names

do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Interdisciplinary Pathway [2]

This pathway requires a majority of coursework to be completed in Medical Physics, but gives students the freedom to draw coursework from other departments to develop a curriculum tailored to their research area. Students pursuing non-clinical careers in academia, research, industry, business, or government may choose this pathway. Students complete all foundational coursework, interdisciplinary pathway coursework, and research credits. This pathway is not Commission on Accreditation of Medical Physics Education Programs (CAMPEP) accredited.

| Code | Title | Credits |
|---|---|---|
| **Elective Medical Physics Courses** | | |
| In consultation with advisor/committee, students select at least 10 credits of coursework in MED PHYS. | | 10 |
| **Elective Graduate Courses** | | |
| In consultation with advisor/committee, students select at least 15 credits of graduate-level coursework focused on their research, at the 500 level or above. This may include courses in MED PHYS. | | 15 |
| **Total Credits** | | **25** |

[2] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

For a graduate student in the Medical Physics Department who is a research assistant, fellow or trainee to be making satisfactory progress, they must:

1. Obtain at least a 3.0 GPA in the most recent semester. Grades in all research courses and courses with grades of P, F, S or U are excluded from the average. A student who fails to make satisfactory progress will be dropped from the department. In exceptional cases, the chairperson may grant permission to continue for a specified probationary period.
2. Maintain a minimum cumulative GPA of 3.0 for all courses taken while in the Medical Physics program and for all Department of Medical Physics courses. All research courses and all courses with grades of P, F, S or U are excluded from the average.
3. Have taken the qualifier examination by the end of the 2nd year of study. If a pass is not obtained on the first attempt, the second (and last) attempt to pass the qualifier examination must be made at one of the offered times within the next 6 months.

Any student, who fails to meet the requirements of 1-3 above, will be placed on probation. Failure in the first semester of probation to obtain a 3.0 average for the semester and a cumulative GPA of at least 3.0 will result in termination unless the student's advisor requests and the department and the Graduate School approves, continued enrollment. The particular courses which count toward the GPA in any probation semester must be approved in writing by the student's advisor and the Medical Physics Graduate Committee Chairman in order for the work to count toward returning the student to good standing.

## ADVISOR / COMMITTEE

Candidates must acquire a major professor/advisor by the beginning of the second semester of study.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The oral PhD qualifying examination should be taken by the end of the 4th semester, and the PhD preliminary examination should be taken by the end of the third year of study. Permission of the graduate committee is required if the PhD preliminary examination must be taken after the end of the third year. Defense of a dissertation is required within five years of successful completion of the PhD preliminary examination.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)

- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will

inform this person that their response will be shared with the student filing the grievance.

c. The grievance advisor or program director will share the response with the student filing the grievance.

d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.

6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

### OTHER

Most students are funded with research assistantships through the research programs of their advisors. A limited number of traineeships are available to advanced students in the UW Radiological Sciences Training Program for career training in cancer research. Other fellowships are also available to qualified students (e.g., AAPM, Cardiovascular and Neurological Sciences Training Programs, Advanced Opportunity Fellowship Program).

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of medical physics.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of medical physics.
3. Creates research, scholarship, or performance that makes a substantive scientific contribution.
4. Demonstrates breadth and depth within their learning experiences.
5. Advances contributions of the field of medical physics to society through peer-reviewed journal publications.
6. Communicates complex ideas in a clear and understandable manner in both oral and written formats.
7. Demonstrates ethical research and professional conduct.

## ACCREDITATION

# ACCREDITATION

Commission on Accreditation of Medical Physics Education Programs (http://www.campep.org)

Accreditation status: Accredited through June 30, 2028. Next accreditation review: Summer 2027.

### CAMPEP Compliant Degree Requirements

Students must complete the courses indicated in the core and clinical pathway flagged with footnote 1 (p. 1452) to receive the letter of attestation from the Department of Medical Physics, per CAMPEP guidelines (https://www.campep.org/default.asp).

# MEDICINE AND PUBLIC HEALTH - SCHOOL-WIDE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE PROFESSIONAL/ CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Applied Bioinformatics, Graduate/Professional Certificate (p. 1457)
- Applied Biotechnology, MS (p. 1458)
- Biotechnology, MS (p. 1462)
- Endocrinology-Reproductive Physiology, Doctoral Minor (p. 1466)
- Endocrinology-Reproductive Physiology, MS (p. 1467)
- Endocrinology-Reproductive Physiology, PhD (p. 1471)
- Global Health Online, Graduate/Professional Certificate (p. 1476)
- Molecular and Cellular Pharmacology, MS (p. 1478)
- Molecular and Cellular Pharmacology, PhD (p. 1482)
- Molecular and Environmental Toxicology, Doctoral Minor (p. 1487)
- Molecular and Environmental Toxicology, MS (p. 1487)
- Molecular and Environmental Toxicology, PhD (p. 1492)
- Neuroscience, Doctoral Minor (p. 1496)
- Neuroscience, MS (p. 1497)
- Neuroscience, PhD (p. 1503)


# APPLIED BIOINFORMATICS, GRADUATE/PROFESSIONAL CERTIFICATE

**The Certificate in Applied Bioinformatics no longer admits new students after Spring 2025 and the program will be discontinued Fall 2027. Students already admitted may only complete and be awarded this certificate through Summer 2027.** If you have any questions please contact the program or Universities of Wisconsin Online Collaboratives (https://uwex.wisconsin.edu/applied-biotechnology/#overview).

## ADMISSIONS

## ADMISSIONS

**The Certificate in Applied Bioinformatics no longer admits new students after Spring 2025 and the program will be discontinued Fall 2027. Students already admitted may only complete and be awarded this certificate through Summer 2027.** If you have any questions please contact the program or Universities of Wisconsin Online Collaboratives (https://uwex.wisconsin.edu/applied-biotechnology/#overview).

## FUNDING

## FUNDING

Students enrolled in the Graduate/Professional Certificate in Applied Bioinformatics as part of their MS in Applied Biotechnology Program are eligible for federal financial aid.
Students enrolled in the Graduate/Professional Certificate in Applied Bioinformatics program are not permitted to accept any research, project, or teaching assistantship positions that would waive tuition or provide tuition remission.

Students are encouraged to contact the Office of Student Financial Aid (https://financialaid.wisc.edu/) to discuss federal loan programs and other lending opportunities. Students should also reach out to their companies to ask about continuing education and professional development support.

## REQUIREMENTS

## REQUIREMENTS

Minimum Residence Credits: 12

All of the graduate/professional certificate credits must be earned "in residence" (which includes distance-delivered courses) at UW-Madison.

### GRADE REQUIREMENTS

- Students must earn a B (minimum GPA of 3.00) or above on all graduate/professional certificate coursework.
- Courses in which a student elects the pass/fail option will not count toward completion of requirements.

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| ABT 720 | Experimental Design and Analysis in Biotechnology | 3 |
| ABT 730 | Python for Bioinformatics | 3 |
| ABT 780 | Bioinformatic Inquiry | 3 |
| ABT 785 | Application of Bioinformatics | 3 |
| **Total Credits** | | **12** |

## POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate professional and scientific communication appropriate for biotechnology settings
2. Evaluate diverse analytical methods and technologies and their applications in bioinformatics
3. Demonstrate comprehensive understanding of organizational processes and product development pipelines and the data generated throughout

# APPLIED BIOTECHNOLOGY, MS

**The Applied Biotechnology, MS no longer admits new students after Spring 2025 and the program will be discontinued Fall 2027.** If you have any questions, please contact the department (see contact box).

The Applied Biotechnology, MS is available at other Universities of Wisconsin campuses. For more information, please see this website (https://uwex.wisconsin.edu/applied-biotechnology/).

If you are seeking the FACE-TO-FACE program, please see the MS in Biotechnology (https://guide.wisc.edu/graduate/cell-regenerative-biology/biotechnology-ms/) Program.

Not sure which program best fits your needs? Contact us to talk more. Call 608-262-9753 or email Bryan (bthusk@wisc.edu) or Michele (michele.smith@wisc.edu).

## ADMISSIONS

# ADMISSIONS

**The Applied Biotechnology, MS no longer admits new students after Spring 2025 and the program will be discontinued Fall 2027.** If you have any questions, please contact the department (see contact box).

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | July 15 |
| Spring Deadline | December 15 |
| Summer Deadline | April 15 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

### APPLY TO THE GRADUATE SCHOOL

Apply to the Graduate School online and select the "Applied Biotechnology MS" program. This is the online-only degree program, see "Biotechnology, MS" program for the face-to-face degree.

### ADMISSIONS CRITERIA AND PREREQUISITE COURSEWORK

- Bachelor's degree from an accredited university with a minimum grade point average of 3.0.
- Prerequisite coursework: **two semesters college-level lab coursework in biological sciences and/or chemistry, all of which must have a lab component.**
  - To satisfy the prerequisite you must have completed either two semesters of biological sciences, two semesters of chemistry, or one semester each of biological sciences and chemistry.
- Professional resume or CV
- Unofficial transcripts.
  - Upon acceptance, official transcripts will be required by the Graduate School.
- Two letters of recommendation
- A one- or two-page statement of purpose that is specific to the MS in Applied Biotechnology online degree (uploaded via the Graduate School online application) that provides the following:
  - Summary of your professional and academic background
  - Concise description of your short- and long-term professional goals
  - Clear explanation of how the online MS in Applied Biotechnology degree will help you meet your goals.

### ADDITIONAL GRADUATE SCHOOL RESOURCES

- Graduate School Admission Frequently Asked Questions (https://grad.wisc.edu/apply/#FAQ)

- Graduate School Admission Requirements (https://grad.wisc.edu/admissions/requirements/)

If you have any questions about how to apply or about the status of your application, refer to the contact information box.

## APPLICATION DEADLINE

Applications are accepted year-round for the online MS in Applied Biotechnology Program. Students can begin in fall, spring or summer term. To guarantee consideration for a particular term, applications should be completed by the admissions deadlines listed above.

## ONLINE VERSUS FACE TO FACE

The "Applied Biotechnology MS" program is a fully online program. The "Biotechnology MS (p. 1462)" program is face to face. Not sure which Biotechnology program works best for you? Contact the program for more information.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

The MS in Applied Biotechnology Program does not offer any scholarships or financial aid.

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

However, students may contact the Office of Student Financial Aid (https://financialaid.wisc.edu/) to discuss federal loan programs and other lending opportunities.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 31 credits |
| Minimum Residence Credit | 31 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | n/a |
| Language Requirements | n/a |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **The following core courses are required:** | | |
| ABT 700 | Principles of Biotechnology | 3 |
| ABT 705 | Ethics, Safety, and Regulatory Environments in Biotechnology | 3 |
| ABT 710 | Professional and Technical Communication in Biotechnology | 3 |
| ABT 715 | Techniques in Biotechnology | 3 |
| ABT 720 | Experimental Design and Analysis in Biotechnology | 3 |
| ABT 725 | Leadership in Organizations | 3 |
| ABT 789 | Pre-Capstone | 1 |
| ABT 790 | Capstone | 3 |

| | | |
|---|---|---|
| **Select a minimum of three classes from one or more of the following elective areas:** | | **9** |
| *Area 1: Quality Control and Validation* | | |
| ABT 735 | Quality Control and Validation | |
| ABT 740 | Regulatory Practice and Compliance | |
| ABT 745 | Industrial Applications in Regulatory Affairs | |
| *Area 2: Business and Management* | | |
| ABT 750 | Biotechnology Marketing and Entrepreneurship | |
| ABT 755 | Global Operations and Supply Chain Management | |
| ABT 760 | Quality and Project Management | |
| *Area 3: Research and Development* | | |
| ABT 765 | Assessing Innovation in Biotechnology | |
| ABT 770 | Product Development | |
| ABT 775 | Tools for Data Analysis | |
| **Total Credits** | | **31** |

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No prior coursework from other institutions may be applied toward program requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No prior coursework from another institution or the UW–Madison undergraduate career may be applied toward program requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No prior coursework from the UW-Madison Professional student career may be applied toward program requirements.

### Credits Earned as a University Special Student at UW–Madison

No prior coursework from the UW-Madison University Special student career may be applied toward program requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

Students will be advised by MS in Applied Biotechnology Program staff.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain

about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and

the person or persons toward whom the grievance is directed.

d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.

e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.

7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate professional and scientific communication appropriate for biotechnology settings
2. Demonstrate comprehensive understanding of organizational processes and product development pipelines
3. Distinguish among diverse methods and technologies and their applications in biotechnology
4. Demonstrate strategic leadership and decision-making skills necessary in biotechnology
5. Appraise the current regulatory, quality control, and legal frameworks that impact biotechnology
6. Demonstrate professional and ethical behaviors that foster positive and productive interactions in diverse biotechnology settings

# BIOTECHNOLOGY, MS

The Master of Science (MS) in Biotechnology is designed for working professionals and provides students with an overarching view of modern biotechnology operations, addressing fundamental scientific and legal matters, innovative technologies, and complex business issues. Students thrive in a face-to-face environment rich in academic and industrial collaboration, leaving the program prepared to assume leadership roles in the biotechnology industry. Practical and results-oriented, this program provides the foundation necessary for succeeding and advancing in one of the fastest growing and most complex industries in the world. Top-rated UW–Madison faculty and talented business partners in Wisconsin combine their expertise to provide hands-on, problem-solving experiences while offering flexible schedules for students, including convenient weekend and evening courses.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLY TO THE GRADUATE SCHOOL

Applications are submitted online only; paper copy applications are not available. Apply to the Graduate School online and select the "Biotechnology MS" program option:

### The Graduate School's Online Application (https://apply.grad.wisc.edu/)

The online application and application fee must be submitted electronically to the Graduate School before your application can be considered for admission.

The following materials must be uploaded to your Graduate School online application:

- Your professional resume
- Unofficial transcript(s) for your undergraduate degree institution(s) and unofficial transcripts from any post-undergraduate degrees (if applicable)

- Three letters of recommendation (initiated and processed online via the Graduate School online application)
- A one- or two-page Statement of Purpose (uploaded via the Graduate School online application) that provides the following:
  - A brief summary of your professional and academic background, a clear explanation of your short- and long-term professional goals, and a clear explanation of how the MS in Biotechnology degree will help you meet your career goals. (Please be specific to the MS in Biotechnology degree and its curriculum.)

### Additional Graduate School Resources

- Graduate School Admission Frequently Asked Questions (https://grad.wisc.edu/apply/#FAQ)
- Graduate School Admission Requirements (https://grad.wisc.edu/apply/requirements/)

If you have any questions about applying to the MS in Biotechnology Program (https://www.ms-biotech.wisc.edu) or about the status of your application, refer to the contact information box.

## APPLICATION DEADLINE

The program will review applications for fall semester until the cohort is full. Students will have the best opportunity for acceptance if they apply on or before May 1st. Strong and extremely well qualified domestic applicants should contact the program directly if applying as late as June or July. **The deadline for all international applicants is May 1st**. There is no admission for spring or summer terms.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

**The MS in Biotechnology Program does not offer any scholarships, direct funding, or financial aid.** Application fee waivers are not available.

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

However, students may contact the Office of Student Financial Aid (https://financialaid.wisc.edu/) to discuss federal loan programs and other lending opportunities.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 100% of credits applied toward the graduate degree credit requirement must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None. |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Year 1, Fall Semester** | | |
| BIOMDSCI 800 | Intellectual Property, Patents and Licensing | 2 |
| BIOMDSCI 801 | Biotechnology Regulation and Ethics | 2 |

| | | |
|---|---|---|
| BIOMDSCI 802 | Business of Biotechnology: Business Fundamentals | 2 |
| BIOMDSCI 803 | Molecular Technologies I: Diagnostic Testing | 2 |
| **Year 1, Spring Semester** | | |
| BIOMDSCI 810 | Biotechnology Operations | 4 |
| BIOMDSCI 812 | Project Management and Leadership | 2 |
| BIOMDSCI 813 | Molecular Technologies II: Biomanufacturing | 2 |
| **Year 2, Fall Semester** | | |
| BIOMDSCI 820 | Early Drug Discovery | 4 |
| BIOMDSCI 822 | Business of Biotechnology: Commercialization Pathways | 2 |
| BIOMDSCI 823 | Molecular Technologies III: Assay Development | 2 |
| **Year 2, Spring Semester** | | |
| BIOMDSCI 830 | Professional Development and Effective Management | 1 |
| BIOMDSCI 831 | Advanced Biotechnology: Global Perspectives | 3 |
| BIOMDSCI 832 | Business of Biotechnology: Corporate Strategy | 3 |
| BIOMDSCI 834 | Biotechnology Capstone | 1 |
| **Total Credits** | | **32** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No prior coursework from other institutions may be applied toward program requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No prior coursework from an undergraduate career may be applied toward program requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No prior coursework taken as a Professional student may be applied toward program requirements.

### Credits Earned as a University Special student at UW–Madison

No prior coursework taken as a UW–Madison University Special student may be applied toward program requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)

- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.

c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.

7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

The MS in Biotechnology Program does not offer any financial aid, and graduate students are not permitted to accept any research, project, or teaching assistantship positions that would waive tuition. Students with two or more years work experience after receiving their bachelor's degree are preferred for admission.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Integrate core scientific, business, and legal principles to assess new biological discoveries and their potential development into commercial products for diverse biotechnology industries and applications.
2. Utilize science, policy, law, and business tenets to lead the development and commercialization of new and promising technologies.
3. Compare how regulations are developed and how they interact with science, business, and finance to influence the formation and growth of technology companies.
4. Implement the technical, sociological, and leadership skills necessary to successfully direct projects on a global scale.
5. Develop effective oral and written communication skills appropriate for the audience.
6. Evaluate modern biotechnology technologies through hands-on participation in the laboratory.
7. Research modern biotechnology technologies using peer-reviewed journals, databases, and global regulatory agency and legal documents.

# ENDOCRINOLOGY-REPRODUCTIVE PHYSIOLOGY, DOCTORAL MINOR

The Endocrinology - Reproductive Physiology (ERP) program at UW–Madison is an interdisciplinary endocrine program with a longstanding focus on reproduction. An ERP PhD minor provides students with a strong didactic foundation in endocrinology and reproductive physiology. It is appropriate for bioscience and health science graduate students with relevant interests. In addition to formal coursework, the ERP PhD minor requires 2 semesters of weekly ERP Seminar, which gives students the opportunity to cultivate presentation skills and get exposure to research by peers, faculty, and visiting scholars.

For more information about the ERP minor, refer to the graduate program manager (contact information appears in the sidebar.)

If you are interested in obtaining a distributed minor, you can work with your major department to confirm that the ERP courses you take will count.

## ADMISSIONS

# ADMISSIONS

Students interested in learning if the doctoral minor aligns with their research and career goals may contact the program coordinator. A doctoral minor must be completed before a student advances to dissertator status. Students should plan accordingly.

To apply, students must submit the doctoral minor form (https://erp.wiscweb.wisc.edu/wp-content/uploads/sites/407/2017/12/ERP-Minor_2017.doc) (support from the program advisor and proposed doctoral minor advisor is required.) There are no deadlines to submit the doctoral minor form.

Based on the information submitted, program directors will determine if an Endocrinology Reproductive Physiology doctoral minor is appropriate and feasible.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on

Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## FUNDING

# FUNDING

The Endocrinology - Reproductive Physiology (ERP) program does not provide specific funding for the ERP doctoral minor.

## REQUIREMENTS

# REQUIREMENTS

| Code | Title | Credits |
|---|---|---|
| **Students must complete the following courses.** | | **5** |
| OBS&GYN 710 | Reproductive Endocrine Physiology | |
| AN SCI/ OBS&GYN/ ZOOLOGY 954 | Seminar in Endocrinology-Reproductive Physiology (2 semesters, one presentation required) | |
| **Select two courses from the following (2 credits each):** | | **4** |
| OBS&GYN 711 | Advanced Reproductive Endocrine Physiology | |
| OBS&GYN 712 | Critical Thinking in Reproductive Endocrine Physiology | |
| MEDICINE 720 | Endocrinology and Metabolism | |
| **Additional coursework selected in consultation with minor advisor** | | **1** |
| **Total Credits** | | **10** |

### ENDOCRINOLOGY - REPRODUCTIVE PHYSIOLOGY ANNUAL SYMPOSIUM

- Required to attend annually
- Required to submit an abstract for a poster / oral presentation each year until degree completion

# ENDOCRINOLOGY-REPRODUCTIVE PHYSIOLOGY, MS

The Endocrinology - Reproductive Physiology MS program is quite small, admitting an average of 1 new student each year. Prior to enrollment, prospective MS students must take the initiative to forge a relationship with an Endocrinology - Reproductive Physiology (ERP) faculty mentor who agrees to fund their training. The ERP MS program is research-based, and requires a thesis defense. Typical time to graduation for ERP MS students is 2-3 years.

The Endocrinology - Reproductive Physiology program at UW–Madison is an interdisciplinary endocrine program with a longstanding focus on reproduction. Our faculty's research spans from disordered metabolism (such as hypertension, obesity and diabetes) to reproductive biology (such as sexual differentiation, fetal programming, pregnancy complications, and cancers of the reproductive tract.) We use a variety of multidisciplinary approaches in our research, from stem cells and cellular/molecular biology, to comparative physiology, to translational work in humans. We are able to provide such diversity in research opportunities thanks to the varied backgrounds of more than 50 faculty trainers, drawn from 15 departments across 5 schools and colleges.

In addition to exceptional research training, ERP prioritizes career development and mentoring, and provides robust support services to promote our students' success.

ERP implements a holistic approach to admissions. Both quantitative and qualitative measures are used to assess each applicant's unique attributes and potential to thrive in our graduate program. We recognize that quantitative measures of achievement alone do not predict success in graduate school.

The ERP MS program offers:

- A strong didactic foundation in endocrinology and reproductive physiology
- Cutting-edge research training by faculty in a variety of departments and research areas
- Weekly ERP Seminar and Annual ERP Research Symposia to cultivate presentation skills and expose students to research by peers, faculty, and visiting scholars
- Guaranteed funding through assistantships for the duration of training, given satisfactory progress, including:
  - Competitive stipend
  - Tuition remission
  - Generous health benefits (the same as faculty and staff)
- A vibrant and engaged community of fellow students
- Attentive and attuned program leadership invested in students' scholarly development, professional development, and overall well-being

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission to the program is competitive. Potential applicants will have a major in the biological sciences or other relevant field, a minimum undergraduate GPA of 3.0/4.0, and appropriate preparatory courses in physiology, chemistry, biochemistry, biology, physics, calculus, statistics, organic chemistry, and/or genetics. Prior laboratory research experience is strongly recommended.

The application process includes the completion and submission of the online Graduate School application, payment of the application fee, submission of a personal statement for graduate study, receipt of English proficiency test scores (if applicable), receipt of three letters of recommendation, an unofficial transcript, and a current curriculum vitae.

Completed applications for entry are reviewed by a panel of faculty. Applicants who pass this first step will be invited for a campus visit to interview with faculty and learn more about the program.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Prior to enrollment, prospective MS students must take the initiative to forge a relationship with an Endocrinology - Reproductive Physiology (ERP) faculty mentor who agrees to fund their training. Once admitted, all ERP students are guaranteed funding provided they make satisfactory progress. Funding support includes a competitive stipend, full tuition remission, and generous health benefits.

Students are typically funded through research assistant appointments. Eligible students may also be funded through individual fellowships or training grants. While teaching is not an ERP requirement, some students become teaching assistants.

ERP students are encouraged to apply for external fellowships, travel awards and scholarships, with the support of their advisors. The process of applying for competitive awards is an invaluable learning experience and an accomplishment in itself, regardless of whether the application is successful.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Contact the program for information on required assessments and examinations. |
| Language Requirements | Contact the program for information on any language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Biostatistics** | | |
| Complete one of the following: | | 3-4 |
| AN SCI 865 | Design and Analysis of Biological Studies | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| STAT/B M I 541 | Introduction to Biostatistics | |
| **Endocrinology Series** | | |
| OBS&GYN 710 | Reproductive Endocrine Physiology | 3 |
| MEDICINE 720 | Endocrinology and Metabolism | 3 |
| **Professional Development** | | |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students | 2 |
| **Program Seminar** | | |
| Students are required to enroll in this seminar each fall and spring semester. | | 4 |
| OBS&GYN/ AN SCI/ ZOOLOGY 954 | Seminar in Endocrinology-Reproductive Physiology | |
| **Required Elective** | | |
| Complete one of the following: | | 2-3 |
| M&ENVTOX 801 | Scientific Communication in Molecular & Environmental Toxicology | |
| OBS&GYN 711 | Advanced Reproductive Endocrine Physiology | |
| OBS&GYN 712 | Critical Thinking in Reproductive Endocrine Physiology | |
| OBS&GYN 800 | Concepts in Endocrinology and Reproductive Physiology | |
| AN SCI 875 | Special Topics | |
| **Additional Electives** | | |
| Electives are chosen in consultation with advisor and with committee approval. | | 0-3 |
| **Research Credits** | | |
| Students must take a minimum of 10 research credits every semester until they meet a minimum of 30 credits. Credits will vary. | | 10 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, prior graduate coursework may satisfy requirements. Consult with the graduate program manager and director to determine if prior graduate coursework is relevant and can fulfill requirements. Students may transfer up to 7 credits. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

Students may satisfy course content requirements beyond the 7 credit transfer maximum with prior graduate coursework, but additional credits do not transfer. Such course substitutions must be discussed with the program director. Students must still fulfill the Graduate School's minimum credit requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Occasionally, with program approval, students may satisfy course requirements with prior undergraduate coursework from UW-Madison or other institutions, but the associated credits do not transfer. Consult with the graduate program manager and director to determine if prior undergraduate coursework is relevant and can fulfill requirements. Undergraduate coursework completed ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

Such course substitutions must be discussed with the program director. Students must still fulfill the Graduate School's minimum credit requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Occasionally, with program approval, students may satisfy course requirements with prior undergraduate coursework as a UW-Madison Special student. Consult with the graduate program manager and director to determine if prior coursework is relevant and can fulfill requirements. Students may transfer up to 7 total credits from graduate coursework earned as a Special student. Undergraduate courses taken as a Special student may satisfy course requirements, but the associated credits do not transfer. Credits earned ten or more years prior to a doctoral degree are not allowed to satisfy requirements.

Such course substitutions must be discussed with the program director. Students must still fulfill the Graduate School's minimum credit requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the

date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.

5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

Most Endocrinology - Reproductive Physiology students are 100% funded through research assistantships and/or fellowships, which include tuition, health insurance, and a monthly stipend.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop disciplinary knowledge (i.e., endocrinology, reproductive physiology, biochemical principles)
2. Critically assess research in discipline
3. Clearly articulate research findings
4. Develop responsible and ethical research practices
5. Develop confidence, independence, and identity as a researcher

# ENDOCRINOLOGY-REPRODUCTIVE PHYSIOLOGY, PHD

The Endocrinology-Reproductive Physiology, PhD program is a member of the **Interdisciplinary Biological and Health Sciences Consortium (IBHSC)**. The consortium fosters a collaborative environment for research and study in the biological and health sciences. Click here for more information on the IBHSC. (https://www.med.wisc.edu/education/graduate-programs/biological-health-sciences-consortium/)

The Endocrinology-Reproductive Physiology program at UW–Madison is an interdisciplinary endocrine program with a longstanding focus on reproduction. Our faculty's research spans from disordered metabolism (such as hypertension, obesity and diabetes) to reproductive biology (such as sexual differentiation, fetal programming, pregnancy complications, and cancers of the reproductive tract.) We use a variety of multidisciplinary approaches in our research, from stem cells and cellular/molecular biology, to comparative physiology, to translational work in humans. We are able to provide such diversity in research opportunities thanks to the varied backgrounds of more than 50 faculty trainers, drawn from 15 departments across 5 schools and colleges.

In addition to exceptional research training, ERP prioritizes career development and mentoring, and provides robust support services to promote our students' success.

ERP implements a holistic approach to admissions. Both quantitative and qualitative measures are used to assess each applicant's unique attributes and potential to thrive in our graduate program. We recognize that quantitative measures of achievement alone do not predict success in graduate school.

The ERP PhD program offers:

- A strong didactic foundation in endocrinology and reproductive physiology
- Cutting-edge research training by faculty in a variety of departments and research areas
- Weekly ERP Seminar and Annual ERP Research Symposia to cultivate presentation skills and expose students to research by peers, faculty, and visiting scholars
- Guaranteed funding through assistantships for the duration of training, given satisfactory progress, including:
  - Competitive stipend
  - Tuition remission
  - Generous health benefits (the same as faculty and staff)
- A vibrant and engaged community of fellow students
- Attentive and attuned program leadership invested in students' scholarly development, professional development, and overall well-being

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission to the program is competitive. Potential applicants will have a major in the biological sciences or other relevant field, a minimum undergraduate GPA of 3.0/4.0, and appropriate preparatory courses in physiology, chemistry, biochemistry, biology, physics, calculus, statistics, organic chemistry, and/or genetics. Prior laboratory research experience is strongly recommended.

The application process includes the completion and submission of the online Graduate School application, payment of the application fee, submission of a personal statement for graduate study, receipt of English proficiency test scores (if applicable), receipt of three letters of recommendation, unofficial transcripts, and a current curriculum vitae.

Completed applications for entry are reviewed by a panel of faculty. Applicants who pass this first step will be invited to a campus visit to interview with faculty and learn more about the program.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

All Endocrinology - Reproductive Physiology (ERP) students are guaranteed funding provided they make satisfactory progress. Funding support includes a competitive stipend, full tuition remission, and generous health benefits.

Students are typically funded through research assistant appointments. Eligible students may also be funded through individual fellowships or training grants. While teaching is not an ERP requirement, some students become teaching assistants.

ERP students are encouraged to apply for external fellowships, travel awards and scholarships, with the support of their advisors. An ideal time to apply for external support is within six months of the preliminary exam. The process of applying for competitive awards is an invaluable learning experience and an accomplishment in itself, regardless of whether the application is successful.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Graduate School Breadth Requirement | Doctoral students are not required to complete a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Biostatistics** | | |
| Complete one of the following: | | 3-4 |
| AN SCI 865 | Design and Analysis of Biological Studies | |
| STAT/B M I 541 | Introduction to Biostatistics | |
| STAT/ F&W ECOL 571 | Statistical Methods for Bioscience I | |
| **Endocrinology Series** | | |
| OBS&GYN 710 | Reproductive Endocrine Physiology | 3 |
| OBS&GYN 800 | Concepts in Endocrinology and Reproductive Physiology | 3 |
| MEDICINE 720 | Endocrinology and Metabolism | 3 |
| **Professional Development** | | |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students | 2 |
| OBS&GYN 956 | Advanced Responsible Conduct of Research for Biomedical Students | 1 |
| **Program Seminar** | | |
| Students are required to enroll in this seminar each fall and spring semester. | | 8 |
| OBS&GYN/ AN SCI/ ZOOLOGY 954 | Seminar in Endocrinology-Reproductive Physiology | |
| **Required Elective** | | |
| Complete one of the following: | | 2-3 |
| M&ENVTOX 801 | Scientific Communication in Molecular & Environmental Toxicology | |
| OBS&GYN 711 | Advanced Reproductive Endocrine Physiology | |
| OBS&GYN 712 | Critical Thinking in Reproductive Endocrine Physiology | |
| AN SCI 875 | Special Topics | |
| **Additional Electives** | | |
| Electives are chosen in consultation with advisor and with committee approval. | | 0-6 |
| **Research Credits** | | |
| Students must take research credits every semester until they satisfy the minimum credit requirement. Credits will vary. | | 20-25 |
| **Total Credits** | | **51** |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, prior graduate coursework may satisfy requirements. Consult with the graduate program manager and director to determine if prior graduate coursework is relevant and can fulfill requirements. Students may transfer up to 7 credits. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

Students may satisfy course content requirements beyond the 7 credit transfer maximum with prior graduate coursework, but additional credits do not transfer. Such course substitutions must be discussed with the program director. Students must still fulfill the Graduate School's minimum credit requirements.

### Undergraduate Credits Earned at other Institutions or UW-Madison

Occasionally, with program approval, students may satisfy course requirements with prior undergraduate coursework from UW-Madison or other institutions, but the associated credits do not transfer. Consult with the graduate program manager and director to determine if prior undergraduate coursework is relevant and can fulfill requirements. Undergraduate coursework completed ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

Such course substitutions must be discussed with the program director. Students must still fulfill the Graduate School's minimum credit requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW-Madison

Occasionally, with program approval, students may satisfy course requirements with prior coursework as a UW-Madison University Special student. Consult with the graduate program manager and director to determine if prior undergraduate coursework is relevant and can fulfill requirements. Students may transfer up to 7 total credits from graduate coursework earned as a Special student. Undergraduate courses taken as a University Special student may satisfy course requirements, but the associated credits do not transfer. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

Such course substitutions must be discussed with the program director. Students must still fulfill the Graduate School's minimum credit requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)

- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

### Requirements for Programs

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

### Procedures

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.

b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.

7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

### OTHER

Most Endocrinology - Reproductive Physiology students are 100% funded through research assistantships and/or fellowships, which include tuition, health insurance, and a monthly stipend.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop disciplinary knowledge (i.e., endocrinology, reproductive physiology, biochemical principles)
2. Critically assess research in discipline
3. Clearly articulate research findings
4. Develop responsible and ethical research practices
5. Develop confidence, independence, and identity as a researcher

# GLOBAL HEALTH ONLINE, GRADUATE/PROFESSIONAL CERTIFICATE

The complex, existential problems challenging today's world — emerging infectious diseases and pandemics, food insecurity and starvation, climate change impacts on health, antimicrobial resistance, fundamental inequities in access to nutrition and healthcare — transcend national boundaries and require expertise and perspectives from across the biomedical, social, and physical sciences to achieve creative solutions. The UW–Madison Certificate in Global Health Online provides students with the knowledge and skills to address health challenges and disparities around the world. The largely asynchronous, online format provides maximum flexibility for students to complete the certificate effectively within the context of primary degree, work and/or family responsibilities.

## ADMISSIONS

# ADMISSIONS

As a graduate/professional certificate program, this certificate is intended for degree-seeking graduate and professional students who would like to add the certificate to their primary course of study.

The Certificate in Global Health Online accepts applications year-round.

- Applications are accepted through July 15 for fall.
- Applications are accepted through December 1 for spring.

In addition to the Certificate in Global Health Online application form (https://ogh.med.wisc.edu/graduate-professional-capstone-certificates-in-global-health-online/application-page-for-graduate-professional-certificate-in-global-health-online/), program applicants are required to submit a current resume and transcripts (unofficial accepted) from all post-secondary schools attended. Applicants who are currently enrolled in or have been accepted to a UW–Madison health sciences or graduate studies program may request to have copies of their transcripts sent from their program administrator to the School of Medicine and Public Health (SMPH) Office of Global Health.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying.

All **Professional students** (primarily health sciences students) will receive a declaration form upon admission to the program which will need to be signed by their dean/advisor and returned to the SMPH Office of Global Health.

Students who already have an undergraduate degree with a major in Global Health from UW-Madison are encouraged to contact the SMPH Office of Global Health to discuss options for advanced study. Please do not apply for the graduate/professional certificate.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students currently enrolled in a full-time graduate/professional degree program at UW–Madison do not pay additional tuition for the certificate online coursework. However, responsibility for funding the global health field experience lies with the student. Depending on the site, nature, and duration of the experience, costs could range from $2,000 to $5,000, including program fees, travel, and in-country living expenses. In some cases, students may be permitted to increase their student financial aid package to help pay these expenses. For students participating in the faculty-led field courses, scholarships are available through the International Academic Programs (IAP)/Study Abroad office that manages these programs. Additionally, primary degree programs and/or student organizations may also have funds available to help support field experience costs.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

Students must complete at least 11 credits, while in residence, and earn a minimum 3.0 GPA in required certificate coursework. Completed courses listed within the certificate curriculum, whether or not they meet a specific requirement, are included in the calculation of the GPA. Courses in which a student elects the pass/fail option do not satisfy requirements.

| Code | Title | Credits |
|---|---|---|
| **Core Course Requirements** | | |
| Students must complete the following courses. | | |
| PUBLHLTH 710 | Introduction to Global Health: History, Current Issues, and Health Statistics | 2 |
| PUBLHLTH 711 | Global Public Health and Healthcare Systems: Organizations, Governance, Financing, and Workforce | 2 |
| PUBLHLTH 712 | Global Health: Infectious Diseases, One Health, and Prevention Strategies | 2 |
| PUBLHLTH 713 | Global Health: Non-communicable Diseases, Poverty, Environmental Health, and Food Security | 2 |
| PUBLHLTH 714 | Global Health Field Work Fundamentals: Engagement, Ethics, Policy, and Methods | 2 |
| **Global Health Field Experience** | | |
| Students must complete one of the following courses. | | 1 |
| PUBLHLTH 716 | Study Abroad Global Health Field Experience | |
| or Independent Study | | |
| **Total Credits** | | **11** |

### Independent Study

For independent study field experiences, certificate students must prepare a proposal, to be reviewed and approved by their advisor and the Certificate Program Director, which describes project goals and objectives and outlines a tentative schedule of activities. Students must register for independent study credit in an appropriate school or department (a 699 course number in most health sciences and graduate departments). All students completing independent field experiences are required by the School of Medicine and Public Health (SMPH) to execute an affiliation agreement between the field site organization and the SMPH/University of Wisconsin–Madison. Upon completion of the independent field experience, all students must submit to the Certificate program office:

- A summary of reflections on the field course/experience. (This may take the form of a journal kept throughout the field course/experience, or if a journal was not kept, a template will be provided.);
- An instructor evaluation of the student;
- A reference-cited, academic paper/project report; and
- A site evaluation.

### Details on the Global Health Field Experience

A global health field experience/course is an academic credit-based learning experience in a setting relevant to global health. Field experiences/courses are generally carried out during the summer (less commonly within the normal academic calendar if they do not interfere with class attendance or completion of requirements for registered coursework). Students must be in good academic standing to participate in a global health field experience. One week of on-site learning is equivalent to 1 credit. While field experience credits may range from 1-6, **only one field experience credit may be applied toward the certificate requirements**.

Students may elect to complete either:

1. a faculty-led interdisciplinary group field course administered by the UW–Madison Office of International Academic Programs (i.e., PUBLHLTH 716 Study Abroad Global Health Field Experience), or
2. an independent study field experience at the site of their choice, with approval of an academic advisor and the certificate faculty program director (see independent study description above). Field experiences usually take place in a country outside the United States, but may also be carried out in the United States, working with international/under-served populations or addressing health issues that have global implications. Students may also work with international agencies, such as the United Nations, the World Health Organization, Centers for Disease Control and Prevention, or nongovernmental organizations.

For PUBLHLTH 716 faculty-led group courses (Thailand, Ecuador, India), students are required to apply to participate in the field course through the campus-wide Office of International Academic Programs and complete a country-specific orientation program. Upon satisfactory completion of the field course, students will receive credit for PUBLHLTH 716.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Certificate in Global Health Online provides comprehensive student support and mentoring to maximize professional development for participating students. The programs coordinator will serve as the first line of student support for basic, procedural issues regarding the certificate program (e.g., access to the application portal, tracking of completed program requirements, monitoring of international travel requirements and paperwork, general questions). The faculty program director will serve as the primary advisor to students for issues regarding coursework as related to program requirements; global health content knowledge questions; advice, recommendations, and contacts for field projects; and, any student concerns regarding the program and academic/non-academic problems that may arise. All course faculty have extensive international field experience and will serve as equally important sources of information and personal contacts for students' field projects and mentoring for overall development of professional skills in global health. Additionally, they will share the role of advising students regarding academic issues specific to their own courses.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Exhibit the ability to describe and compare the health care systems in different areas of the world (such as: an understanding of pros and cons of systems, comparison to the U.S. system, and trends in the evolution of health care systems over time).
2. Demonstrate knowledge of the epidemiology of common global health concerns, both communicable and non-communicable (such as: differences between high/middle/low income countries and programs to mitigate the impacts of these health issues such as the Sustainable Development Goals).
3. Demonstrate the ability to integrate information from multiple perspectives into an assessment of a country/location's health status (such as: history, politics, culture, societal structure, economics, environmental sciences, health care system(s), health databases, disease epidemiology, human rights, human subjects protections).
4. Model ethical behavior in global health engagement (such as: appreciation of the bidirectional nature of learning and mutual benefits between stakeholders and learners, cultural humility and flexibility, recognition of the importance of program sustainability over time, openness to new information/ideas).
5. Demonstrate professionalism, effective communication, leadership, problem-solving, and collaboration across multiple health education disciplines and stakeholders in addressing a global health issue (including an understanding of One Health approaches).
6. Exhibit the ability for growth in one's approach to global health work through self-assessment and structured reflection (such as: personal biases and perspectives, views on equity and disparities, personal limitations).

# MOLECULAR AND CELLULAR PHARMACOLOGY, MS

The Molecular and Cellular Pharmacology (MCP) program, in cooperation with the Center for Training in Pharmacology and Drug Development (CTPDD), offers interdisciplinary graduate training in the field of molecular and cellular pharmacology. The primary emphasis is doctoral training in molecular biology, biochemistry, genetics, and cell biology with a focus on integrating these methodologies with modern pharmacology. Other related degree programs under the direction of program faculty are cellular and molecular biology, environmental toxicology, neuroscience, biomolecular chemistry, and genetics.

Pharmacology is the knowledge of the biochemical and physiological actions of drugs, which act on cellular signaling pathways. The molecular basis of cellular signaling and its control by various drugs is a major aspect of modern pharmacology and this aspect is emphasized in the Molecular and Cellular Pharmacology Training Program. The majority of signal transduction pathways still await discovery or at least a thorough molecular characterization. Members of our program employ the whole spectrum of modern biochemical, cell and molecular biological, physiological, and pharmacological methods in a basic research-oriented scientific environment to unravel the many unsolved mysteries underlying cellular regulation and signaling. Certain research initiatives have a translational component, with the goal of applying basic discoveries to developing new therapeutic modalities. Our program brings together an outstanding group of dedicated trainers with a focus on cellular signal transduction.

Graduates of the program will be well prepared for a career in basic biomedical sciences in academia, industry, and more. We provide a unique training experience for young scientists who want to elucidate basic principles of cellular signal pathways. Detailed knowledge of these pathways is the most important prerequisite for the discovery of new drugs and the treatment of diseases. The members of the Molecular and Cellular Pharmacology Training Program invite you to examine the educational and research opportunities described at this site and to consider joining this unique and exciting graduate program.

## ADMISSIONS

# ADMISSIONS

Students may not apply directly for the master's, and should instead see the admissions information for the PhD (https://guide.wisc.edu/graduate/medicine-public-health-school-wide/molecular-cellular-pharmacology-phd/#admissionstext).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate

student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Contact the program for information on required assessments and examinations. |
| Language Requirements | Contact the program for information on any language requirements. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| PHMCOL-M 781 | Molecular and Cellular Principles in Pharmacology | 4 |
| PHMCOL-M 739 | Rigor, Reproducibility and Becoming an Effective Researcher | 1 |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | 4 |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students | 2 |
| **Research & Seminar** | | **16** |
| PHMCOL-M 901 | Seminar and Journal Club [1] | |
| PHMCOL-M 990 | Research [2] | |
| **Electives** | | **3** |
| Students must take a graduate-level 3-credit course, as approved by their faculty advisor. | | |
| **Total Credits** | | **30** |

[1] Students are required to take 1 credit of seminar each fall and spring semester during enrollment as a graduate student in the program.

[2] Students must take research credits every semester until they meet a minimum of 30 credits. Credits will vary.

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

## MAJOR-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 7 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

#### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW–Madison undergraduate degree are allowed to count toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor and committee. The advisor serves a dual role: first, to assist the student in acquiring the highest level of knowledge and competence in the field that is possible; and second, to chair the committee that will determine whether the student has performed acceptably at each of his/ her degree milestones. The chair or co-chair of the committee must be Graduate Faculty from the student's program. Advisors may assist in tracking the student's progress toward degree completion, assisting with course selection and academic planning, and helping students identify possible research mentors, committee members, and opportunities.

Master's thesis committees must have at least three members; two must be Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

#### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

#### Requirements for Programs

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/

#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

All students in the Graduate Program in Molecular and Cellular Pharmacology receive competitive stipends to cover living expenses, tuition and fees from Graduate School Fellowships, NIH Training Grants, or research assistantships funded through the Graduate Program. Health insurance costs are partially covered by the university and provide the same coverage as for faculty and staff.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

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## PROGRAM RESOURCES

The MCP Program and UW–Madison offer a wealth of resources intended to enrich graduate student studies and enhance professional skills. It is expected that students will take full advantage of the resources that best fit their needs and support their career goals. Since MCP alumni thrive in academia, industry, corporate, government, and non-profit arenas, we strive to be holistic and innovative in our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, students will build the skills needed to succeed academically at UW–Madison and to thrive professionally in their chosen career. For the most updated information, please visit: MCP Program Professional Development (https://molpharm.wisc.edu/career-development/).

## LEARNING OUTCOMES

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1. Gain a broad understanding of the pharmacological principles that underlie all biological processes.
2. Become aware of the current limitations of the state of understanding of this discipline and the strategies that are required to advance the field of pharmacology.
3. Creates new approaches in research, scholarship, or performance that makes a substantive contribution.
4. Conduct independent research using a breadth of pharmacological processes.
5. Think critically to address research challenges using a broad range of the theories, research methods, and approaches to scientific inquiry.
6. Collaborate with investigators within the program, university, and beyond since current and future advances in pharmacological sciences demand interdisciplinary skills.
7. Fosters ethical and professional conduct in the sciences, including but not limited to: exposition of the scientific method; ethical design of experimental protocols; reproducibility in science; professional behavior in industrial, government, and academic settings; documentation of scientific results; communication to other scientists and the public; peer review; and confidentiality.
8. Communicates complex ideas in a clear and understandable manner.
9. Explore career development opportunities in industry, government, and academia to realize professional goals and paths.
10. Develop teaching and mentoring skills in both lecture and laboratory settings.

# MOLECULAR AND CELLULAR PHARMACOLOGY, PHD

The Molecular and Cellular Pharmacology, PhD program is a member of the **Interdisciplinary Biological and Health Sciences Consortium (IBHSC)**. The consortium fosters a collaborative environment for research and study in the biological and health sciences. Click here for more information on the IBHSC. (https://www.med.wisc.edu/education/graduate-programs/biological-health-sciences-consortium/)

The Molecular and Cellular Pharmacology (MCP) program, in cooperation with the Center for Training in Pharmacology and Drug Development (CTPDD), offers interdisciplinary graduate training in the field of molecular and cellular pharmacology. The primary emphasis is doctoral training in molecular biology, biochemistry, genetics, and cell biology with a focus on integrating these methodologies with modern pharmacology. Other related degree programs under the direction of program faculty are cellular and molecular biology, environmental toxicology, neuroscience, biomolecular chemistry, and genetics.

Pharmacology is the knowledge of the biochemical and physiological actions of drugs, which act on cellular signaling pathways. The molecular basis of cellular signaling and its control by various drugs is a major aspect of modern pharmacology and this aspect is emphasized in the Molecular and Cellular Pharmacology Training Program. The majority of signal transduction pathways still await discovery or at least a thorough molecular characterization. Members of our program employ the whole spectrum of modern biochemical, cell and molecular biological, physiological, and pharmacological methods in a basic research-oriented scientific environment to unravel the many unsolved mysteries underlying cellular regulation and signaling. Certain research initiatives have a translational component, with the goal of applying basic discoveries to developing new therapeutic modalities. Our program brings together an outstanding group of dedicated trainers with a focus on cellular signal transduction.

Graduates of the program will be well prepared for a career in basic biomedical sciences in academia, industry, and more. We provide a unique training experience for young scientists who want to elucidate basic principles of cellular signal pathways. Detailed knowledge of these pathways is the most important prerequisite for the discovery of new drugs and the treatment of diseases. The members of the Molecular and Cellular Pharmacology Training Program invite you to examine the educational and research opportunities described at this site, and to consider joining this unique and exciting graduate program.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |

| | |
|---|---|
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Graduate School sets minimum requirements for admissions (https://grad.wisc.edu/admissions/requirements/). Academic program admission requirements are often more rigorous than those set by the Graduate School.

Upload the following to the online application:

- **PDF transcripts.** Upload unofficial transcripts for all completed post-secondary coursework. Only electronic versions are accepted for initial screening; do not mail hard copies of transcripts. If recommended for admission, official transcripts will be requested.
- **Personal statement.** Your personal statement must detail your research interests and future career goals, why you chose to apply to the MCP program at UW-Madison, and previous research or research-related experience. Please address any inconsistencies or gaps in application materials, such as: low GPA during a specific semester, time off from school, career change, etc. You may include additional information about yourself regarding character, work ethic, etc.
- **CV or resume.** Your resume should highlight exemplary aspects of your background, including: educational training, honors and awards, authored publications, scientific presentations, and research or research-related experience (including name of PI and summary of work performed).
- **Three letters of recommendation.** Your letters should be written by people familiar with your research experience of academic background, such as research advisors or professors. More than three letters may be submitted. Do not submit copies of manuscripts: these are not circulated to the MCP admissions committee during the review process.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

### Annual Stipend and Benefits

All students receive competitive stipends to cover living expenses. The benefits package also includes tuition remission and a choice of comprehensive health insurance plans which include medical, dental, and vision at a minimal cost. It is the same coverage offered to faculty and staff.

### Training Grants

Many of our graduate students are supported by NIH training grants. Prospective students must be nominated by the MCP Admissions Committee or by faculty mentors to receive training grant support from the MCP NIH T32 GM141013. Opportunities may also be available during the first semester of study, and students are encouraged to contact the MCP program for assistance with the nomination process.

### Fellowships

Some students are supported by University fellowships administered by the University's Office of Fellowships at the Graduate School. Prospective students must be nominated by the program, and awardees are chosen by the UW Fellowships Committee. Other extramural funding sources include NIH, NSF, DOD, DOE, AHA, PhRMA, and more. Students can receive application assistance from the program and the university.

Prospective students should check the MCP Program website (https://molpharm.wisc.edu/funding-available-to-mcp-students/) for the most updated funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Graduate School Breadth Requirements | Doctoral students are not required to complete a doctoral minor or graduate/professional certificate, but may do so if they wish. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| PHMCOL-M 781 | Molecular and Cellular Principles in Pharmacology | 4 |
| PHMCOL-M 739 | Rigor, Reproducibility and Becoming an Effective Researcher | 1 |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | 4 |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students | 2 |
| **Research & Seminar** | | |
| Complete the following: | | 37 |
| PHMCOL-M 901 | Seminar and Journal Club [1] | |
| PHMCOL-M 990 | Research [2] | |
| **Electives** | | |
| Students must take a graduate-level 3-credit course, as approved by their faculty advisor. | | 3 |
| **Total Credits** | | **51** |

[1] Students are required to take 1 credit of seminar each fall and spring semester during enrollment as a graduate student in the program.

[2] Students must take research credits every semester until they meet a minimum of 51 credits. Credits will vary.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 7 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from another institution or UW–Madison undergraduate degree are allowed to count toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, students are allowed to transfer no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor and committee. The advisor serves a dual role: first, to assist the student in acquiring the highest level of knowledge and competence in the field that is possible; and second, to chair the committee that will determine whether the student has performed acceptably at each of his/her degree milestones. The chair or co-chair of the committee must be graduate faculty from the student's program. Advisors may assist in tracking the student's progress toward degree completion, assisting with course selection and academic planning, and helping students identify possible research mentors, committee members, and opportunities.

Minimum requirements for graduate committees are as follows:

- The chair or co-chair of the committee must be graduate faculty from the student's major program.
- The co-advisor/co-chair will be designated on dissertation documentation.
- Doctoral committees (PhD) must have at least four members, three of whom must be Molecular and Cellular Pharmacology graduate faculty or former graduate faculty up to one year after resignation or retirement. At least one of the members must be from outside of the student's major field.

- At least three committee members of all doctoral/final oral examination committees must be designated as readers.
- Doctoral degree recipients must acknowledge in the dissertation contributions received from other individuals, including co-authors of published work that appears in the document, such as in designing the research, executing the research, analyzing the data, interpreting the data/research, or writing, proofing, or copyediting the manuscript.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may by require to take another preliminary examination and to be admitted to candidacy a second time.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

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grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.

4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
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    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
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**Time Limits**

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LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Gain a broad understanding of the pharmacological principles that underlie all biological processes.
2. Become aware of the current limitations of the state of understanding of this discipline and the strategies that are required to advance the field of pharmacology.
3. Creates new approaches in research, scholarship, or performance that makes a substantive contribution.
4. Conduct independent research using a breadth of pharmacological processes.
5. Think critically to address research challenges using a broad range of the theories, research methods, and approaches to scientific inquiry.
6. Collaborate with investigators within the program, university, and beyond since current and future advances in pharmacological sciences demand interdisciplinary skills.
7. Fosters ethical and professional conduct in the sciences, including but not limited to: exposition of the scientific method; ethical design of experimental protocols; reproducibility in science; professional behavior in industrial, government, and academic settings; documentation of scientific results; communication to other scientists and the public; peer review; and confidentiality.
8. Communicates complex ideas in a clear and understandable manner.
9. Explore career development opportunities in industry, government, and academia to realize professional goals and paths.
10. Develop teaching and mentoring skills in both lecture and laboratory settings.

# MOLECULAR AND ENVIRONMENTAL TOXICOLOGY, DOCTORAL MINOR

ADMISSIONS

## ADMISSIONS

Doctoral minors are open to all students who are already members of a doctoral program. Students interested in a minor in Molecular and Environmental Toxicology are encouraged to contact the Graduate Program Manager.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log into MyUW, click on the Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

REQUIREMENTS

## REQUIREMENTS

Students in other fields who elect to minor in Molecular and Environmental Toxicology must satisfactorily complete a total of 10 credits in the program. Satisfactory completion of the minor requires a B average or better in the selected courses.

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| M&ENVTOX/ ONCOLOGY/ PHM SCI/PHMCOL-M/POP HLTH 625 | Toxicology I | 3 |
| M&ENVTOX/PATH/ PHM SCI/PHMCOL-M/POP HLTH 626 | Toxicology II | 3 |
| M&ENVTOX/ CIV ENGR/ SOIL SCI 631 | Toxicants in the Environment: Sources, Distribution, Fate, & Effects | 3 |
| M&ENVTOX 699 | Special Problems | 1-3 |
| M&ENVTOX 800 | Seminar | 1 |

### ADVISOR / COMMITTEE

For the doctoral minor, at least one member of the student's research advisory committee must be affiliated with the Molecular & Environmental Toxicology Program.

# MOLECULAR AND ENVIRONMENTAL TOXICOLOGY, MS

Molecular and environmental toxicology is a multidisciplinary subject that involves the study of mechanisms of action of environmental toxicants on humans and other organisms and the behavior of these toxicants in the environment. The UW–Madison Molecular and Environmental Toxicology Center's graduate program provides students with expert knowledge in at least one specialty plus a broad understanding of other specialties that contribute to the resolution of environmental toxicology problems. The center is sponsored by the School of Medicine and Public Health as well as the College of Agricultural and Life Sciences, the School of Veterinary Medicine, and the School of Pharmacy. The center links researchers in numerous academic departments who are working on problems in this area.

An interdisciplinary graduate program leading to the doctor of philosophy or a master of science in molecular and environmental toxicology is offered by the center under the direction of an executive committee composed of faculty affiliated with the center. The program offers two general approaches: mechanisms of pathobiology of chemically induced disease and environmental activities of chemicals. Each approach is subdivided into focal areas including metabolic and genetic toxicology, neurotoxicology, and immunotoxicology; and ecotoxicology, bioremediation, and distribution and assessment of environmental chemicals. All students participate in a core curriculum that addresses these various areas and that is supplemented by other advanced,

specialized courses. Students perform research under the guidance of one of the center's graduate faculty members.

Recipients of graduate degrees in molecular and environmental toxicology pursue careers in governmental agencies (policymaking, regulations, standard setting, or research), private industry (e.g., hazardous waste management, occupational safety, consumer affairs, research and development, or regulatory compliance), and the academic community (teaching and research). The center office maintains specific information concerning career placements.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

To qualify for graduate study in molecular and environmental toxicology, applicants normally have a bachelor's degree in a biological or physical science, with at least a 3.0 GPA (on a 4.0 scale).

## PREREQUISITES

The following courses should be completed before entrance to the program:

- four semesters of chemistry, including at least one of organic (depending on the planned direction within the program, a semester of either analytical chemistry or biochemistry is highly recommended);
- one semester of math-based physics (a second semester is highly recommended); and
- three semesters of biology, including coverage of introductory genetics.
- One or more semesters of calculus is highly recommended.

If applicants have not taken one semester of statistics, biometrics, or an equivalent course, and one semester of biochemistry equivalent to the UW-Madison BIOCHEM 501 Introduction to Biochemistry course, then these courses must be taken as part of the program and will fulfill elective credit requirements for the major. Applicants with a limited number of deficiencies may be admitted, but must eliminate these deficiencies early in their graduate study.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The Molecular & Environmental Toxicology Program does not guarantee funding for incoming or continuing masters students. Master's students may be eligible for research assistantships, teaching assistantships, advanced opportunity fellowships for minority or disadvantaged students, or other funding opportunities. Students are encouraged to contact individual professors in their areas of interest to determine whether support is available for working in that lab.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must receive either an A, AB, B, or S in their core courses (listed below) for them to satisfy program requirements. |
| Assessments and Examinations | Students on the non-thesis pathway will need to take more didactic credits to fulfill the 30 credit minimum requirement. The final examination for degree completion of the degree is a topic / literature review of toxicological relevance.<br><br>Students on the research / thesis pathway will be able to take 990 research credits to fulfill their 30 credit minimum requirement. The final examination for degree completion is the development of a masters thesis based on the research conducted. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Toxicology Core Curriculum** | | |
| M&ENVTOX/ONCOLOGY/PHM SCI/PHMCOL-M/POP HLTH 625 | Toxicology I | 3 |
| M&ENVTOX/PATH/PHM SCI/PHMCOL-M/POP HLTH 626 | Toxicology II | 3 |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students | 2 |
| CIV ENGR 704 | Environmental Chemical Kinetics | 3 |
| M&ENVTOX 801 | Scientific Communication in Molecular & Environmental Toxicology | 2 |
| **Seminar** | | |
| Students are expected to enroll in this course every semester: | | 2-4 |
| M&ENVTOX 800 | Seminar | |
| **Additional Credits** | | |
| Students select courses numbered 300 or above in consultation with their advisory committee. Students completing the research/thesis path must take M&ENVTOX 990. | | 13-15 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Occasionally, and with program approval, prior coursework may satisfy elective credit requirements. Students may satisfy up to 7 credits of electives with prior coursework, but credits do not usually transfer. Consult with the graduate program manager and director to determine if prior coursework is relevant and can fulfill elective requirements. Credits earned ten or more years prior to admission to a master's degree are not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Students may satisfy course requirements with prior coursework from UW-Madison, including POP HLTH/M&ENVTOX/ONCOLOGY/PHM SCI/PHMCOL-M 625 Toxicology I, POP HLTH/M&ENVTOX/PATH/PHM SCI/PHMCOL-M 626 Toxicology II , and SOIL SCI/CIV ENGR/M&ENVTOX 631 Toxicants in the Environment: Sources, Distribution, Fate, & Effects. Credits earned ten or more years prior to admission to a master's degree are not allowed to satisfy requirements. Prior undergraduate coursework from other institutions does not transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Students may satisfy course requirements with prior coursework as a University Special student, including M&ENVTOX/ONCOLOGY/PHM SCI/PHMCOL-M/POP HLTH 625 Toxicology I, M&ENVTOX/PATH/PHM SCI/PHMCOL-M/POP HLTH 626 Toxicology II, and SOIL SCI/CIV ENGR/M&ENVTOX 631 Toxicants in the Environment: Sources, Distribution, Fate, & Effects. Credits earned ten or more years prior to admission to a master's degree are not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance

shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.

5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## PROGRAM RESOURCES

Professional development goes beyond what students do in the classroom and at the bench. It includes an array of skills and knowledge that are not often taught yet are vitally important to furthering one's career.

All students are required to complete the AAAS Individual Development Plan (http://myidp.sciencecareers.org/) following their first semester to identify strengths in their background, as well as areas where further professional development are recommended. In addition, the program encourages students to make use of the Graduate School's DiscoverPD resource (https://my.grad.wisc.edu/DiscoverPD/). Finally, students are able to track progress through annual committee meetings, at which time students and advisors are asked to complete an evaluation of progress and have a frank discussion about areas for improvement.

The Molecular & Environmental Toxicology Program currently recommends that students complete three units (hours/activities) per semester from the professional development areas of:

- Discipline-Specific Conceptual Knowledge
- Research Skill Development
- Communication Skills
- Professionalism
- Leadership & Management Skills
- Responsible Conduct of Research (Ethics)

The program is developing a database of resources that will be available on the program website.

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a didactic knowledgeof both molecular toxicology and environmental toxicology.
2. Understand that science and research is based on trust– trust between scientists and colleagues, trust between scientists and policy makers, trust between scientists and advisory boards, and trust between scientists and society.
3. Verbally communicate their science and do#so in a clear manner for a variety of audiences.

# MOLECULAR AND ENVIRONMENTAL TOXICOLOGY, PHD

The Molecular and Environmental Toxicology, PhD program is a member of the **Interdisciplinary Biological and Health Sciences Consortium (IBHSC)**. The consortium fosters a collaborative environment for research and study in the biological and health sciences. Click here for more information on the IBHSC. (https://www.med.wisc.edu/education/graduate-programs/biological-health-sciences-consortium/)

Molecular and environmental toxicology is a multidisciplinary subject that involves the study of mechanisms of action of environmental toxicants on humans and other organisms and the behavior of these toxicants in the environment. The UW–Madison Molecular and Environmental Toxicology Center's graduate program provides students with expert knowledge in at least one specialty plus a broad understanding of other specialties that contribute to the resolution of environmental toxicology problems. The center is sponsored by the School of Medicine and Public Health as well as the College of Agricultural and Life Sciences, the School of Veterinary Medicine, and the School of Pharmacy. The center links researchers in numerous academic departments who are working on problems in this area.

An interdisciplinary graduate program leading to the doctor of philosophy or a master of science in molecular and environmental toxicology is offered by the center under the direction of an executive committee composed of faculty affiliated with the center. The program offers two general approaches: mechanisms of pathobiology of chemically induced disease and environmental activities of chemicals. Each approach is subdivided into focal areas including metabolic and genetic toxicology, neurotoxicology, and immunotoxicology; and ecotoxicology, bioremediation, and distribution and assessment of environmental chemicals. All students participate in a core curriculum that addresses these various areas and that is supplemented by other advanced, specialized courses. Students perform research under the guidance of one of the center's graduate faculty members.

Recipients of graduate degrees in molecular and environmental toxicology pursue careers in governmental agencies (policymaking, regulations, standard setting, or research), private industry (e.g., hazardous waste management, occupational safety, consumer affairs, research and development, or regulatory compliance), and the academic community (teaching and research). The center office maintains specific information concerning career placements.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Molecular & Environmental Toxicology Program's admission deadline is for consideration for matriculation in fall the following year (i.e., December 1, 2017 deadline for a fall 2018 matriculation).

To qualify for graduate study in Molecular and Environmental Toxicology, applicants normally have a bachelor's degree in a biological or physical science, with at least a 3.0 GPA (on a 4.0 scale).

## PREREQUISITES

The following courses should be completed before entrance to the program:

- four semesters of chemistry, including at least one of organic (depending on the planned direction within the program, a semester of either analytical chemistry or biochemistry is highly recommended);
- one semester of math-based physics (a second semester is highly recommended); and
- three semesters of biology, including coverage of introductory genetics.
- one or more semesters of calculus is highly recommended

If applicants have not taken one semester of statistics, biometrics, or an equivalent course, and one semester of biochemistry equivalent to the

UW–Madison BIOCHEM 501 Introduction to Biochemistry course, then these courses must be taken as part of the program and will fulfill elective credit requirements for the major.

Students with a limited number of deficiencies may be admitted, but must eliminate these deficiencies early in their graduate study. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Assuming sufficient progress to degree, financial aid is provided to all PhD students, usually in the form of grant-supported research assistantships, institutional fellowships, teaching assistantships, or advanced opportunity fellowships for minority or disadvantaged students. Students are encouraged to contact individual professors in their areas of interest to determine whether support is available for working in that lab. Students are funded by program dollars to do rotations during their first semester. After having settled on a lab, their research mentor will fund the student, either through research grants, program-available TA-ships, or other fellowships.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must receive either an A, AB, B, or S in their core courses (listed below) for them to count towards the program requirements. |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | None. |
| Graduate School Breadth Requirement | Doctoral students are not required to complete a minor or graduate/professional certificate, but may do so if they wish. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Toxicology Core Curriculum** | | |
| M&ENVTOX/ ONCOLOGY/ PHM SCI/PHMCOL-M/POP HLTH 625 | Toxicology I | 3 |
| M&ENVTOX/PATH/ PHM SCI/PHMCOL-M/POP HLTH 626 | Toxicology II | 3 |
| CIV ENGR 704 | Environmental Chemical Kinetics | 3 |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students | 2 |
| M&ENVTOX 801 | Scientific Communication in Molecular & Environmental Toxicology | 2 |

| | | |
|---|---|---|
| OBS&GYN 956 | Advanced Responsible Conduct of Research for Biomedical Students (following advancement to candidacy) | 1 |
| **Seminar** | | |
| Students are expected to enroll in this course every semester: | | 10-11 |
| M&ENVTOX 800 | Seminar | |
| **Electives** | | |
| Students complete 7 credits of courses numbered 300 or above in consultation with their advisory committee. | | 7 |
| **Research** | | |
| Students complete research credits to meet the minimum credit requirement. | | 20 |
| M&ENVTOX 990 | Research | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Occasionally, and with program approval, prior coursework may satisfy elective credit requirements. Students may satisfy up to 7 credits of electives with prior coursework, but credits do not usually transfer. Consult with the graduate program manager and director to determine if prior coursework is relevant and can fulfill elective requirements. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Students may satisfy course requirements with prior coursework from UW-Madison, including POP HLTH/M&ENVTOX/ONCOLOGY/PHM SCI/PHMCOL-M 625 Toxicology I, POP HLTH/M&ENVTOX/PATH/PHM SCI/PHMCOL-M 626 Toxicology II, and SOIL SCI/CIV ENGR/M&ENVTOX 631 Toxicants in the Environment: Sources, Distribution, Fate, & Effects. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements. Prior undergraduate coursework from other institutions does not transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW-Madison

Students may satisfy course requirements with prior coursework as a University Special student, including POP HLTH/M&ENVTOX/ONCOLOGY/PHM SCI/PHMCOL-M 625 Toxicology I, POP HLTH/M&ENVTOX/PATH/PHM SCI/PHMCOL-M 626 Toxicology II, and SOIL SCI/CIV ENGR/M&ENVTOX 631 Toxicants in the Environment: Sources, Distribution, Fate, & Effects. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies, except that at least one of the committee members needs to be outside of the advisor's department and at least one of the committee members needs to be outside of the Molecular & Environmental Toxicology Program (this member can be one and the same).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

### Requirements for Programs

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

### Procedures

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.

b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.

7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

Students are funded by program dollars to do rotations during their first semester. After having settled on a lab, their research mentor will fund the student, either through research grants, program-available teaching assistantships, or other fellowships.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

Professional development goes beyond what students do in the classroom and at the bench. It includes an array of skills and knowledge that are not often taught yet are vitally important to furthering one's career.

All students are required to complete the AAAS Individual Development Plan (http://myidp.sciencecareers.org/) following their first semester to identify strengths in their background, as well as areas where further professional development are recommended. In addition, the program encourages students to make use of the Graduate School's DiscoverPD resource (https://my.grad.wisc.edu/DiscoverPD/). Finally, students are able to track progress through annual committee meetings, at which time students and advisors are asked to complete an evaluation of progress and have a frank discussion about areas for improvement.

The Molecular & Environmental Toxicology Program currently recommends that students complete three units (hours/activities) per semester from the professional development areas of:

- Discipline-Specific Conceptual Knowledge
- Research Skill Development
- Communication Skills
- Professionalism
- Leadership & Management Skills
- Responsible Conduct of Research (Ethics)

The program is developing a database of resources that will be available on the program website.

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Teach science, engaging audiences and helping them to learn.
2. Demonstrate a didactic knowledge of both molecular toxicology and environmental toxicology.
3. Design future experiments and present them as a proposal, which contains background information, experimental processes, and account for any set-backs.
4. Write for a proper audience, revising and responding to reviewers as appropriate.
5. Verbally communicate their science and do-so in a clear manner for a variety of audiences.
6. Understand that science and research is based on trust - trust between scientists and colleagues, trust between scientists and policy makers, trust between scientists and advisory boards, and trust between scientists and society.

# NEUROSCIENCE, DOCTORAL MINOR

Neuroscience as a discipline is at a vital juncture. Groundbreaking advances such as mapping of the human genome, development of advanced molecular, genetic, and imaging technologies, and novel integrative approaches have expanded knowledge about the workings of the brain as never before. With this increased understanding, neuroscientists now envision significant treatments for numerous diseases, including neurodegenerative diseases, psychiatric illnesses, and developmental and emotional disorders. The doctoral minor in neuroscience is both interdepartmental and interdisciplinary. The course curriculum draws on expertise from faculty who are spread across over 22 departments on campus.

A doctoral minor in neuroscience will be of interest to doctoral students who are interested in augmenting the discipline to their research. The minor emphasizes the core sequence of cell and molecular neuroscience and systems neuroscience as well as a midlevel graduate course in one of the two areas: cell/molecular/developmental or systems/behavior.

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Once the requirements are complete, please return the completed PhD Minor in Neuroscience Form (https://ntp.wiscweb.wisc.edu/wp-content/uploads/sites/81/2017/03/PhD_Minor_Form.pdf) to the Neuroscience Training Program office for signature by the program director.

## REQUIREMENTS

# REQUIREMENTS

## GRADE REQUIREMENT

Students must earn a 3.0 grade point average (GPA) for all required courses to earn the doctoral minor.

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | 4 |
| NTP/NEURODPT/ PSYCH 611 | Systems Neuroscience | 4 |
| **Electives** | | |
| Students must select a mid-level course from the lists below. | | 1-3 |
| **Total Credits** | | **9** |

### Electives

#### Cellular/Molecular/Developmental Approved Mid-level Courses

| Code | Title | Credits |
|---|---|---|
| B M E/MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life | 3 |
| NEURODPT/ ZOOLOGY 765 | Developmental Neuroscience | 3 |
| NTP 675 | Special Topics (Molecular Mechanisms of Brain Damage) | 2 |
| NTP 675 | Special Topics (Reproductive Neuroendocrinology) | 1-3 |
| NEUROL 735 | Neurobiology of Disease | 2 |
| ZOOLOGY 604 | Computer-based Gene and Disease/Disorder Research Lab | 2 |

#### Systems/Behavioral/Computational Approved Mid-level Courses

| Code | Title | Credits |
|---|---|---|
| B M E 601 | Special Topics in Biomedical Engineering (Problem-Based Learning in Clinical Neuroengineering Seminar) | 2 |
| CS&D 850 | Hearing Science I: Basic Acoustics and Psychoacoustics | 3 |
| COMP SCI/B M I/ PSYCH 841 | Computational Cognitive Science | 3 |
| KINES 713 | Neural Basis of Normal and Pathological Movement | 3 |
| KINES 721 | Neural Basis for Movement | 3 |
| KINES 861 | Principles of Motor Control and Learning | 3 |
| MED PHYS 651 | Methods for Neuroimaging Research | 3 |
| NTP 677 | Basic Sleep Mechanisms and Sleep Disorders: from Neurobiology to Sleep Medicine | 3 |
| NTP 675 | Special Topics (Neuroethology) | 2 |
| NTP 675 | Special Topics (Brain Mapping in Health and Disease: Applications) | 3 |
| PSYCH 720 | Essentials of Cognitive Neuroscience | 3 |
| PSYCH 711 | Current Topics in Psychology (Cognitive Neuroscience of Attention and Memory) | 2-3 |
| PSYCH 711 | Current Topics in Psychology (Introduction to Neural Network Modeling of Cognition) | 2-3 |
| PSYCH 733 | Perceptual and Cognitive Sciences (Perceptual Systems Analysis) [1] | 2 |
| PSYCH 733 | Perceptual and Cognitive Sciences (Cognitive Neuroscience of Reading and Dyslexia) [1] | 2 |
| PSYCH 733 | Perceptual and Cognitive Sciences (Knotty Problems in Psycholinguistics) [1] | 2 |
| PSYCH 918 | Seminar-General Psychology (Visual Perception) | 1-3 |
| PSYCH 954 | Seminar-Physiological Psychology (Neuropharmacology) | 3 |

[1] Two PSYCH 733 courses (8 weeks each) must be taken to meet the midlevel systems requirement.

# NEUROSCIENCE, MS

The Neuroscience Training Program (NTP) was established in 1971. Currently, it comprises more than 80 faculty members whose research interests range from molecular neurobiology to integrative systems. The program is designed to prepare students for careers in research and teaching. On average the number of students in the program is approximately 55. The program is best suited for students who are independent and wish to take a direct role in determining their graduate

education. Training leads to the PhD degree in neuroscience or the MD/PhD degree in cooperation with the School of Medicine and Public Health.

The doctoral program of each graduate student in the training program is tailored to meet individual needs. Each student's program is supervised by an advisory committee of faculty members selected by the student in consultation with the major professor. During the first year, students complete three laboratory rotations.

The central forum for intellectual exchange in the program is a neuroscience seminar, which meets weekly and is attended by neuroscience students and faculty. During an academic year, members of the program choose topics in current neuroscience research for consideration. Topics are reviewed intensively in study groups supervised by faculty sponsors. Critical summaries of each topic are then presented by students to participants in the seminar as a series of lectures and discussions. Each three- to four-week topic session concludes with a lecture by an outside invited speaker who is well-known for his or her research in the topic area. In the course of every three- to four-year period, most of the major research areas in neuroscience are reviewed in the neuroscience seminar; consequently, students become familiar with the breadth of contemporary neuroscience.

The average time taken by students to complete the PhD degree is five years. The program prepares students for careers primarily in research and teaching in universities and colleges and careers outside of academia. Of the more than 200 students who have earned the PhD degree in the program, more than 95% have careers in biomedical science.

# NEUROSCIENCE & PUBLIC POLICY PROGRAM

The Neuroscience & Public Policy Program (N&PP) offers three integrated degree pathways with the cooperation of the Neuroscience Training Program, the La Follette School of Public Affairs, and the University of Wisconsin–Madison Law School. The N&PP is based on two strongly held beliefs: first, that sound science and technology policy and law are essential for the well-being of societies; second, that a step toward ensuring such policy is to train future scientists in the making of public policy or the law and prepare them to participate in bringing science and society closer together.

The program offers students the opportunity to earn a PhD degree in neuroscience as well as a master of public affairs (MPA), a master of international public affairs (MIPA), or juris doctorate (JD). In each of the degree tracks, the program brings together faculty from neuroscience, public policy, bioethics, sociology, law, and other related fields to train research neuroscientists who will be qualified to help shape public policy or the law. The cross-disciplinary training combines didactic and laboratory research training in neuroscience with a classroom-based and hands-on education in public policy or the law.

For more information about the double and dual degree tracks offered through the neuroscience and public policy program, including admissions and program requirements, please visit the program website (https://npp.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

Students may not apply directly for the master's degree, and should instead see the admissions information for the PhD. (p. 1503)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Each student receives a stipend that covers tuition, fees, living costs, and health insurance and is guaranteed for five years if progress is satisfactory. Financial support is provided from the program's NIH training grant, fellowships, and faculty research grants. Limited support is available for international students.

Our program also works with students to submit proposals for fellowships. For more information on those funding opportunities please visit our website (https://ntp.neuroscience.wisc.edu/ntp-resources/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Submit a manuscript suitable for publication or the equivalent of part two of the preliminary exam to their advisory committee for approval. Approval should occur once the student has presented either option at their advisory committee meeting. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | 4 |
| NTP/NEURODPT/ PSYCH 611 | Systems Neuroscience | 4 |
| NTP 700 | Professional Development for Biomedical Graduate Students | 1 |
| NTP 701 | Experimental Design and Statistical Methodology | 1 |
| **One Mid-level Molecular/Cellular/Developmental Neuroscience Course** | | |
| Complete at least 1 credit from following: | | 1-4 |
| B M E/ MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life | |
| NEUROL 735 | Neurobiology of Disease | |
| NTP 675 | Special Topics | |
| NEURODPT 629 | Molecular and Cellular Mechanisms of Memory | |
| NEURODPT/ ZOOLOGY 765 | Developmental Neuroscience | |
| PHMCOL-M 781 | Molecular and Cellular Principles in Pharmacology | |
| ZOOLOGY 604 | Computer-based Gene and Disease/Disorder Research Lab | |
| **One Mid-level Systems/Behavioral Neuroscience Course** | | |
| Complete at least 1 credit from following: | | 1-4 |
| B M E 601 | Special Topics in Biomedical Engineering | |
| CS&D 850 | Hearing Science I: Basic Acoustics and Psychoacoustics | |
| COMP SCI/B M I/ PSYCH 841 | Computational Cognitive Science | |
| KINES 713 | Neural Basis of Normal and Pathological Movement | |
| KINES 721 | Neural Basis for Movement | |
| KINES 861 | Principles of Motor Control and Learning | |
| NTP 677 | Basic Sleep Mechanisms and Sleep Disorders: from Neurobiology to Sleep Medicine | |
| NTP 675 | Special Topics | |
| MED PHYS 651 | Methods for Neuroimaging Research | |
| PSYCH 711 | Current Topics in Psychology [1] | |
| PSYCH 733 | Perceptual and Cognitive Sciences [2] | |
| PSYCH 954 | Seminar-Physiological Psychology | |
| PSYCH 918 | Seminar-General Psychology | |
| **Seminar** | | |
| Students in our program are expected to be enrolled in the following seminar every Fall/Spring semester; complete 4 credits. | | 4 |
| NTP 900 | Neuroscience Seminar: Current Topics in Neurobiology | |
| **Research Credits** | | |
| Complete at least 8 credits of the following research course: [3] | | 8 |
| NTP 990 | Research and Thesis | |
| **Additional Coursework** | | |
| Complete other advanced courses or additional research credits as recommended by the advisory committee to meet the minimum credit requirement. | | 6 |
| **Total Credits** | | **30** |

[1] PSYCH 711 is a special topics course. The following topics under this course listing are approved to take and will count as a midlevel:
- Cognitive Neuroscience of Attention and Memory
- Introduction to Neural Network Modeling of Cognition

[2] Two PSYCH 733 courses (8 weeks each) must be taken to meet the Mid-level Systems/Behavioral Neuroscience requirement. The following course topics are approved:
- Cognitive Neuroscience of Reading and Dyslexia
- Knotty Problems in Psycholinguistics

[3] Students in our program are expected to be enrolled in NTP 990 every Fall/Spring/Summer semester. When students enroll in NTP 990, they should plan to enroll for the appropriate number of credits to reach the minimum required credits each semester to have full-time student status. See "Credits Per Term Allowed" policy (p. 1506) for further information on full-time registration.

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, credits from former graduate institutions may be allowed to transfer. Coursework earned ten years or more prior to admission to a master's or doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 7 credits from graduate level courses (numbered 500 or above and with the "Grad 50%" designation) taken as an undergraduate at UW–Madison or another institution may be allowed to transfer. Coursework earned ten years or more prior to admission to a master's or doctoral degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, up to 15 credits in coursework numbered 500 or above taken as a UW–Madison University Special student may be allowed to transfer. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten years or more prior to admission to a master's or doctoral degree is not allowed to satisfy requirements.

## PROBATION

Failure to pass the preliminary examination before the start of the spring semester of the third year will result in being placed on probation. Two consecutive semesters of enrollment on probation precludes continuation in the program.

## ADVISOR / COMMITTEE

An advisory committee of five or more tenure-track or tenured faculty members will oversee your graduate education. During the first year, before an advisory committee has been formed and a major professor selected, the First-Year Advisory Committee will serve as your advisor. The First-Year Advisory Committee will help you select courses, laboratory rotations, and your major professor, and they can assist you with other issues that may arise during the first year.

After you have chosen a lab, your major professor will help you in choosing the other members of your advisory committee. Choose this committee carefully, taking time to discuss potential members with faculty and other students. Selection of a major professor and the additional four members of the advisory committee should be completed by the end of March of the first year. At least five members of the committee must be tenure-track or tenured professors at UW–Madison. At least three members of the committee should be members of the program. To ensure that advisory committees reflect a broad perspective, at least three different areas of neuroscience or approaches to neuroscience must be represented on the committee. Examples of different areas include behavior/cognition, development, synaptic transmission/membrane excitability. Examples of different approaches include electrophysiology, genetic/model organisms, biochemistry/pharmacology, human brain imaging, stem cells. The student is responsible for describing how the proposed committee represents at least three areas/approaches. The composition of each student's advisory committee will be reviewed and must be approved by the First-Year Advisory Committee. All changes to the makeup of your advisory committee, must be approved by the First-Year Advisory Committee. Neuroscience and Public Policy students are required to have at least one member of the Neuroscience and Public Policy Steering Committee represented on their thesis advisory committee.

In order to have your committee approved you must fill out and turn in the Neuroscience Training Program Advisory Committee Approval Form (https://ntp.wiscweb.wisc.edu/wp-content/uploads/sites/81/2017/02/NTP-ADVISORY-COMMITTEE-APPROVAL-FORM.doc) which is found on the Neuroscience Training Program website (https://ntp.neuroscience.wisc.edu/forms/). After you return the form to the NTP office, the First-Year Advisory Committee will review your proposed committee and approve your committee or make suggestions for additional members to ensure a broad perspective.

The advisory committee will meet with you once each semester before you become a dissertator (during the first four or five academic semesters) and once each year after you become a dissertator to review your progress. At least four members of the committee must be present at each meeting. Your major professor chairs the advisory committee and will write a report (https://ntp.wiscweb.wisc.edu/wp-content/uploads/sites/81/2017/10/Advisory-Committee-Report-12.12.14.doc) that summarizes each meeting. You should review each report and discuss it with your major professor. Every report must be signed by you and your major professor and becomes part of your permanent record. The summary reports are used by the steering committee, program faculty, and director to monitor progress. If you believe the report does not describe your progress accurately or is in error in some other respect, you should bring these concerns to the attention of your major professor immediately. If a satisfactory resolution cannot be achieved, you should inform the First-Year Advisory Committee, which will assist you in deciding whether to ask for a review by the steering committee. The First-Year Advisory Committee can handle any issues or problems that arise after the first year and are not resolved by your advisory committee. An Advisory Committee Report form

(https://ntp.wiscweb.wisc.edu/wp-content/uploads/sites/81/2017/10/Advisory-Committee-Report-12.12.14.doc) is shown in the appendix of the Handbook (https://ntp.neuroscience.wisc.edu/handbook/) and can be found on the Neuroscience Training Program website (https://ntp.neuroscience.wisc.edu/forms/).

Once a committee is formed you are required to have a committee meeting every semester until you become a dissertator. As a dissertator you are required to have one meeting per year until your thesis defense.

For each meeting you have there is a required form you must fill out to find those forms see this link (https://ntp.neuroscience.wisc.edu/forms/).

## CREDITS PER TERM ALLOWED

Full-time registration is required of all students in the program during the fall and spring semesters. The Graduate School considers full-time registration for students who are not dissertators (please see below) to be 8–15 graduate-level credits (numbered 300 and above, no audits or pass-fail) during each of the fall and spring semesters. Though the maximum number of credits is 15, we strongly encourage students to enroll for a maximum of 12 credits. In the summer, students in the program who are not dissertators may register for 2 credits during the 8-week summer session, which is not considered full-time registration. If you decide to register for 2 research credits, you are responsible for knowing about other obligations that may be affected by part-time registration in the summer, such as visa regulations or those of certain funding agencies that may require continuous full-time registration for the calendar year (see Graduate School Academic Guidelines for additional caveats). You are eligible to become a dissertator after you have passed the program's preliminary examination and have met the Graduate School's residency requirements.

## TIME LIMITS

The final dissertation must be completed by the end of the fifth academic year. If the dissertation is not completed by the end of the summer following the sixth academic year, the student's advisory committee must meet with the steering committee to present a written statement explaining why the dissertation has not been completed.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/

#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

All admitted students are funded and receive a stipend. The stipend rate is set by the program.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Knowledge and Skills) Develop the knowledge base necessary for a career as an independent, professional scientist.
2. (Professional and Ethical Conduct) Receive training in responsible conduct of research, and will learn and foster principles of ethical and professional conduct.

# NEUROSCIENCE, PHD

The Neuroscience, PhD program is a member of the **Interdisciplinary Biological and Health Sciences Consortium (IBHSC)**. The consortium fosters a collaborative environment for research and study in the biological and health sciences. Click here for more information on the IBHSC. (https://www.med.wisc.edu/education/graduate-programs/biological-health-sciences-consortium/)

The Neuroscience Training Program (NTP) was established in 1971. Currently, it comprises more than 80 faculty members whose research interests range from molecular neurobiology to integrative systems. The program is designed to prepare students for careers in research and teaching. On average the number of students in the program is approximately 55. The program is best suited for students who are independent and wish to take a direct role in determining their graduate education. Training leads to the PhD degree in neuroscience or the MD/PhD degree in cooperation with the School of Medicine and Public Health.

The doctoral program of each graduate student in the training program is tailored to meet individual needs. Each student's program is supervised by an advisory committee of faculty members selected by the student in consultation with the major professor. During the first year, students complete three laboratory rotations.

The central forum for intellectual exchange in the program is a neuroscience seminar, which meets weekly and is attended by neuroscience students and faculty. During an academic year, members of the program choose topics in current neuroscience research for consideration. Topics are reviewed intensively in study groups supervised by faculty sponsors. Critical summaries of each topic are then presented by students to participants in the seminar as a series of lectures and discussions. Each three- to four-week topic session concludes with a lecture by an outside invited speaker who is well-known for his or her research in the topic area. In the course of every three- to four-year period, most of the major research areas in neuroscience are reviewed in the neuroscience seminar; consequently, students become familiar with the breadth of contemporary neuroscience.

The average time taken by students to complete the PhD degree is five years. The program prepares students for careers primarily in research and teaching in universities and colleges and careers outside of academia. Of the more than 200 students who have earned the PhD degree in the program, more than 95% have careers in biomedical science.

# NEUROSCIENCE & PUBLIC POLICY PROGRAM

The Neuroscience & Public Policy Program (N&PP) offers three integrated degree pathways with the cooperation of the Neuroscience Training Program, the La Follette School of Public Affairs, and the University of Wisconsin–Madison Law School. The N&PP is based on two strongly held beliefs: first, that sound science and technology policy and law are essential for the well-being of societies; second, that a step toward ensuring such policy is to train future scientists in the making of public policy or the law and prepare them to participate in bringing science and society closer together.

The program offers students the opportunity to earn a PhD degree in neuroscience as well as a master of public affairs (MPA), a master of international public affairs (MIPA), or juris doctorate (JD). In each of the degree tracks, the program brings together faculty from neuroscience, public policy, bioethics, sociology, law, and other related fields to train research neuroscientists who will be qualified to help shape public policy or the law. The cross-disciplinary training combines didactic and laboratory research training in neuroscience with a classroom-based and hands-on education in public policy or the law.

For more information about the double and dual degree tracks offered through the neuroscience and public policy program, including admissions and program requirements, please visit the program website (https://npp.wisc.edu/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Graduate School sets minimum requirements for admissions (https://grad.wisc.edu/admissions/requirements/). Academic program admission requirements are often more rigorous than those set by the Graduate School.

Requirements to apply:

- **Course Prerequisites**. It is recommended that applicants have taken college-level courses in mathematics, chemistry, physics, and biology. A competitive applicant usually will have prior research experience.
- **Degree.** A bachelor's degree from a regionally accredited US institution or comparable degree from an international institution is required.
- **Transcripts.** Transcripts must be uploaded in the online application from each institution that you have attended (undergraduate and graduate), even if no degree was received. Unofficial transcripts are accepted for the application process but upon recommendation for admission to the program, official transcripts are required.
- **Three Letters of Recommendation.** Letters should be from persons familiar with an applicant's academic and research abilities. *Late letters are not accepted.*
- **Grade Point Average.** A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required.
- **Statement of Purpose.** Please describe your research experience in 2 pages or less. Strong applicants are able to demonstrate an understanding not only of research techniques and methods but also the underlying hypotheses, significance, and larger purpose of the research in which they have been engaged.
- **Personal Statement.** Please describe your future research interests and goals for graduate school and beyond in 2 pages or less. Strong applicants are able to provide a clear motivation for seeking graduate training in neuroscience, and in particular the UW NTP, and how their research interests align with the strengths of this program.
- **GRE.** The Graduate Record Exam (GRE) is not required. Students may submit GRE scores as part of their application which will be taken under consideration by the Neuroscience Admissions Committee.
- **English Proficiency.** The TOEFL is required for applicants who have not completed two semesters of colleges instruction in English or whose university's official language of instruction was not English. On the TOEFL registration form, use code number 1846 for "institution." *If TOEFL scores are not received by December 1st, the application will not be reviewed.*
- **Resume or CV.** A resume or CV is required and must be uploaded in the online application.
- **Application Fee.** UW-Madison charges a non-refundable $75 application fee that must be paid by credit card (MasterCard or Visa) or debit/ATM card in the online application system. In addition to the $75 application fee, non U.S. citizens will be charged a $6.00 international document processing fee. Both fees will be processed during the submission process. There are limited application fee grants available. Check out the UW-Madison Graduate School's resources (https://grad.wisc.edu/apply/fee-grant/).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Each student receives a stipend that covers tuition, fees, living costs, and health insurance and is guaranteed for five years if progress is satisfactory. Financial support is provided from the Program's NIH training grant, fellowships, and faculty research grants. Limited support is available for international students.

Our program also works with students to submit proposals for fellowships. For more information on those funding opportunities please visit our website (https://ntp.neuroscience.wisc.edu/ntp-resources/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Candidates must meet with their advisory committee once per semester until they become a dissertator and then once per year thereafter.<br><br>The preliminary examination consists of two papers: a dissertation proposal, and a critical research paper unrelated to the proposal. The preliminary examination should be completed by the end of the second summer of graduate study. Students who fail one or both parts of the preliminary examination may retake the examination within two months. Failure to pass the examination the second time will result in dismissal from the program.<br><br>The final dissertation must be submitted to the advisory committee and an oral defense of the thesis must be given. The thesis defense consists of a public presentation of the thesis followed by a closed meeting with the advisory committee. Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | Completion of a doctoral minor or graduate/professional certificate is not required of students in the NTP doctoral program. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | 4 |
| NTP/NEURODPT/ PSYCH 611 | Systems Neuroscience | 4 |
| NTP 700 | Professional Development for Biomedical Graduate Students | 1 |
| NTP 701 | Experimental Design and Statistical Methodology | 1 |
| **One Mid-level Molecular/Cellular/Developmental Neuroscience Course** | | |
| Complete at least 1 credit from following: | | 1-4 |
| B M E/ MED PHYS/ PHMCOL-M/PHYSICS/ RADIOL 619 | Microscopy of Life | |
| NEUROL 735 | Neurobiology of Disease | |
| NEURODPT 629 | Molecular and Cellular Mechanisms of Memory | |
| NEURODPT/ ZOOLOGY 765 | Developmental Neuroscience | |
| NTP 675 | Special Topics | |
| PHMCOL-M 781 | Molecular and Cellular Principles in Pharmacology | |
| ZOOLOGY 604 | Computer-based Gene and Disease/Disorder Research Lab | |
| **One Mid-level Systems/Behavioral Neuroscience Course** | | |
| Complete at least 1 credit from following: | | 1-4 |
| B M E 601 | Special Topics in Biomedical Engineering | |
| CS&D 850 | Hearing Science I: Basic Acoustics and Psychoacoustics | |
| COMP SCI/B M I/ PSYCH 841 | Computational Cognitive Science | |
| KINES 713 | Neural Basis of Normal and Pathological Movement | |
| KINES 721 | Neural Basis for Movement | |
| KINES 861 | Principles of Motor Control and Learning | |
| NTP 677 | Basic Sleep Mechanisms and Sleep Disorders: from Neurobiology to Sleep Medicine | |
| NTP 675 | Special Topics | |
| MED PHYS 651 | Methods for Neuroimaging Research | |
| PSYCH 711 | Current Topics in Psychology [1] | |
| PSYCH 733 | Perceptual and Cognitive Sciences [2] | |
| PSYCH 954 | Seminar-Physiological Psychology | |
| PSYCH 918 | Seminar-General Psychology | |
| **Seminar** | | |
| Students in our program are expected to be enrolled in the following seminar every Fall/Spring semester; complete 10 credits. | | 10 |
| NTP 900 | Neuroscience Seminar: Current Topics in Neurobiology | |
| **Research Credits** | | |
| Complete at least 15 credits of the following research course: [3] | | 15-18 |
| NTP 990 | Research and Thesis | |
| **Additional Coursework** | | |
| Complete other advanced courses or additional research credits as recommended by the advisory committee to meet minimum credit requirements. | | 11-14 |
| **Total Credits** | | **51** |

[1] PSYCH 711 is a special topics course. The following topics under this course listing are approved to take and will count as a midlevel:

- Cognitive Neuroscience of Attention and Memory
- Introduction to Neural Network Modeling of Cognition

[2] Two PSYCH 733 courses (8 weeks each) must be taken to meet the Mid-level Systems/Behavioral Neuroscience requirement. The following course topics are approved:
- Cognitive Neuroscience of Reading and Dyslexia
- Knotty Problems in Psycholinguistics

[3] Students in our program are expected to be enrolled in NTP 990 every Fall/Spring/Summer semester. When students enroll in NTP 990, they should plan to enroll for the appropriate number of credits to reach the minimum required credits each semester to have full-time student status. See "Credits Per Term Allowed" policy (p. 1506) for further information on full-time registration.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, credits from former graduate institutions may be allowed to transfer. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 7 credits from graduate-level courses (numbered 500 or above and with the "Grad 50%" designation) taken as an undergraduate at UW–Madison or another institution may be allowed to transfer. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, up to 15 credits of coursework numbered 500 or above taken as a UW–Madison University Special student may be allowed to transfer. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Failure to pass the preliminary examination before the start of the spring semester of the third year will result in being placed on probation. Two consecutive semesters of enrollment on probation precludes continuation in the program.

## ADVISOR / COMMITTEE

An advisory committee of five or more tenure-track or tenured faculty members will oversee your graduate education. During the first year, before an advisory committee has been formed and a major professor selected, the First-Year Advisory Committee will serve as your advisor. The First-Year Advisory Committee will help you select courses, laboratory rotations, and your major professor, and they can assist you with other issues that may arise during the first year.

After you have chosen a lab, your major professor will help you in choosing the other members of your advisory committee. Choose this committee carefully, taking time to discuss potential members with faculty and other students. Selection of a major professor and the additional four members of the advisory committee should be completed by the end of March of the first year. At least five members of the committee must be tenure-track or tenured professors at UW–Madison. At least three members of the committee should be members of the program. To ensure that advisory committees reflect a broad perspective, at least three different areas of neuroscience or approaches to neuroscience must be represented on the committee. Examples of different areas include behavior/cognition, development, synaptic transmission/membrane excitability. Examples of different approaches include electrophysiology, genetic/model organisms, biochemistry/pharmacology, human brain imaging, stem cells. The student is responsible for describing how the proposed committee represents at least three areas/approaches. The composition of each student's advisory committee will be reviewed and must be approved by the First-Year Advisory Committee. All changes to the makeup of your advisory committee, must be approved by the First-Year Advisory Committee. Neuroscience and Public Policy students are required to have at least one member of the Neuroscience and Public Policy Steering Committee represented on their thesis advisory committee.

In order to have your committee approved you must fill out and turn in the Neuroscience Training Program Advisory Committee Approval Form (https://ntp.wiscweb.wisc.edu/wp-content/uploads/sites/81/2017/02/NTP-ADVISORY-COMMITTEE-APPROVAL-FORM.doc) which is found on the Neuroscience Training Program website (https://ntp.neuroscience.wisc.edu/forms/). After you return the form to the Neuroscience Training Program office, the First-Year Advisory Committee will review your proposed committee and approve your committee or make suggestions for additional members to ensure a broad perspective.

The advisory committee will meet with you once each semester before you become a dissertator (during the first four or five academic semesters) and once each year after you become a dissertator to review your progress. At least four members of the committee must be present at each meeting. Your major professor chairs the advisory committee and will write a report (https://ntp.wiscweb.wisc.edu/wp-content/uploads/sites/81/2017/10/Advisory-Committee-Report-12.12.14.doc) that summarizes each meeting. You should review each report and discuss it with your major professor. Every report must be signed by you and your major professor and becomes part of your permanent record. The summary reports are used by the steering committee, program faculty, and director to monitor progress. If you believe the report does not describe your progress accurately or is in error in some other respect, you should bring these concerns to the attention of your major professor immediately. If a satisfactory resolution cannot be achieved, you should inform the First-Year Advisory Committee, which will assist you in deciding whether to ask for a review by the steering committee. The First-Year

Advisory Committee can handle any issues or problems that arise after the first year and are not resolved by your advisory committee. An Advisory Committee Report form (https://ntp.wiscweb.wisc.edu/wp-content/uploads/sites/81/2017/10/Advisory-Committee-Report-12.12.14.doc) is shown in the appendix of the Handbook (https://ntp.wiscweb.wisc.edu/handbook/) and can be found on the Neuroscience Training Program website (https://ntp.neuroscience.wisc.edu/forms/).

Once a committee is formed you are required to have a committee meeting every semester until you become a dissertator. As a dissertator you are required to have one meeting per year until your thesis defense.

For each meeting you have there is a required form you must fill out to find those forms see this link (https://ntp.neuroscience.wisc.edu/forms/).

## CREDITS PER TERM ALLOWED

Full-time registration is required of all students in the program during the fall and spring semesters. The Graduate School considers full-time registration for students who are not dissertators (please see below) to be 8–15 graduate-level credits (numbered 300 and above, no audits or pass-fail) during each of the fall and spring semesters. Though the maximum number of credits is 15, we strongly encourage students to enroll for a maximum of 12 credits. In the summer, students in the program who are not dissertators may register for 2 credits during the 8-week summer session, which is not considered full-time registration. If you decide to register for 2 research credits, you are responsible for knowing about other obligations that may be affected by part-time registration in the summer, such as visa regulations or those of certain funding agencies that may require continuous full-time registration for the calendar year (see Graduate School Academic Guidelines for additional caveats). You are eligible to become a dissertator after you have passed the program's preliminary examination and have met the Graduate School's residency requirements.

## TIME LIMITS

The final dissertation must be completed by the end of the fifth academic year. If the dissertation is not completed by the end of the summer following the sixth academic year, the student's advisory committee must meet with the steering committee to present a written statement explaining why the dissertation has not been completed.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures

for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Knowledge) Develop the knowledge base necessary for a career as an independent, professional scientist.
2. (Research) Develop and complete original research that advances their specific area of neuroscience.
3. (Communication) Learn to effectively communicate to diverse audiences through writing, oral presentations, and discussions.
4. (Teaching) Learn teaching and mentoring skills necessary for future scientific careers.
5. (Professional and Ethical Conduct) Receive training in responsible conduct of research, and will learn and foster principles of ethical and professional conduct.
6. (Career Preparation) Provided with diverse training that will prepare them for a range of flexible and sustainable careers (e.g., academia, industry, government, science policy and administration, science commerce, science writing, law, and science education and outreach at all levels).

# NUCLEAR ENGINEERING AND ENGINEERING PHYSICS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Nuclear Engineering and Engineering Physics, MS (p. 1509)
- Nuclear Engineering and Engineering Physics, PhD (p. 1514)
- Nuclear Engineering, Doctoral Minor (p. 1520)

# NUCLEAR ENGINEERING AND ENGINEERING PHYSICS, MS

A broad program of instruction and research is offered in the principles of the interaction of radiation with matter and their applications, and in several areas of engineering physics. The program has strong engineering and applied science components. It emphasizes several areas of activity, including the research, design, development, and deployment of fission reactors; fusion engineering; plasma physics; radiation damage to materials; and large-scale computing in engineering science.

The master's degree may be pursued as a terminal degree in the fission area and in various engineering physics areas, but it is not generally recommended as a final degree in fusion research; students interested in fusion should plan to pursue the PhD degree. About 40 percent of the current graduate students hold undergraduate degrees in nuclear engineering, about 40 percent in physics, and about 20 percent in other disciplines such as mechanical engineering, electrical engineering, mathematics, chemistry, and materials science.

The department is considered to have one of the top five nuclear engineering programs in the nation over the last 40 years. It incorporates several research organizations including the Wisconsin Institute of Nuclear Systems, the Pegasus Toroidal Experiment Program, the Fusion Technology Institute, the University of Wisconsin Nuclear Reactor, the University of Wisconsin Ion Beam Laboratory, and the Center for Plasma Theory and Computation.

Research may be performed in areas including next generation fission reactor engineering; fluid and heat transfer modeling for transient analysis; reactor monitoring and diagnostics; fuel cycle analysis; magnetic confinement fusion reactor engineering, including the physics of burning plasmas, plasma-wall interactions, neutron transport, tritium breeding, radiation damage, and liquid-metal heat transfer; experimental and theoretical studies of plasmas including radio frequency heating, magnetic confinement, plasma instabilities, and plasma diagnostics; superconducting magnets and cryogenics; and theoretical and experimental studies of the degradation (corrosion, stresses, irradiation) to materials in fission and fusion reactors.

The department places considerable emphasis on establishing research teams or group research, as well as traditional research activity by individual faculty members and their students. The groups frequently involve faculty, scientific staff, and graduate students from several departments, adding a strong interdisciplinary flavor to the research.

Students sometimes perform thesis work at national laboratories such as Argonne National Laboratory, Idaho National Laboratory, Princeton Plasma Physics Laboratory, and Los Alamos National Laboratory and at international research facilities such as the Max-Planck Institute for Plasma Physics.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required but may be considered if available.* |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* GRE scores are optional. Applicants may submit GRE scores, but are not required to do so. Applications without scores are not placed at a disadvantage. However, received scores will be considered as part of our holistic evaluation of applications.

## APPLICANT CONSIDERATIONS

Applicants to our program should have the following:

1. **Degree**
   a. Bachelor of Science in engineering, mathematics, or physical science and an undergraduate record that indicates an ability to successfully pursue graduate study.
   b. International applicants must have a degree comparable to a regionally accredited US bachelor's degree. Review the Graduate School webpage (https://grad.wisc.edu/apply/requirements/) to learn more about comparable degrees by country.
2. **GPA**
   a. The minimum required GPA is 3.0/4.0 on the equivalent of the last 60 semester hours from the most recent bachelor's degree or a completed master's degree with a minimum of 3.0/4.0.
3. **Faculty Advisor**
   a. Applicants who intend to complete a thesis are encouraged to seek out a faculty advisor as part of the application process. This may be done prior to, during, and/or after submission of the online application. *(This is not a requirement.)*
   b. To seek out a faculty advisor, review the department Research (https://engineering.wisc.edu/departments/nuclear-engineering-engineering-physics/research/) and People (https://engineering.wisc.edu/departments/nuclear-engineering-engineering-physics/people/)websites. Assistant Professors, Associate Professors, and Professors are eligible to be graduate advisors. *Please do not contact Emeritus faculty, lecturers, Research Scientists, or Faculty Associates.*
   c. You are encouraged to inquire about possible funding opportunities. (See Funding tab in the right-side column on this page for funding information.)
   d. Applicants who intend to do a course-only degree may also seek out a faculty advisor and alternatively, they may be assigned a faculty advisor after admission.
4. **Recommended Preparatory Courses**
   a. It is highly recommended applicants take courses that cover the same material as these UW-Madison courses before entering the program.
   b. Applicants may be admitted without having taken these courses, however, in such cases the applicant must inform their faculty advisor who will then help them select the correct courses to include the required background for the program.

| Code | Title | Credits |
|---|---|---|
| **Differential Equations** | | |
| MATH 319 | Techniques in Ordinary Differential Equations | 3 |
| or MATH 320 | Linear Algebra and Differential Equations | |
| **Advanced Mathematics** | | |
| MATH 321 | Applied Mathematical Analysis 1: Vector and Complex Calculus | 3 |
| **Nuclear Physics** | | |
| N E 305 | Fundamentals of Nuclear Engineering | 3 |
| **Materials Science, Metallurgy, or Solid-State Physics** | | |
| M S & E 350 | Introduction to Materials Science | 3 |
| or M S & E 351 | Materials Science-Structure and Property Relations in Solids | |
| **Heat Transfer or Fluid Mechanics** | | |
| CBE 320 | Introductory Transport Phenomena | 4 |
| **Mechanics** | | |
| PHYSICS 311 | Mechanics | 3 |
| or E M A 202 | Dynamics | |

## APPLICATION MATERIALS

In addition to the items listed in the table above, a complete application includes the following uploaded to the online application. The submitted application and all application items are due by the deadline above.

1. **Unofficial Transcripts (PDF)**
   a. Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether a degree was earned. Official transcripts are only requested of recommended applicants.
   b. International academic records must be in the original language accompanied by an official English translation. Review the minimum requirements link above to learn more.
2. **Statement of Purpose:** The University of Wisconsin-Madison Graduate School and the Department of Nuclear Engineering & Engineering Physics have the following guidelines for the Statement of Purpose:
   a. Are you interested in pursuing the thesis or non-thesis pathway of this Master of Science program?
   b. Be specific about your interest and knowledge particular to this program:
      - Have you read an article by one or more faculty members?
      - Has your advisor specifically directed you to this program?
      - Do you have other ties to this program and/or school?
   c. Pick out the pertinent facts about your academic and professional interests that make you a good fit with the program and institution to which you are applying. (A statement of purpose is not a place to list everything you have done.)
   d. Describe research experiences regardless of whether they are related to your current interests.
   e. Being self-motivated, curiosity-driven, and goal-oriented are important qualities for aspiring PhDs in Nuclear Engineering and Engineering Physics. To provide evidence of these qualities, you may write about relevant experiences you have had.

f. Perseverance and the ability to overcome adversity are also important. Again, discuss relevant experiences you may have to provide evidence.
g. Mention extra-curricular achievements to illustrate additional dimensions of your personality.
h. Explain (briefly) any incongruity in your application material, such as a low semester grade.
i. Our page limit is two and a half pages, but there is no obligation to write a long statement.
j. For more information from the Graduate School, please review their webpage (https://grad.wisc.edu/apply/prepare/).

3. **Resume**
4. **Three Letters of Recommendation**
   a. These letters are required from people who can accurately reflect on the applicant's academics and/or work performance. It is highly recommended these letters be from faculty familiar with the applicant.
   b. Letters of recommendation are submitted electronically through the online application.
   c. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding letters of recommendation.
5. **GRE Scores**
   a. GRE scores are optional. Applicants may submit GRE scores, but are not required to do so. Applications without scores are not placed at a disadvantage. However, received scores will be considered as part of our holistic evaluation of applications.
6. **Application Fee**
   a. Application submission must be accompanied by the application fee. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding fees.
   b. Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

## REENTRY ADMISSIONS

Review the Graduate School requirements for previously enrolled students (https://policy.wisc.edu/library/UW-1230/). Contact the Department of Nuclear Engineering and Engineering Physics Graduate Student Services (see Contact Box for link) with questions.

## CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Students currently enrolled as graduate students at UW-Madison wishing to apply to this degree programs should contact the Department of Nuclear Engineering and Engineering Physics Graduate Student Services (see Contact Box for link) to inquire about the process and deadlines.

## QUESTIONS

Contact the Department of Nuclear Engineering and Engineering Physics Graduate Student Services (see Contact Box for link).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Admission and funding are separate decisions. Not all admitted students are offered support. International applicants must secure a research assistantship, teaching assistantship, fellowship, or independent funding before admission is final. The funding for research assistantships comes from faculty research grants. Each professor decides on his or her own research assistantship offers. Funded students are expected to maintain full-time enrollment. See the program website (https://engineering.wisc.edu/blog/explore-nuclear-engineering-and-engineering-physics-faculty-advisors-and-research/) for additional information on current research activities.

## ADDITIONAL RESOURCES

### International Student Services Funding and Scholarships

For information regarding International Student Funding and Scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework from nuclear engineering, math, physics, chemistry, computer science, or any other engineering department except E P D. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of D received in any course will not be counted as satisfying degree requirements. These grades will, however, be counted in the graduate GPA. Pass/fail grades are not counted toward degree requirements. A minimum 3.0 GPA is required. |
| Assessments and Examinations | Students who complete the thesis pathway must successfully write a thesis and defend it orally in front of a three-member committee (at least two must be members of the UW-Madison Graduate Faculty). |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Unless specified, all courses must be numbered 400 or above in appropriate technical areas. Appropriate technical areas are: Engineering departments (except Engineering and Professional Development), Physics, Math, Statistics, Computer Science, Medical Physics, and Chemistry. Other courses may be deemed appropriate by a student's faculty advisor.

| Code | Title | Credits |
|---|---|---|
| **Nuclear Engineering Course Requirement [1]** | | |
| The following courses are co-requisites. These courses or those with similar material content, must be taken prior to, or during, the course of study. Students who have taken courses with a similar material content to the co-requisites listed below, must contact the NEEP Associate Chair of Graduate Studies for approval of the specific course(s). | | |
| N E 427 | Nuclear Instrumentation Laboratory | 2 |
| N E 428 | Nuclear Reactor Laboratory | 2-3 |
| or N E 526 | Laboratory Course in Plasmas | |
| N E 408 | Ionizing Radiation | 3-4 |
| or N E/ MED PHYS 569 | Health Physics and Biological Effects | |
| **Pathways [2]** | | |
| Students will select and complete either the thesis pathway or the non-thesis pathway (see pathways below). | | |

### Thesis Pathway [2]

| Code | Title | Credits |
|---|---|---|
| **Nuclear Engineering (N E) Technical Course Requirement [1]** | | |
| Complete minimum 8 credits N E technical courses numbered 400 or above [3] | | 8 |
| **Advanced Technical Course Requirement [1]** | | |
| Complete minimum 9 credits technical courses numbered 500 or above | | 9 |
| **Remaining Credits** | | |
| Complete additional appropriate technical electives, research credits, independent study credits, and/or seminar credits as approved by faculty advisor. | | |
| *Research Credits* | | |
| Maximum of 12 credits permitted to count toward degree requirement | | 0-12 |
| N E 790 | Master's Research and Thesis | |
| *Independent Study Credits* | | |
| Only one course (maximum 3 credits) of independent study, such as the following, is allowed. | | 0-3 |
| N E 699 | Advanced Independent Study | |
| *Seminar Credits* | | |
| Maximum 3 credits of seminar is permitted. | | 0-3 |

### Non-Thesis Pathway [2]

Note N E 790 Master's Research and Thesis may not be used to satisfy non-thesis pathway requirements.

| Code | Title | Credits |
|---|---|---|
| **Nuclear Engineering Technical Course Requirement [1]** | | |
| Complete minimum 15 credits N E technical courses numbered 400 or above [3] | | 15 |
| **Advanced Technical Course Requirement [1]** | | |
| Complete minimum 12 credits technical courses numbered 500 or above | | 12 |
| **Remaining Credits** | | |
| Complete additional appropriate technical electives, independent study credits, and/or seminar credits as approved by faculty advisor. | | |
| *Independent Study Credits* | | |
| Only one course (maximum 3 credits) of independent study, such as the following, is allowed. | | 0-3 |
| N E 699 | Advanced Independent Study | |
| *Seminar Credits* | | |
| Maximum 3 credits of seminar is permitted. | | 0-3 |

### Footnotes

1. Courses used to satisfy the following three degree requirements may overlap: Nuclear Engineering (N E) Technical Course Requirement, Advanced Technical Course Requirement, and Nuclear Engineering Course Requirement.
2. These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.
3. Courses in Engineering Physics (E P (https://guide.wisc.edu/graduate/nuclear-engineering-engineering-physics/nuclear-engineering-

engineering-physics-ms/courses/e_p/)) or Engineering Mechanics (E M A (https://guide.wisc.edu/courses/e_m_a/)) do not satisfy requirement.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With advisor and Nuclear Engineering and Engineering Physics Graduate Studies Committee Chair approval, students may transfer up to 6 credits of relevant coursework from a prior graduate program. Review the Graduate Program Handbook (see contact box) for information about use and restrictions to this policy. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

- **Undergraduate credits from UW-Madison**: With faculty approval, students who have received their undergraduate degree from UW–Madison may apply up to 7 credits of coursework numbered 400 or above toward the minimum graduate degree credit requirement. This work will not be allowed to count toward the 50% graduate coursework minimum unless taken in courses numbered 700 or above. No credits can be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.
- **Undergraduate credits from other institutions**: With faculty advisor and Graduate Studies Committee Chair approval, students who have received an ABET-accredited undergraduate degree (not including UW–Madison) may be eligible to apply up to 7 credits of their undergraduate coursework toward the minimum graduate degree credit requirement. No credits can be counted toward the minimum graduate residence credit requirement, nor the minimum graduate coursework (50%) requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

The Nuclear Engineering and Engineering Physics MS program does not accept prior credits from UW-Madison Professional programs.

### Credits Earned as a University Special student at UW–Madison

With program approval, students are allowed to transfer up to 15 credits of coursework numbered 400 or above taken as a UW–Madison University Special student toward the minimum graduate degree credit requirement. UW–Madison coursework taken as a University Special student would not be allowed to count toward the 50% graduate coursework minimum unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Each student is required to meet with his or her advisor prior to registration every semester. Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Candidates must pass an oral defense if the thesis pathway is chosen. Students have two attempts to pass this examination with at least one month elapsing between attempts. Candidates in the non-thesis pathway do not have an oral examination.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Nuclear Engineering & Engineering Physics Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor to discuss the grievance. The Graduate Student Coordinator can provide students with the name of this faculty member, who facilitates problem resolution through informal channels. The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/).
- If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. The response will be shared with the person filing the grievance.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE) and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Policies and Procedures at https://grad.wisc.edu/academic-policies/.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems.
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems.
4. Recognize and apply principles of ethical and professional conduct.

# NUCLEAR ENGINEERING AND ENGINEERING PHYSICS, PHD

A broad program of instruction and research is offered in the principles of the interaction of radiation with matter and their applications, and in several areas of engineering physics. The program has strong engineering and applied science components. It emphasizes several areas of activity, including the research, design, development, and deployment of fission reactors; fusion engineering; plasma physics; radiation damage to materials; and large-scale computing in engineering science.

The master's degree may be pursued as a terminal degree in the fission area and in various engineering physics areas, but it is not generally recommended as a final degree in fusion research; students interested in fusion should plan to pursue the PhD degree. About 40 percent of the current graduate students hold undergraduate degrees in nuclear engineering, about 40 percent in physics, and about 20 percent in other disciplines such as mechanical engineering, electrical engineering, mathematics, chemistry, and materials science.

The department is considered to have one of the top five nuclear engineering programs in the nation over the last 40 years. It incorporates several research organizations including the Wisconsin Institute of Nuclear Systems, the Pegasus Toroidal Experiment Program, the Fusion Technology Institute, the University of Wisconsin Nuclear Reactor, the University of Wisconsin Ion Beam Laboratory, and the Center for Plasma Theory and Computation.

Research may be performed in areas including next generation fission reactor engineering; fluid and heat transfer modeling for transient analysis; reactor monitoring and diagnostics; fuel cycle analysis; magnetic confinement fusion reactor engineering, including the physics of burning plasmas, plasma-wall interactions, neutron transport, tritium breeding, radiation damage, and liquid-metal heat transfer; experimental and theoretical studies of plasmas including radio frequency heating,

magnetic confinement, plasma instabilities, and plasma diagnostics; superconducting magnets and cryogenics; and theoretical and experimental studies of the degradation (corrosion, stresses, irradiation) to materials in fission and fusion reactors.

The department places considerable emphasis on establishing research teams or group research, as well as traditional research activity by individual faculty members and their students. The groups frequently involve faculty, scientific staff, and graduate students from several departments, adding a strong interdisciplinary flavor to the research.

Students sometimes perform thesis work at national laboratories such as Argonne National Laboratory, Idaho National Laboratory, Princeton Plasma Physics Laboratory, and Los Alamos National Laboratory and at international research facilities such as the Max-Planck Institute for Plasma Physics.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | September 1 |
| Summer Deadline | December 15 |
| GRE (Graduate Record Examinations) | Not required but may be considered if available.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* GRE scores are optional. Applicants may submit GRE scores, but are not required to do so. Applications without scores are not placed at a disadvantage. However, received scores will be considered as part of our holistic evaluation of applications.

## APPLICANT CONSIDERATIONS

Applicants to our program should have the following:

1. **Degree**
   a. Bachelor of Science in engineering, mathematics, or physical science and an undergraduate record that indicates an ability to successfully pursue graduate study.
   b. International applicants must have a degree comparable to a regionally accredited US bachelor's degree. Review the Graduate School webpage (https://grad.wisc.edu/apply/requirements/) to learn more about comparable degrees by country.
2. **GPA**
   a. The minimum required GPA is 3.0/4.0 on the equivalent of the last 60 semester hours from the most recent bachelor's degree or a completed master's degree with a minimum of 3.0/4.0.
3. **Faculty Advisor**
   a. Applicants are encouraged to seek out a faculty advisor as part of the application process. This may be done prior to, during, and/or after submission of the online application. *(This is not a requirement.)*
   b. To seek out a faculty advisor, review the department Research (https://engineering.wisc.edu/departments/nuclear-engineering-engineering-physics/research/) and People (https://engineering.wisc.edu/departments/nuclear-engineering-engineering-physics/people/)websites. Assistant Professors, Associate Professors, and Professors are eligible to be graduate advisors. *Please do not contact Emeritus faculty, lecturers, Research Scientists, or Faculty Associates.*
   c. You are encouraged to inquire about possible funding opportunities. (See Funding tab in the right-side column on this page for funding information.)
4. **Recommended Preparatory Courses**
   a. It is highly recommended applicants take courses that cover the same material as these UW-Madison courses before entering the program.
   b. Applicants may be admitted without having taken these courses, however, in such cases the applicant must inform their faculty advisor who will then help them select the correct courses to include the required background for the program.

| Code | Title | Credits |
|---|---|---|
| **Differential Equations** | | |
| MATH 319 | Techniques in Ordinary Differential Equations | 3 |
| or MATH 320 | Linear Algebra and Differential Equations | |
| **Advanced Mathematics** | | |
| MATH 321 | Applied Mathematical Analysis 1: Vector and Complex Calculus | 3 |
| **Nuclear Physics** | | |
| N E 305 | Fundamentals of Nuclear Engineering | 3 |
| **Materials Science, Metallurgy, or Solid-State Physics** | | |
| M S & E 350 | Introduction to Materials Science | 3 |
| or M S & E 351 | Materials Science-Structure and Property Relations in Solids | |
| **Heat Transfer or Fluid Mechanics** | | |
| CBE 320 | Introductory Transport Phenomena | 4 |
| **Mechanics** | | |
| PHYSICS 311 | Mechanics | 3 |
| or E M A 202 | Dynamics | |

## APPLICATION MATERIALS

In addition to the items listed in the table above, a complete application includes the following uploaded to the online application. The submitted application and all application items are due by the deadline above.

1. **Unofficial Transcripts (PDF)**
   a. Most up-to-date unofficial transcript(s) from all previous higher education institutions, regardless of whether a degree was earned. Official transcripts are only requested of recommended applicants.
   b. International academic records must be in the original language accompanied by an official English translation. Review the minimum requirements link above to learn more.
2. **Statement of Purpose:** The University of Wisconsin-Madison Graduate School and the Department of Nuclear Engineering & Engineering Physics have the following guidelines for the Statement of Purpose:
   a. Be specific about your interest and knowledge particular to this program:
   b. • Have you read an article by one or more faculty members?
      • Has your advisor specifically directed you to this program?
      • Do you have other ties to this program and/or school?
   c. Pick out the pertinent facts about your academic and professional interests that make you a good fit with the program and institution to which you are applying. (A statement of purpose is not a place to list everything you have done.)
   d. Describe research experiences regardless of whether they are related to your current interests.
   e. Being self-motivated, curiosity-driven, and goal-oriented are important qualities for aspiring PhDs in Nuclear Engineering and Engineering Physics. To provide evidence of these qualities, you may write about relevant experiences you have had.
   f. Perseverance and the ability to overcome adversity are also important. Again, discuss relevant experiences you may have to provide evidence.
   g. Mention extra-curricular achievements to illustrate additional dimensions of your personality.
   h. Explain (briefly) any incongruity in your application material, such as a low semester grade.
   i. Our page limit is two and a half pages, but there is no obligation to write a long statement.
   j. For more information from the Graduate School, please review their webpage (https://grad.wisc.edu/apply/prepare/).
3. **Resume**
4. **Three Letters of Recommendation**
   a. These letters are required from people who can accurately reflect on the applicant's academics and/or work performance. It is highly recommended these letters be from faculty familiar with the applicant.
   b. Letters of recommendation are submitted electronically through the online application.
   c. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding letters of recommendation.
5. **GRE Scores**
   a. GRE scores are optional. Applicants may submit GRE scores, but are not required to do so. Applications without scores are not placed at a disadvantage. However, received scores will be considered as part of our holistic evaluation of applications.
6. **Application Fee**
   a. Application submission must be accompanied by the application fee. See the Graduate School FAQs (https://grad.wisc.edu/apply/#FAQ) regarding fees.
   b. Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/).

## REENTRY ADMISSIONS

Review the Graduate School requirements for previously enrolled students (https://policy.wisc.edu/library/UW-1230/). Contact the Department of Nuclear Engineering and Engineering Physics Graduate Student Services (see Contact Box for link) with questions.

## CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Students currently enrolled as graduate students at UW-Madison wishing to apply to this degree programs should contact the Department of Nuclear Engineering and Engineering Physics Graduate Student Services (see Contact Box for link) to inquire about the process and deadlines.

## QUESTIONS

Contact the Department of Nuclear Engineering and Engineering Physics Graduate Student Services (see Contact Box for link).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Offers of financial support from the Department, College and University are in the form of research assistantships, teaching assistantships and fellowships. The funding for research assistantships comes from faculty research grants. Each professor decides on their own research assistantship offers. International applicants must secure a research assistantship, teaching assistantship, project assistantship, fellowship or independent funding before admission is final. Financial support is dependent on availability of funds and students maintaining satisfactory academic progress towards their degree.

## ADDITIONAL RESOURCES

### International Student Services Funding and Scholarships

For information regarding International Student Funding and Scholarships, visit the International Student Services website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits approved by the student's faculty advisor |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be in graduate-level coursework from nuclear engineering, math, physics, chemistry, computer science, or any other engineering department except E P D. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of D received in any course will not be counted as satisfying degree requirements. These grades will, however, be counted in the graduate GPA. Pass/fail grades are not counted toward degree requirements. A minimum 3.0 GPA is required. |
| Assessments and Examinations | PhD qualifying examination is required of all students.<br><br>After acceptance of the student's doctoral plan of study, the student must take an oral preliminary examination.<br><br>Final oral examination is required at the end of the thesis work. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral breadth requirement. In consultation with, and approval by, the graduate faculty advisor/department, students should select one of the following options:<br><br>1. Option A (External Minor): Fulfillment of this minor requires approval of the doctoral minor program. This minor must be outside of the student's doctoral major program. These courses may also be counted toward the Research Focus Area requirement when the courses directly support the PhD research.<br><br>2. Option B (Distributed Minor): Fulfillment of this minor requires a minimum of 9 credits, level 400 and above, from two or more departments selected for their relevance to a particular area of concentration.<br>- If the minor coursework includes N E coursework, then the minor courses may NOT count toward the Research Focus Area requirement. Students must briefly justify how the N E coursework counted toward this breadth requirement differ from those in their Research Focus Area requirement.<br>- If the minor coursework does not include N E coursework, then the minor courses may count toward the Research Focus Area requirement. This path is intended for multidisciplinary PhD's where breadth is essentially built into the thesis topic.<br><br>3. Option C (Graduate/Professional Certificate): Requires successful completion of a graduate/professional certificate in a program outside of the student's doctoral major program. |

## REQUIRED COURSES

Unless specified, all courses must be numbered 400 or above in appropriate technical areas. Appropriate technical areas are: Engineering departments (except Engineering and Professional Development), Physics, Math, Statistics, Computer Science, Medical Physics, and Chemistry. Other courses may be deemed appropriate by a student's faculty advisor. (This policy does not apply to courses satisfied by the research focus coursework).

| Code | Title | Credits |
|---|---|---|
| **Seminar Requirement (two semesters)** | | |
| PhD students must enroll in, and successfully pass, E P 920 and/or N E/E C E/PHYSICS 922 for a minimum of two semesters prior to passing the PhD Preliminary Exam. | | 0 |

| | |
|---|---|
| E P 920 | Engineering Physics Graduate Seminar |
| N E/E C E/ PHYSICS 922 | Seminar in Plasma Physics |

**Lecture Coursework** [1]

| | |
|---|---|
| Complete all requirements (courses used to meet these requirements may overlap): | 36 |
| Nuclear Engineering Courses [2] | |
| Core Area Course Requirement (4 courses): Students must complete one course in each area; courses must be numbered 400 and above and selected in consultation with faculty advisor. Refer to Core Areas Course List for options. [3] | |
| Complete minimum 18 credits of appropriate technical coursework numbered 500 and above from any department and approved by faculty advisor [4] | |
| Complete minimum 9 credits of appropriate technical coursework numbered 700 and above from any department and approved by faculty advisor [4] | |
| Complete minimum 24 credits of Research Focus coursework directly related to the student's research (explanation on how courses contribute to research and faculty advisor approval required) [5] | |

**Remaining Credits**

| | |
|---|---|
| Complete any combination of the following: | 15 |
| N E 890 Pre-Dissertator's Research | |
| N E 990 Research and Thesis | |
| Additional courses from the Lecture and Seminar Coursework above | |

**Total Credits** **51**

1 Graduate School Breadth Requirement courses may be eligible to count toward the 36 credit Lecture and Seminar Coursework requirement (see Graduate School Breadth Requirement above).

2 The following courses, or courses with similar material content, must be taken prior to or during the course of study:

- N E 427 Nuclear Instrumentation Laboratory; AND
- N E 428 Nuclear Reactor Laboratory OR N E 526 Laboratory Course in Plasmas; AND
- N E 408 Ionizing Radiation OR N E/MED PHYS 569 Health Physics and Biological Effects.

Students who have taken courses with a similar material content, must contact the NEEP Associate Chair of Graduate Studies for approval of the specific course(s).
These Nuclear Engineering Courses will count toward the Research Focus Area.

3 The four core areas are Fission Reactors, Plasma Physics and Fusion, Materials, and Engineering Mathematics and Computation.

4 Research courses such as N E 790 Master's Research and Thesis, N E 890 Pre-Dissertator's Research, N E 990 Research and Thesis, and Independent Study Courses such as N E 699 Advanced Independent Study and N E 999 Advanced Independent Study may not be used to satisfy this requirement.

5 Non-technical coursework is not required within the degree. However, with faculty advisor approval, students may choose a maximum of 6 credits of non-technical coursework to satisfy credits within the 24 credits of Research Focus Requirement and/or the Graduate School Breadth Requirement.

### Core Areas Course List

These courses are examples that would meet the requirement and are not meant to be a restricted list of possible courses. The candidate is required to complete one course in each of the following areas:

| Code | Title | Credits |
|---|---|---|
| **Fission Reactors** | | |
| N E 405 | Nuclear Reactor Theory | 3 |
| N E 408 | Ionizing Radiation | 3 |
| N E 411 | Nuclear Reactor Engineering | 3 |
| N E/MED PHYS 506 | Monte Carlo Radiation Transport | 3 |
| N E/M E 520 | Two-Phase Flow and Heat Transfer | 3 |
| N E 550 | Advanced Nuclear Power Engineering | 3 |
| N E 555 | Nuclear Reactor Dynamics | 3 |
| N E/M E 565 | Power Plant Technology | 3 |
| N E/I SY E 574 | Methods for Probabilistic Risk Analysis of Nuclear Power Plants | 3 |
| **Plasma Physics & Fusion** | | |
| N E/E C E/ PHYSICS 525 | Introduction to Plasmas | 3 |
| N E/E C E/ PHYSICS 527 | Plasma Confinement and Heating | 3 |
| N E/E C E 528 | Plasma Processing and Technology | 3 |
| N E 536 | Feasibility of Fusion Power Plants based on Controlled Nuclear Fusion | 3 |
| **Materials** | | |
| N E/M S & E 423 | Nuclear Engineering Materials | 3 |
| N E 541 | Radiation Damage in Metals | 3 |
| PHYSICS 551 | Solid State Physics | 3 |
| **Engineering Mathematics & Computation** | | |
| E P/E M A 547 | Engineering Analysis I | 3 |
| E P/E M A 548 | Engineering Analysis II | 3 |
| COMP SCI/ MATH 513 | Numerical Linear Algebra | 3 |
| COMP SCI/ MATH 514 | Numerical Analysis | 3 |
| MATH 703 | Methods of Applied Mathematics 1 | 3 |

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With faculty advisor and Nuclear Engineering and Engineering Physics Graduate Studies Committee Chair approval, students may transfer up to 15 credits of prior graduate coursework that led to a relevant MS degree. Alternatively, with faculty advisor and Nuclear Engineering and Engineering Physics Graduate Studies Committee Chair approval, students may transfer up to 6 credits of relevant coursework from a prior graduate program. Review the Graduate Program Handbook (see contact box) for information about use and restrictions to this policy. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

- Undergraduate credits from UW-Madison: With faculty approval, students who have received their undergraduate degree from UW–Madison may transfer up to 7 credits of coursework numbered 400 or above toward the minimum graduate degree credit requirement. This work would not be allowed to count toward the 50% graduate coursework minimum unless taken in courses numbered 700 or above. No credits can be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.
- Undergraduate credits from other institutions: With faculty advisor and Graduate Studies Committee Chair approval, students who have received an ABET-accredited undergraduate degree (not including UW–Madison) may be eligible to transfer up to 7 credits of their undergraduate coursework toward the minimum graduate degree credit requirement. No credits can be counted toward the minimum graduate residence credit requirement, nor the minimum graduate coursework (50%) requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

The Nuclear Engineering and Engineering Physics PhD program does not accept prior credits from the UW-Madison Professional programs.

### Credits Earned as a University Special student at UW–Madison

With program approval, students are allowed to transfer up to 15 credits of coursework numbered 400 or above taken as a UW–Madison Special student toward the minimum graduate degree credit requirement. UW–Madison coursework taken as a University Special student would not be allowed to count toward the 50% graduate coursework minimum unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Each student is required to meet with his or her advisor prior to registration every semester.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The PhD qualifying examination should be first taken in the third or fourth semester (see graduate handbook in the contact box for more information).

Students must submit the doctoral plan of study one month before the end of the semester following the one in which the qualifying exam is passed.

Candidates are expected to pass the PhD preliminary examination no later than the end of the third year of graduate study, or by the end of the second regular semester following the one in which the PhD qualifying examination was passed, whichever is later. A candidate who fails to take the preliminary examination within four years of passing the qualifying examination must retake the qualifying examination.

An oral examination on the findings of the PhD research is required at the end of the thesis work. The candidate must apply for a warrant from the Graduate School through the student services office at least three weeks before the exam. The final oral examination must be taken within five years of passing the preliminary examination.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Nuclear Engineering & Engineering Physics Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor to discuss the grievance. The Graduate Student Coordinator can provide students with the name of this faculty member, who facilitates problem resolution through informal channels. The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Equity and Diversity website.
- If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. The response will be shared with the person filing the grievance.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE) and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Policies and Procedures at https://grad.wisc.edu/academic-policies/.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an extraordinary, deep understanding of mathematical, scientific, and engineering principles in the field
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems
4. Recognize and apply principles of ethical and professional conduct
5. Demonstrate an ability to synthesize knowledge from a subset of the biological, physical, and/or social sciences to help frame problems critical to the future of their discipline
6. Demonstrate an ability to conduct original research and communicate it to their peers

# NUCLEAR ENGINEERING, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

Students interested in earning the Nuclear Engineering Doctoral minor should contact the Nuclear Engineering & Engineering Physics Graduate Coordinator (neepgradadmission@engr.wisc.edu) to learn the requirements, process, and complete the required paperwork.

Also, all Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW (https://my.wisc.edu), click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

## REQUIRED COURSES

Students must complete at least 10 credits or four Nuclear Engineering (N E (https://guide.wisc.edu/courses/n_e/)) courses numbered 400 or above, chosen in consultation with advisor. The plan of study must meet the following requirements:

1. Courses must be completed after the bachelor's degree;
2. Up to one course (maximum of three credits) of independent study (N E 699 Advanced Independent Study, N E 999 Advanced Independent Study) may satisfy minor requirements;
3. Research and thesis courses may not satisfy minor requirements;
4. Courses taken pass/fail or for audit may not be used.
5. Courses with grades of S given in courses graded on a credit/no credit basis are acceptable.
6. A GPA of 3.0 must be maintained for the minor;
7. No more than five credits completed five or more years prior to admission to the doctoral major may be used. Courses taken 10 or more years ago may not be used.

### Prior Coursework

A maximum of 6 credits may be transferred from other institutions to satisfy the minor requirements.

# NURSING - SCHOOL-WIDE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Nursing Practice, DNP (p. 1521)
- Nursing, Doctoral Minor (p. 1560)
- Nursing, MS (p. 1561)
- Nursing, PhD (p. 1565)
- Teaching and Learning in Healthcare Professions, Graduate/ Professional Certificate (p. 1570)

# NURSING PRACTICE, DNP

The School of Nursing Doctor of Nursing Practice (DNP) program prepares nurses for roles as advanced practice nurses (clinical nurse specialists or nurse practitioners) and leaders in the field. The DNP program features a combination of formal coursework, clinical practice, practica experiences, and scholarly inquiry.

Students in the DNP program choose from the following named options (tracks):

- Adult/Gerontology Acute Care Nurse Practitioner (p. 1523) (Hybrid course delivery)
- Adult/Gerontology Clinical Nurse Specialist (p. 1529) (Hybrid course delivery)
- Adult/Gerontology Primary Care Nurse Practitioner (p. 1534) (Hybrid course delivery)
- Pediatric Primary Care Nurse Practitioner (p. 1540) (Hybrid course delivery)
- Population Health Nursing (p. 1545) (Online course delivery)
- Psychiatric Mental Health Nurse Practitioner (p. 1550) (Hybrid course delivery)
- Systems Leadership and Innovation (p. 1555) (Online course delivery)

The program is available for nurses with a baccalaureate degree in nursing (post-BS option) and nurses with a master's degree in Nursing or relevant area (post-MS option). Students who have a master's degree in Nursing and are licensed as an advanced practice nurse, must select a named option (listed above) and choose a tailored course plan in one of the following areas:

- Educational Leadership
- Expert Practice
- Leadership

Those interested in advancing nursing education may pursue the Nurse Educator Certificate (https://guide.wisc.edu/graduate/nursing-school-wide/nurse-educator-graduate-professional-certificate/).

## ADMISSIONS

# ADMISSIONS

Students apply to the Doctor of Nursing Practice through one of the named options:

- Adult/Gerontology Acute Care Nurse Practitioner (p. 1523)
- Adult/Gerontology Clinical Nurse Specialist (p. 1529)
- Adult/Gerontology Primary Care Nurse Practitioner (p. 1534)
- Pediatric Primary Care Nurse Practitioner (p. 1540)
- Population Health Nursing (p. 1545)
- Psychiatric Mental Health Nurse Practitioner (p. 1550)
- Systems Leadership and Innovation (p. 1555)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Prospective students should see the program website for funding information. (https://nursing.wisc.edu/financial-support/)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | See Named Options below for policy information. |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | Half of degree coursework must be completed graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A student may not receive more than one grade below a B (or a U grade) in any 12 month period. |
| Assessments and Examinations | Students must complete a scholarly project, which represents the culmination of a student's doctoral education. This project is a paper of publishable quality. Students must deliver an oral presentation to faculty, students, and the community. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | DNP students are not required to complete a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

Select a Named Option (p. ) for required courses.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Doctor of Nursing Practice must select one of the named options:

View as listView as grid

- **NURSING PRACTICE: ADULT/GERONTOLOGY ACUTE CARE NURSE PRACTITIONER, DNP (P. 1523)**
- **NURSING PRACTICE: ADULT/GERONTOLOGY CLINICAL NURSE SPECIALIST, DNP (P. 1529)**
- **NURSING PRACTICE: ADULT/GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER, DNP (P. 1534)**
- **NURSING PRACTICE: PEDIATRIC PRIMARY CARE NURSE PRACTITIONER (P. 1540)**
- **NURSING PRACTICE: POPULATION HEALTH NURSING, DNP (P. 1545)**
- **NURSING PRACTICE: PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER, DNP (P. 1550)**
- **NURSING PRACTICE: SYSTEMS LEADERSHIP AND INNOVATION, DNP (P. 1555)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Adult/Gerontology Acute Care Nurse Practitioner (p. 1523)
- Adult/Gerontology Clinical Nurse Specialist (p. 1529)
- Adult/Gerontology Primary Care Nurse Practitioner (p. 1534)
- Pediatric Primary Care Nurse Practitioner (p. 1540)
- Population Health Nursing (p. 1545)
- Psychiatric Mental Health Nurse Practitioner (p. 1550)
- Systems Leadership and Innovation (p. 1555)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

Career advising, funding, and professional development opportunities are shared with all students by a member of the School of Nursing Academic Affairs staff. Information on these support services can be found on the Student Site (https://students.nursing.wisc.edu/career-advising/career/).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Approach advanced practice nursing through the lens of nursing knowledge, with consideration of theory, interprofessional practice, the holistic patient, student, community, and/or system needs.
2. Demonstrate the ability to provide effective care within complex environments that is advanced, individualized, evidence based, holistic, just and compassionate.
3. Collaborate to create health opportunities through policy, advocacy, and data-driven changes, with a focus on improving health through prevention, preparedness, and addressing health equity with a local, regional, national and global perspective.
4. Utilize theory, analytics, synthesis of evidence, and translation of science to drive best practices to improve and transform health equity and health care through nursing scholarship.
5. Employ emerging principles of quality, safety, and improvement science guided by interprofessional collaboration and clinical scholarship to health practice, systems, and policy.
6. Participate within interprofessional, collaborative teams through the development, implementation and evaluation of strategies to improve outcomes.
7. Create equitable and sustainable innovations within systems guided by policy and evidence-based frameworks to enhance patient experiences, access to care, reduced costs, workforce well-being, and improved health outcomes.
8. Leverage current and emerging technologies and informatics to monitor health, identify needs, evaluate care outcomes, and advocate for system improvements.
9. Maintain a professional nursing identity grounded in integrity, accountability, and ethical practice to foster trust and high-quality, person-centered care.
10. Engage in self-reflection, development of skill and knowledge building to support a spirit of inquiry, lifelong learning, personal well-being, and the capacity for leadership.

## ACCREDITATION

# ACCREDITATION

The Doctor of Nursing Practice program at the University of Wisconsin - Madison is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org). (http://www.ccneaccreditation.org/)

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

In addition to earning a doctoral degree, post-BS graduates of the nurse practitioner and clinical nurse specialist options are prepared to sit for professional nursing certification examinations (https://students.nursing.wisc.edu/graduate-advising/licensure-certification/) upon successful completion of the program.

## PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure in the following states:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, Ohio, Oregon, Pennsylvania, Washington, Wisconsin, District of Columbia, Guam, Northern Mariana Islands, U.S. Virgin Islands

### The requirements of this program do not meet certification/licensure in the following states:

Not applicable

Updated: 1 June 2026

# NURSING PRACTICE: ADULT/GERONTOLOGY ACUTE CARE NURSE PRACTITIONER, DNP

This is a named option with the Nursing Practice, DNP (p. 1521).

- The Adult Gerontology Acute Care DNP program focuses on caring for adult and older adult patients with complex acute and/or acute on chronic illness in settings such as hospitals, ICU's, emergency rooms, surgery, specialty care, and urgent care centers.
- Clinical Placement Coordinators organize clinical experience opportunities at nationally ranked including level one academic trauma centers, acute and critical care hospitals, community hospitals, and critical access centers.

- This program provides opportunities to engage with impactful, acute care-driven scholarly projects to enhance the care of the student's chosen patient population/interest.
- Adult-Gerontology Acute Care students are also presented with the opportunity to complete the Global Health Certificate Program and/or the Healthcare Educator Certificate Program, which complements the curriculum and sets graduates up to succeed in a teaching career.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and the Doctor of Nursing Practice's higher requirements:<br>• TOEFL (iBT): 100<br>• IELTS: 8<br>• Duolingo English Test: 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADDITIONAL ADMISSION REQUIREMENTS:

- Graduation from an accredited baccalaureate program in nursing or master's degree from an accredited nursing program (if applicable)
- One year of professional nursing experience
- Minimum GPA requirements:
  - 3.0 in the last 60 baccalaureate credits and/or
  - 3.5 in master's degree credits (if completed master's degree)
- Grade of B or better in an approved graduate level statistics course within the last 5 years. (Note: The course does not need to be taken before applying, but must be successfully completed prior to the start of the fall term.)
- Unencumbered Wisconsin RN license (by the program start)
- Certification as an advanced practice nurse (if applicable)
- Application essay (see School of Nursing website (https://nursing.wisc.edu/graduate-programs/dnp/#to-apply) for specific criteria)
- Curriculum vitae or resume
- CGFNS Certification (for international applicants only)

With program approval, applicants without an APN master's degree (i.e., nurse education) may apply prior coursework toward degree requirements.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | No | Yes | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 68 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 34 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | A student may not receive more than one grade below a B (or a U grade) in any 12 month period. |
| Assessments and Examinations | Students must complete a scholarly project, which represents the culmination of a student's doctoral education. This project is a paper of publishable quality. Students must deliver an oral presentation to faculty, students, and the community. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | DNP students are not required to complete a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

For students with a master's degree in nursing, a personalized program plan will be developed and some of the following courses may be satisfied with previous master's coursework.

| Code | Title | Credits |
|---|---|---|
| NURSING 601 | Advanced Health Assessment | 3 |
| NURSING 605 | Pharmacotherapeutics for Advanced Practice Nurses | 3 |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | 3 |
| NURSING 703 | Health Care and Public Policy | 3 |
| NURSING 704 | Leadership in Advanced Practice Nursing I | 3 |
| NURSING 706 | Nursing Research | 3 |
| NURSING 708 | Ethics for Advanced Practice in Health Care | 2 |
| NURSING 722 | Advanced Practice Nursing Theory: Adults and Older Adults | 3 |
| NURSING 726 | Foundations for APN Clinical Practice I | 3 |
| NURSING 727 | Foundations for APN Clinical Practice II | 3 |
| NURSING 728 | Advanced Practice Clinical Application and Role Development I | 3 |
| NURSING 729 | Advanced Practice Clinical Application and Role Development II | 3 |
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement | 3 |
| NURSING 764 | Nursing and Health Informatics | 3 |
| NURSING 772 | Leadership and Organizational Decision-Making in Health Care | 3 |
| NURSING 806 | Evaluation and Application of Evidence-Based Practice | 3 |
| NURSING 811 | Advanced Pathophysiology | 3 |
| NURSING 826 | Foundations for APN Clinical Practice III | 3 |
| NURSING 828 | Clinical Leadership III | 3 |
| NURSING 829 | Clinical Leadership IV | 3 |
| NURSING 906 | Scholarly Project [1] | 6 |
| Nursing Elective | | 3 |
| **Total Credits** | | **68** |

[1] Six total credits required; 10 credit maximum. Taken for two credits per term (other credit amounts allowed only via faculty approval).

## Three-Year Program Plan

**First Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 704 | 3 | NURSING 601 | 3 | NURSING 708 | 2 |
| NURSING 706 | 3 | NURSING 605 | 3 | NURSING 764 | 3 |
| NURSING 722 | 3 | NURSING 703 | 3 | | |
| NURSING 811 | 3 | NURSING 806 | 3 | | |
| | **12** | | **12** | | **5** |

**Second Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 702 | 3 | NURSING 727 | 3 | NURSING 772 | 3 |
| NURSING 726 | 3 | NURSING 729 | 3 | NURSING 906 | 2 |
| NURSING 728 | 3 | NURSING 761 | 3 | | |
| | **9** | | **9** | | **5** |

**Third Year**

| Fall | Credits | Spring | Credits |
|---|---|---|---|
| NURSING 826 | 3 | NURSING 829 | 3 |
| NURSING 828 | 3 | NURSING 906 | 2 |
| NURSING 906 | 2 | Elective (can be taken any term)[1] | 3 |
| | **8** | | **8** |

**Total Credits 68**

[1] See pre-approved elective options. Additional options may be approved by program director.

## Four-Year Program Plan

**First Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 704 | 3 | NURSING 703 | 3 | NURSING 708 | 2 |
| NURSING 706 | 3 | NURSING 806 | 3 | | |
| NURSING 722 | 3 | Elective (can be taken any term)[1] | 3 | | |
| | **9** | | **9** | | **2** |

**Second Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 702 | 3 | NURSING 601 | 3 | NURSING 764 | 3 |
| NURSING 811 | 3 | NURSING 605 | 3 | | |
| | **6** | | **6** | | **3** |

**Third Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 726 | 3 | NURSING 727 | 3 | NURSING 772 | 3 |
| NURSING 728 | 3 | NURSING 729 | 3 | NURSING 906 | 2 |
| | | NURSING 761 | 3 | | |
| | **6** | | **9** | | **5** |

**Fourth Year**

| Fall | Credits | Spring | Credits |
|---|---|---|---|
| NURSING 826 | 3 | NURSING 829 | 3 |
| NURSING 828 | 3 | NURSING 906 | 2 |
| NURSING 906 | 2 | | |
| | **8** | | **5** |

**Total Credits 68**

[1] See pre-approved elective options. Additional options may be approved by program director.

### Pre-approved Elective Options

| Code | Title | Credits |
|---|---|---|
| COUN PSY 650 | Theory and Practice in Interviewing | 3 |
| NURSING 657 | Clinical Psychopharmacology | 3 |
| NURSING/ PHM PRAC 674 | Seminars in Interprofessional Mental Health Care | 2 |
| NURSING/ MEDICINE/ POP HLTH 705 | Seminar in Interdisciplinary Clinical Research Evidence | 2 |
| NURSING/ PHM PRAC/ SOC WORK 746 | Interdisciplinary Care of Children with Special Health Care Needs | 3 |
| NURSING/LAW 768 | Health Justice Clinic | 1-7 |
| NURSING 784 | Teaching and Learning Strategies for Clinical and Simulation Environments in Healthcare Professions | 3 |
| NURSING 785 | Foundations of Curriculum Development and Evaluation for Healthcare Professions | 3 |
| NURSING 786 | Teaching and Learning Strategies for the Classroom and Online Environments in Healthcare Professions | 3 |
| NURSING 787 | Teaching and Learning in Healthcare Professions Practicum | 3 |
| NURSING 847 | Health Policy Practicum | 3 |
| OTM 753 | Healthcare Operations Management | 3 |
| PUBLHLTH 780 | Evidence-Based Decision-Making | 3 |
| POP HLTH 650 | Special Topics | 1-6 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 915 | International Health Systems and Policy | 2 |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services | 2 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer graduate coursework from other institutions. Graduate work should be less than five years old to be considered; additional justification and/or documentation are needed for work taken between five and ten years. Coursework more than ten years old will not be considered unless students are board certified advanced practice nurses (APN) and have continuous practice as an APN.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework will be allowed to transfer toward DNP requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than five years old to be considered; additional justification and/or documentation is needed for work taken between five and ten years. Coursework more than ten years old will not be considered.

## PROBATION

Students meeting any of the following conditions will be placed on Academic Probation and will receive written notice of their status:

1. Achieving less than a 3.0 GPA in a term (fall, spring, or summer).
   a. If a student is already on Academic Probation based on the prior term GPA and
      i. The term GPA for the next term of enrollment is below a 3.0, the student will be dropped from the DNP program.
      ii. The term GPA for the next term of enrollment is a 3.0 or higher, the student will be returned to good academic standing.
2. Earning a cumulative GPA less than a 3.0.
   a. A student has two (2) semesters to raise their cumulative GPA above 3.0 or the student will be dropped from the DNP program.
   b. Once the cumulative GPA returns to at least a 3.0, the student will be returned to good academic standing.
3. Earning one grade below a B or one Unsatisfactory (U) grade.
   a. A student must repeat a required nursing course if a grade below a B or a U is earned.
   b. The student will be eligible to retake the course at the next available offering; if the course is a prerequisite for another course, the student cannot progress into the subsequent course until a

grade of B or higher is earned. The program's Leave of Absence policy may be triggered if the student does not have a fall or spring term enrollment.

c. If the grade below a B is in a clinical course, the student must petition to be eligible to retake the clinical course and the timing of the subsequent enrollment will be based upon availability of clinical resources.

d. A student cannot repeat more than one course and a course may not be repeated more than once.
   i. A dropped course and/or coursework for which a student enrolls and then withdraws from the term counts as a course enrollment. Therefore, if a student drops/withdraws from a course, their next enrollment in that course is considered a repeated enrollment. (A course transcripted with a DR/WD notation per the Office of the Registrar's enrollment deadline calendar applies to this policy.)

e. A student will be returned to good academic standing once the course is repeated and a grade of at least a B (or Satisfactory) is earned.

A student placed on Academic Probation for any reason must meet with their respective DNP Population Lead and faculty advisor to devise a written action plan to be submitted to the DNP Program Director and the Associate Dean for Academic Affairs. (Note: If the Population Lead is also the faculty advisor, the student will meet with their Population Lead/advisor and a second Population Lead.)

## ADVISOR / COMMITTEE

Within the DNP Program, each student will have an assigned faculty advisor as well as an assigned academic advisor, which is the Graduate Advising Manager. Below are descriptions of these advising roles in addition to other faculty and staff that work to advise students. Descriptions of advising roles can be found on the Student Site (https://students.nursing.wisc.edu/graduate-advising/grad/).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Post–BS: Students must complete the requirements within six years of admission. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

Post–MS: Students must complete the requirements within four years of admission to the program. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## STUDENT APPEALS, PETITIONS, AND GRIEVANCE PROCEDURES

### Section One: Appeals

Appeals are limited to requests to continue in the curriculum after being dropped from the program and/or course grade appeals.

#### Drop Appeals

Any undergraduate or graduate student who feels they should not have been dropped from the program has the right to file an appeal. The appeals procedure is available for students to provide additional information regarding their circumstances which have contributed to their dropped status. The appeal procedure is described below. Throughout the appeal process, the student (hereby referred to as appellant) may be accompanied by a support person.

#### Course Grade Appeals

A student who believes a grade received in a Nursing course was an error or not consistent with guidelines outlined in the syllabus or campus standards has the right to appeal the grade.

The student should first speak with the course faculty member in an effort to resolve the issue informally. This must be done within 10 business days of the grade posted to the students record. During this informal process both student and faculty may consult with the Associate or Assistant Deans for Academic Affairs to seek resolution of the issue.

If the student remains dissatisfied with the grade, the student has the option to initiate the formal appeal procedure. To do this, the student (hereby referred to as appellant) must submit the appeal, as outlined below.

#### Filing Appeal

1. The student must submit a petition for special consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form to the Assistant Dean for Academic Affairs within 10 business days of notification of academic status or grade posting. The appeal must include:
   a. Precise grounds on which the appeal is based.
   b. Circumstances associated with the need to appeal.

   c. Arguments supporting the appeal.
   d. Description of proposed remedial actions to be taken to improve the student's academic performance.
   e. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean via email by the same deadline.
2. Within 15 business days after receiving the appeal, the Assistant Dean for Academic Affairs shall arrange for a committee meeting. The committee may request additional information from the appellant and/or request them to appear before the committee. The appellant may bring a support person to the appeal meeting and must notify the Assistant Dean for Academic affairs at least three business days prior to the meeting. The appellant's chosen support person is limited to providing advice and support to the appellant.
3. Within 60 calendar days after the committee receives the appeal from the Assistant Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Assistant Dean for Academic Affairs.
4. The Assistant Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the appeal. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
5. If the appeal is granted, the Assistant Dean for Academic Affairs will discuss with the appellant any stipulations (binding) and recommendations (non-binding) for continuation in the program.
6. If a student chooses to appeal the decision, the appeal will be directed to the Associate Dean for Academic Affairs. The student must submit a written appeal, by email, to the Associate Dean within 10 business days upon being sent the decision from the Assistant Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal, which are limited to:
   a. School policies were incorrectly applied;
   b. Decision is contrary to state or federal law;
   c. Proper appeal procedures were not followed; or
   d. Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the decision that they believe meet the criteria cited as a basis for appeal.

The Assistant Dean for Academic Affairs will provide the Associate Dean for Academic Affairs with a copy of the initial grievance, the committee's recommendation, and the Assistant Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall notify the student and the committee of the decision in writing within 30 business days. The Associate Dean's decision is final.

## Section Two: Petitions

If a student in the School of Nursing wishes to request an exception to a School of Nursing academic policy or regulation they should first consult their academic advisor. Then, the student must formally submit their request using the Petition for Special Consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form. Exception requests could be related to academics (i.e. dropping a course or withdrawing after the deadline etc), clinicals/compliance (i.e. waiver for specific compliance requirement), or admission to one of the School of Nursing's academic programs.

Exceptions to established policies, regulations, and/or program requirements should be rare and will be considered on an individual case by case basis. They will be reviewed by the School of Nursing's Academic Affairs office.

## Section Three: Grievances

The following School of Nursing Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Nursing.

Any individual student who feels they have been treated unfairly by a School of Nursing faculty or staff member has the right to file a grievance and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except student employees whose complaints are covered under other campus policies. The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Throughout the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

For grievances regarding discrimination based on protected bases (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking and sexual exploitation), contact the Sexual Misconduct Resource and Response Program within the Office of Compliance (https://compliance.wisc.edu/titleix/).

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/.

For grievances about, or directed at, faculty or staff in the School of Nursing, students should follow these steps:

### Informal Resolution

Any student in the School of Nursing who believes they have been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. If students are unable to resolve concerns directly or without additional support, please see step two.

### Formal Grievance Procedure

1. Any student in the School of Nursing who has attempted to informally resolve a grievance but has been unsuccessful, may submit a formal grievance to the Associate Dean for Academic Affairs.
2. The student must submit a written grievance by email to the Associate Dean for Academic Affairs within 20 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance needs to contain a clear and concise statement of the issue(s) involved as well as the relief sought.
3. Within 30 business days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting.

The committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the committee, and/or may take other steps in attempting to resolve the grievance.

4. Within 60 calendar days after the committee receives the grievance from the Associate Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Associate Dean for Academic Affairs.
5. The Associate Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the grievance. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
6. If a student chooses to appeal the decision, the appeal will be directed to the Dean of the School of Nursing. The student must submit a written appeal, by email, to the Dean within 10 business days upon being sent the decision from the Associate Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal. The Associate Dean for Academic Affairs will provide the Dean with a copy of the initial grievance, the committee's recommendation, and the Associate Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Dean. The Dean shall notify the student and the committee of the decision in writing within 30 business days. The Dean's decision is final.

## OTHER

n/a

# NURSING PRACTICE: ADULT/GERONTOLOGY CLINICAL NURSE SPECIALIST, DNP

This is a named option with the Nursing Practice, DNP (p. 1521).

- The Adult-Gerontologic Clinical Nurse Specialist (AG-CNS) DNP track focuses on managing care of specialty patient populations, supporting nurses in providing best-evidence based care, and leading change at the organization/system level to improve patient outcomes.
- The Adult-Gerontologic Clinical Nurse Specialist program positions graduates to excel as clinical leaders working with adult patients in a multitude of clinical settings across the care continuum.
- Clinical Placement Coordinators organize clinical experience opportunities state based on students' interests.
- Adult-Gerontologic Clinical Nurse Specialist students are also presented with the opportunity to complete the Global Health Certificate Program and/or the Nurse Educator Certificate Program which complements the curriculum and sets graduates up to succeed in a teaching career.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements (https://grad.wisc.edu/apply/requirements/) *of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and the Doctor of Nursing Practice's higher requirements:<br>• TOEFL (iBT): 100<br>• IELTS: 8<br>• Duolingo English Test: 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADDITIONAL ADMISSION REQUIREMENTS:

- Graduation from an accredited baccalaureate program in nursing or master's degree from an accredited nursing program (if applicable)
- One year of professional nursing experience
- Minimum GPA requirements:
  - 3.0 in the last 60 baccalaureate credits and/or
  - 3.5 in master's degree credits (if completed master's degree)
- Grade of B or better in an approved graduate level statistics course within the last 5 years. (Note: The course does not need to be taken before applying, but must be successfully completed prior to the start of the fall term.)
- Unencumbered Wisconsin RN license (by the program start)
- Certification as an advanced practice nurse (if applicable)
- Application essay (see School of Nursing website (https://nursing.wisc.edu/graduate-programs/dnp/#to-apply) for specific criteria)
- Curriculum vitae or resume
- CGFNS Certification (for international applicants only)

With program approval, applicants without an APN master's degree (i.e., nurse education) may apply prior coursework toward degree requirements.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | No | Yes | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 68 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 34 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A student may not receive more than one grade below a B (or a U grade) in any 12 month period. |
| Assessments and Examinations | Students must complete a scholarly project, which represents the culmination of a student's doctoral education. This project is a paper of publishable quality. Students must deliver an oral presentation to faculty, students, and the community. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | DNP students are not required to complete a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

For students with a master's degree in nursing, a personalized program plan will be developed and some of the following courses may be satisfied with previous master's coursework.

| Code | Title | Credits |
|---|---|---|
| NURSING 601 | Advanced Health Assessment | 3 |
| NURSING 605 | Pharmacotherapeutics for Advanced Practice Nurses | 3 |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | 3 |
| NURSING 703 | Health Care and Public Policy | 3 |
| NURSING 704 | Leadership in Advanced Practice Nursing I | 3 |
| NURSING 706 | Nursing Research | 3 |
| NURSING 708 | Ethics for Advanced Practice in Health Care | 2 |
| NURSING 722 | Advanced Practice Nursing Theory: Adults and Older Adults | 3 |
| NURSING 726 | Foundations for APN Clinical Practice I | 3 |
| NURSING 727 | Foundations for APN Clinical Practice II | 3 |
| NURSING 728 | Advanced Practice Clinical Application and Role Development I | 3 |
| NURSING 729 | Advanced Practice Clinical Application and Role Development II | 3 |
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement | 3 |
| NURSING 764 | Nursing and Health Informatics | 3 |
| NURSING 772 | Leadership and Organizational Decision-Making in Health Care | 3 |
| NURSING 806 | Evaluation and Application of Evidence-Based Practice | 3 |
| NURSING 811 | Advanced Pathophysiology | 3 |
| NURSING 826 | Foundations for APN Clinical Practice III | 3 |
| NURSING 828 | Clinical Leadership III | 3 |
| NURSING 829 | Clinical Leadership IV | 3 |
| NURSING 906 | Scholarly Project [1] | 6 |
| Nursing Elective | | 3 |
| **Total Credits** | | **68** |

[1] Six total credits required; 10 credit maximum. Taken for two credits per term (other credit amounts allowed only via faculty approval).

### Three-Year Program Plan

**First Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 704 | 3 | NURSING 601 | 3 | NURSING 708 | 2 |
| NURSING 706 | 3 | NURSING 605 | 3 | NURSING 764 | 3 |
| NURSING 722 | 3 | NURSING 703 | 3 | | |
| NURSING 811 | 3 | NURSING 806 | 3 | | |
| | **12** | | **12** | | **5** |

**Second Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 702 | 3 | NURSING 727 | 3 | NURSING 772 | 3 |
| NURSING 726 | 3 | NURSING 729 | 3 | NURSING 906 | 2 |
| NURSING 728 | 3 | NURSING 761 | 3 | | |
| | **9** | | **9** | | **5** |

**Third Year**

| Fall | Credits | Spring | Credits |
|---|---|---|---|
| NURSING 826 | 3 | NURSING 829 | 3 |
| NURSING 828 | 3 | NURSING 906 | 2 |
| NURSING 906 | 2 | Elective (can be taken any term)[1] | 3 |
| | **8** | | **8** |

**Total Credits 68**

[1] See pre-approved elective options. Additional options may be approved by program director.

### Four-Year Program Plan

**First Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 704 | 3 | NURSING 703 | 3 | NURSING 708 | 2 |
| NURSING 706 | 3 | NURSING 806 | 3 | | |
| NURSING 722 | 3 | Elective (can be taken any term)[1] | 3 | | |
| | **9** | | **9** | | **2** |

**Second Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 702 | 3 | NURSING 601 | 3 | NURSING 764 | 3 |
| NURSING 811 | 3 | NURSING 605 | 3 | | |
| | **6** | | **6** | | **3** |

**Third Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 726 | 3 | NURSING 727 | 3 | NURSING 772 | 3 |
| NURSING 728 | 3 | NURSING 729 | 3 | NURSING 906 | 2 |
| | | NURSING 761 | 3 | | |
| | **6** | | **9** | | **5** |

**Fourth Year**

| Fall | Credits | Spring | Credits |
|---|---|---|---|
| NURSING 826 | 3 | NURSING 829 | 3 |
| NURSING 828 | 3 | NURSING 906 | 2 |
| NURSING 906 | 2 | | |
| | **8** | | **5** |

**Total Credits 68**

[1] See pre-approved elective options. Additional options may be approved by program director.

### Pre-approved Elective Options

| Code | Title | Credits |
|---|---|---|
| COUN PSY 650 | Theory and Practice in Interviewing | 3 |
| NURSING 657 | Clinical Psychopharmacology | 3 |
| NURSING/ PHM PRAC 674 | Seminars in Interprofessional Mental Health Care | 2 |
| NURSING/ MEDICINE/ POP HLTH 705 | Seminar in Interdisciplinary Clinical Research Evidence | 2 |
| NURSING/ PHM PRAC/ SOC WORK 746 | Interdisciplinary Care of Children with Special Health Care Needs | 3 |
| NURSING/LAW 768 | Health Justice Clinic | 1-7 |
| NURSING 785 | Foundations of Curriculum Development and Evaluation for Healthcare Professions | 3 |
| NURSING 786 | Teaching and Learning Strategies for the Classroom and Online Environments in Healthcare Professions | 3 |
| NURSING 787 | Teaching and Learning in Healthcare Professions Practicum | 3 |
| NURSING 847 | Health Policy Practicum | 3 |
| OTM 753 | Healthcare Operations Management | 3 |
| POP HLTH 650 | Special Topics | 1-6 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 915 | International Health Systems and Policy | 2 |
| PUBLHLTH 780 | Evidence-Based Decision-Making | 3 |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services | 2 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer graduate coursework from other institutions. Graduate work should be less than five years old to be considered; additional justification and/or documentation are needed for work taken between five and ten years. Coursework

more than ten years old will not be considered unless students are board certified advanced practice nurses (APN) and have continuous practice as an APN.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework will be allowed to transfer toward DNP requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than five years old to be considered; additional justification and/or documentation is needed for work taken between five and ten years. Coursework more than ten years old will not be considered.

## PROBATION

Students meeting any of the following conditions will be placed on Academic Probation and will receive written notice of their status:

1. Achieving less than a 3.0 GPA in a term (fall, spring, or summer).
   a. If a student is already on Academic Probation based on the prior term GPA and
      i. The term GPA for the next term of enrollment is below a 3.0, the student will be dropped from the DNP program.
      ii. The term GPA for the next term of enrollment is a 3.0 or higher, the student will be returned to good academic standing.
2. Earning a cumulative GPA less than a 3.0.
   a. A student has two (2) semesters to raise their cumulative GPA above 3.0 or the student will be dropped from the DNP program.
   b. Once the cumulative GPA returns to at least a 3.0, the student will be returned to good academic standing.
3. Earning one grade below a B or one Unsatisfactory (U) grade.
   a. A student must repeat a required nursing course if a grade below a B or a U is earned.
   b. The student will be eligible to retake the course at the next available offering; if the course is a prerequisite for another course, the student cannot progress into the subsequent course until a grade of B or higher is earned. The program's Leave of Absence policy may be triggered if the student does not have a fall or spring term enrollment.
   c. If the grade below a B is in a clinical course, the student must petition to be eligible to retake the clinical course and the timing of the subsequent enrollment will be based upon availability of clinical resources.
   d. A student cannot repeat more than one course and a course may not be repeated more than once.
      i. A dropped course and/or coursework for which a student enrolls and then withdraws from the term counts as a course enrollment. Therefore, if a student drops/withdraws from a course, their next enrollment in that course is considered a repeated enrollment. (A course transcripted with a DR/WD notation per the Office of the Registrar's enrollment deadline calendar applies to this policy.)
   e. A student will be returned to good academic standing once the course is repeated and a grade of at least a B (or Satisfactory) is earned.

A student placed on Academic Probation for any reason must meet with their respective DNP Population Lead and faculty advisor to devise a written action plan to be submitted to the DNP Program Director and the Associate Dean for Academic Affairs. (Note: If the Population Lead is also the faculty advisor, the student will meet with their Population Lead/advisor and a second Population Lead.)

## ADVISOR / COMMITTEE

Within the DNP Program, each student will have an assigned faculty advisor as well as an assigned academic advisor, which is the Graduate Advising Manager. Below are descriptions of these advising roles in addition to other faculty and staff that work to advise students. Descriptions of advising roles can be found on the Student Site (https://students.nursing.wisc.edu/graduate-advising/grad/).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Post–BS: Students must complete the requirements within six years of admission. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

Post–MS: Students must complete the requirements within four years of admission to the program. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

# STUDENT APPEALS, PETITIONS, AND GRIEVANCE PROCEDURES

## Section One: Appeals

Appeals are limited to requests to continue in the curriculum after being dropped from the program and/or course grade appeals.

### Drop Appeals

Any undergraduate or graduate student who feels they should not have been dropped from the program has the right to file an appeal. The appeals procedure is available for students to provide additional information regarding their circumstances which have contributed to their dropped status. The appeal procedure is described below. Throughout the appeal process, the student (hereby referred to as appellant) may be accompanied by a support person.

### Course Grade Appeals

A student who believes a grade received in a Nursing course was an error or not consistent with guidelines outlined in the syllabus or campus standards has the right to appeal the grade.

The student should first speak with the course faculty member in an effort to resolve the issue informally. This must be done within 10 business days of the grade posted to the students record. During this informal process both student and faculty may consult with the Associate or Assistant Deans for Academic Affairs to seek resolution of the issue.

If the student remains dissatisfied with the grade, the student has the option to initiate the formal appeal procedure. To do this, the student (hereby referred to as appellant) must submit the appeal, as outlined below.

### Filing Appeal

1. The student must submit a petition for special consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form to the Assistant Dean for Academic Affairs within 10 business days of notification of academic status or grade posting. The appeal must include:
   a. Precise grounds on which the appeal is based.
   b. Circumstances associated with the need to appeal.
   c. Arguments supporting the appeal.
   d. Description of proposed remedial actions to be taken to improve the student's academic performance.
   e. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean via email by the same deadline.
2. Within 15 business days after receiving the appeal, the Assistant Dean for Academic Affairs shall arrange for a committee meeting. The committee may request additional information from the appellant and/or request them to appear before the committee. The appellant may bring a support person to the appeal meeting and must notify the Assistant Dean for Academic affairs at least three business days prior to the meeting. The appellant's chosen support person is limited to providing advice and support to the appellant.
3. Within 60 calendar days after the committee receives the appeal from the Assistant Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Assistant Dean for Academic Affairs.
4. The Assistant Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the appeal. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
5. If the appeal is granted, the Assistant Dean for Academic Affairs will discuss with the appellant any stipulations (binding) and recommendations (non-binding) for continuation in the program.
6. If a student chooses to appeal the decision, the appeal will be directed to the Associate Dean for Academic Affairs. The student must submit a written appeal, by email, to the Associate Dean within 10 business days upon being sent the decision from the Assistant Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal, which are limited to:
   a. School policies were incorrectly applied;
   b. Decision is contrary to state or federal law;
   c. Proper appeal procedures were not followed; or
   d. Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the decision that they believe meet the criteria cited as a basis for appeal.

The Assistant Dean for Academic Affairs will provide the Associate Dean for Academic Affairs with a copy of the initial grievance, the committee's recommendation, and the Assistant Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall notify the student and the committee of the decision in writing within 30 business days. The Associate Dean's decision is final.

## Section Two: Petitions

If a student in the School of Nursing wishes to request an exception to a School of Nursing academic policy or regulation they should first consult their academic advisor. Then, the student must formally submit their request using the Petition for Special Consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form. Exception requests could be related to academics (i.e. dropping a course or withdrawing after the deadline etc), clinicals/compliance (i.e. waiver for specific compliance requirement), or admission to one of the School of Nursing's academic programs.

Exceptions to established policies, regulations, and/or program requirements should be rare and will be considered on an individual case by case basis. They will be reviewed by the School of Nursing's Academic Affairs office.

## Section Three: Grievances

The following School of Nursing Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Nursing.

Any individual student who feels they have been treated unfairly by a School of Nursing faculty or staff member has the right to file a grievance

and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except student employees whose complaints are covered under other campus policies. The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Throughout the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

For grievances regarding discrimination based on protected bases (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking and sexual exploitation), contact the Sexual Misconduct Resource and Response Program within the Office of Compliance (https://compliance.wisc.edu/titleix/).

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/.

For grievances about, or directed at, faculty or staff in the School of Nursing, students should follow these steps:

### Informal Resolution

Any student in the School of Nursing who believes they have been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. If students are unable to resolve concerns directly or without additional support, please see step two.

### Formal Grievance Procedure

1. Any student in the School of Nursing who has attempted to informally resolve a grievance but has been unsuccessful, may submit a formal grievance to the Associate Dean for Academic Affairs.
2. The student must submit a written grievance by email to the Associate Dean for Academic Affairs within 20 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance needs to contain a clear and concise statement of the issue(s) involved as well as the relief sought.
3. Within 30 business days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting. The committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the committee, and/or may take other steps in attempting to resolve the grievance.
4. Within 60 calendar days after the committee receives the grievance from the Associate Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Associate Dean for Academic Affairs.
5. The Associate Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the grievance. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
6. If a student chooses to appeal the decision, the appeal will be directed to the Dean of the School of Nursing. The student must submit a written appeal, by email, to the Dean within 10 business days upon being sent the decision from the Associate Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal. The Associate Dean for Academic Affairs will provide the Dean with a copy of the initial grievance, the committee's recommendation, and the Associate Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Dean. The Dean shall notify the student and the committee of the decision in writing within 30 business days. The Dean's decision is final.

## OTHER

n/a

# NURSING PRACTICE: ADULT/GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER, DNP

This is a named option with the Nursing Practice, DNP (p. 1521).

- The Adult Gerontology Primary Care Nurse Practitioner DNP track focuses on holistic patient centered care for individuals from age 13 through the lifespan. This includes training in health promotion, disease prevention, and the treatment of acute and chronic conditions.
- Clinical Placement Coordinators organize clinical experience opportunities at a variety of settings in internal medicine and specialty practice such as in academic healthcare systems, national healthcare systems, college health clinics, correctional facilities, long term care, community health, urgent care, and homecare.
- Adult Gerontology Primary Care Nurse Practitioner students are also presented with the opportunity to complete the Global Health Certificate Program and/or the Nurse Educator Certificate Program which complements the curriculum and sets graduates up to succeed in a teaching career.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and meet the Graduate School minimum requirements (https://grad.wisc.edu/apply/requirements/#english-proficiency) and the Doctor of Nursing Practice's higher requirements:<br>• TOEFL (iBT): 100<br>• IELTS: 8<br>• Duolingo English Test: 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADDITIONAL ADMISSION REQUIREMENTS:

- Graduation from an accredited baccalaureate program in nursing or master's degree from an accredited nursing program (if applicable)
- One year of professional nursing experience
- Minimum GPA requirements:
  - 3.0 in the last 60 baccalaureate credits and/or
  - 3.5 in master's degree credits (if completed master's degree)
- Grade of B or better in an approved graduate level statistics course within the last 5 years. (Note: The course does not need to be taken before applying, but must be successfully completed prior to the start of the fall term.)
- Unencumbered Wisconsin RN license (by the program start)
- Certification as an advanced practice nurse (if applicable)
- Application essay (see School of Nursing website (https://nursing.wisc.edu/graduate-programs/dnp/#to-apply) for specific criteria)
- Curriculum vitae or resume
- CGFNS Certification (for international applicants only)

With program approval, applicants without an APN master's degree (i.e., nurse education) may apply prior coursework toward degree requirements,

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | No | Yes | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 68 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 34 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A student may not receive more than one grade below a B (or a U grade) in any 12 month period. |
| Assessments and Examinations | Students must complete a scholarly project, which represents the culmination of a student's doctoral education. This project is a paper of publishable quality. Students must deliver an oral presentation to faculty, students, and the community. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | DNP students are not required to complete a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

For students with a master's degree in nursing, a personalized program plan will be developed and some of the following courses may be satisfied with previous master's coursework.

| Code | Title | Credits |
|---|---|---|
| NURSING 601 | Advanced Health Assessment | 3 |
| NURSING 605 | Pharmacotherapeutics for Advanced Practice Nurses | 3 |

| | | |
|---|---|---|
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | 3 |
| NURSING 703 | Health Care and Public Policy | 3 |
| NURSING 704 | Leadership in Advanced Practice Nursing I | 3 |
| NURSING 706 | Nursing Research | 3 |
| NURSING 708 | Ethics for Advanced Practice in Health Care | 2 |
| NURSING 722 | Advanced Practice Nursing Theory: Adults and Older Adults | 3 |
| NURSING 726 | Foundations for APN Clinical Practice I | 3 |
| NURSING 727 | Foundations for APN Clinical Practice II | 3 |
| NURSING 728 | Advanced Practice Clinical Application and Role Development I | 3 |
| NURSING 729 | Advanced Practice Clinical Application and Role Development II | 3 |
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement | 3 |
| NURSING 764 | Nursing and Health Informatics | 3 |
| NURSING 772 | Leadership and Organizational Decision-Making in Health Care | 3 |
| NURSING 806 | Evaluation and Application of Evidence-Based Practice | 3 |
| NURSING 811 | Advanced Pathophysiology | 3 |
| NURSING 826 | Foundations for APN Clinical Practice III | 3 |
| NURSING 828 | Clinical Leadership III | 3 |
| NURSING 829 | Clinical Leadership IV | 3 |
| NURSING 906 | Scholarly Project [1] | 6 |
| Elective | | 3 |
| **Total Credits** | | **68** |

[1] Six total credits required; 10 credit maximum. Taken for two credits per term (other credit amounts allowed only via faculty approval).

## Three-Year Program Plan

**First Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 704 | | 3 NURSING 601 | | 3 NURSING 708 | 2 |
| NURSING 706 | | 3 NURSING 605 | | 3 NURSING 764 | 3 |
| NURSING 722 | | 3 NURSING 703 | | 3 | |
| NURSING 811 | | 3 NURSING 806 | | 3 | |
| | **12** | | **12** | | **5** |

**Second Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 702 | | 3 NURSING 727 | | 3 NURSING 772 | 3 |
| NURSING 726 | | 3 NURSING 729 | | 3 NURSING 906 | 2 |
| NURSING 728 | | 3 NURSING 761 | | 3 | |
| | **9** | | **9** | | **5** |

**Third Year**

| Fall | Credits | Spring | Credits |
|---|---|---|---|
| NURSING 826 | | 3 NURSING 829 | 3 |
| NURSING 828 | | 3 NURSING 906 | 2 |
| NURSING 906 | | 2 Elective (can be taken any term)[1] | 3 |
| | **8** | | **8** |

**Total Credits 68**

[1] See pre-approved elective options. Additional options may be approved by program director.

## Four-Year Program Plan

**First Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 704 | | 3 NURSING 703 | | 3 NURSING 708 | 2 |
| NURSING 706 | | 3 NURSING 806 | | 3 | |
| NURSING 722 | | 3 Elective (can be taken any term)[1] | | 3 | |
| | **9** | | **9** | | **2** |

**Second Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 702 | | 3 NURSING 601 | | 3 NURSING 764 | 3 |
| NURSING 811 | | 3 NURSING 605 | | 3 | |
| | **6** | | **6** | | **3** |

**Third Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 726 | | 3 NURSING 727 | | 3 NURSING 772 | 3 |
| NURSING 728 | | 3 NURSING 729 | | 3 NURSING 906 | 2 |
| | | NURSING 761 | | 3 | |
| | **6** | | **9** | | **5** |

**Fourth Year**

| Fall | Credits | Spring | Credits |
|---|---|---|---|
| NURSING 826 | | 3 NURSING 829 | 3 |
| NURSING 828 | | 3 NURSING 906 | 2 |
| NURSING 906 | | 2 | |
| | **8** | | **5** |

**Total Credits 68**

[1] See pre-approved elective options. Additional options may be approved by program director.

## Pre-approved Elective Options

| Code | Title | Credits |
|---|---|---|
| COUN PSY 650 | Theory and Practice in Interviewing | 3 |
| NURSING 657 | Clinical Psychopharmacology | 3 |
| NURSING/ MEDICINE/ POP HLTH 705 | Seminar in Interdisciplinary Clinical Research Evidence | 2 |
| NURSING/ PHM PRAC/ SOC WORK 746 | Interdisciplinary Care of Children with Special Health Care Needs | 3 |

| | | |
|---|---|---|
| NURSING 785 | Foundations of Curriculum Development and Evaluation for Healthcare Professions | 3 |
| NURSING 786 | Teaching and Learning Strategies for the Classroom and Online Environments in Healthcare Professions | 3 |
| NURSING 787 | Teaching and Learning in Healthcare Professions Practicum | 3 |
| NURSING 847 | Health Policy Practicum | 3 |
| NURSING/ PHM PRAC 674 | Seminars in Interprofessional Mental Health Care | 2 |
| NURSING/LAW 768 | Health Justice Clinic | 1-7 |
| OTM 753 | Healthcare Operations Management | 3 |
| PUBLHLTH 780 | Evidence-Based Decision-Making | 3 |
| POP HLTH 650 | Special Topics | 1-6 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 915 | International Health Systems and Policy | 2 |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services | 2 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer graduate coursework from other institutions. Graduate work should be less than five years old to be considered; additional justification and/or documentation are needed for work taken between five and ten years. Coursework more than ten years old will not be considered unless students are board certified advanced practice nurses (APN) and have continuous practice as an APN.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework will be allowed to transfer toward DNP requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than five years old to be considered; additional justification and/or documentation is needed for work taken between five and ten years. Coursework more than ten years old will not be considered.

## PROBATION

Students meeting any of the following conditions will be placed on Academic Probation and will receive written notice of their status:

1. Achieving less than a 3.0 GPA in a term (fall, spring, or summer).
   a. If a student is already on Academic Probation based on the prior term GPA and
      i. The term GPA for the next term of enrollment is below a 3.0, the student will be dropped from the DNP program.
      ii. The term GPA for the next term of enrollment is a 3.0 or higher, the student will be returned to good academic standing.
2. Earning a cumulative GPA less than a 3.0.
   a. A student has two (2) semesters to raise their cumulative GPA above 3.0 or the student will be dropped from the DNP program.
   b. Once the cumulative GPA returns to at least a 3.0, the student will be returned to good academic standing.
3. Earning one grade below a B or one Unsatisfactory (U) grade.
   a. A student must repeat a required nursing course if a grade below a B or a U is earned.
   b. The student will be eligible to retake the course at the next available offering; if the course is a prerequisite for another course, the student cannot progress into the subsequent course until a grade of B or higher is earned. The program's Leave of Absence policy may be triggered if the student does not have a fall or spring term enrollment.
   c. If the grade below a B is in a clinical course, the student must petition to be eligible to retake the clinical course and the timing of the subsequent enrollment will be based upon availability of clinical resources.
   d. A student cannot repeat more than one course and a course may not be repeated more than once.
      i. A dropped course and/or coursework for which a student enrolls and then withdraws from the term counts as a course enrollment. Therefore, if a student drops/withdraws from a course, their next enrollment in that course is considered a repeated enrollment. (A course transcripted with a DR/WD notation per the Office of the Registrar's enrollment deadline calendar applies to this policy.)
   e. A student will be returned to good academic standing once the course is repeated and a grade of at least a B (or Satisfactory) is earned.

A student placed on Academic Probation for any reason must meet with their respective DNP Population Lead and faculty advisor to devise a written action plan to be submitted to the DNP Program Director and the Associate Dean for Academic Affairs. (Note: If the Population Lead is also the faculty advisor, the student will meet with their Population Lead/advisor and a second Population Lead.)

## ADVISOR / COMMITTEE

Within the DNP Program, each student will have an assigned faculty advisor as well as an assigned academic advisor, which is the Graduate Advising Manager. Below are descriptions of these advising roles in addition to other faculty and staff that work to advise students. Descriptions of advising roles can be found on the Student Site (https://students.nursing.wisc.edu/graduate-advising/grad/).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Post–BS: Students must complete the requirements within six years of admission. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

Post–MS: Students must complete the requirements within four years of admission to the program. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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### Section One: Appeals

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   a. Precise grounds on which the appeal is based.
   b. Circumstances associated with the need to appeal.
   c. Arguments supporting the appeal.
   d. Description of proposed remedial actions to be taken to improve the student's academic performance.
   e. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean via email by the same deadline.
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5. If the appeal is granted, the Assistant Dean for Academic Affairs will discuss with the appellant any stipulations (binding) and recommendations (non-binding) for continuation in the program.
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   a. School policies were incorrectly applied;
   b. Decision is contrary to state or federal law;
   c. Proper appeal procedures were not followed; or
   d. Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the decision that they believe meet the criteria cited as a basis for appeal.

The Assistant Dean for Academic Affairs will provide the Associate Dean for Academic Affairs with a copy of the initial grievance, the committee's recommendation, and the Assistant Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall notify the student and the committee of the decision in writing within 30 business days. The Associate Dean's decision is final.

## Section Two: Petitions

If a student in the School of Nursing wishes to request an exception to a School of Nursing academic policy or regulation they should first consult their academic advisor. Then, the student must formally submit their request using the Petition for Special Consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form. Exception requests could be related to academics (i.e. dropping a course or withdrawing after the deadline etc), clinicals/compliance (i.e. waiver for specific compliance requirement), or admission to one of the School of Nursing's academic programs.

Exceptions to established policies, regulations, and/or program requirements should be rare and will be considered on an individual case by case basis. They will be reviewed by the School of Nursing's Academic Affairs office.

## Section Three: Grievances

The following School of Nursing Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Nursing.

Any individual student who feels they have been treated unfairly by a School of Nursing faculty or staff member has the right to file a grievance and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except student employees whose complaints are covered under other campus policies. The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Throughout the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

For grievances regarding discrimination based on protected bases (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking and sexual exploitation), contact the Sexual Misconduct Resource and Response Program within the Office of Compliance (https://compliance.wisc.edu/titleix/).

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/.

For grievances about, or directed at, faculty or staff in the School of Nursing, students should follow these steps:

### Informal Resolution

Any student in the School of Nursing who believes they have been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. If students are unable to resolve concerns directly or without additional support, please see step two.

### Formal Grievance Procedure

1. Any student in the School of Nursing who has attempted to informally resolve a grievance but has been unsuccessful, may submit a formal grievance to the Associate Dean for Academic Affairs.
2. The student must submit a written grievance by email to the Associate Dean for Academic Affairs within 20 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance needs to contain a clear and concise statement of the issue(s) involved as well as the relief sought.
3. Within 30 business days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting. The committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the committee, and/or may take other steps in attempting to resolve the grievance.
4. Within 60 calendar days after the committee receives the grievance from the Associate Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Associate Dean for Academic Affairs.
5. The Associate Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the grievance. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
6. If a student chooses to appeal the decision, the appeal will be directed to the Dean of the School of Nursing. The student must submit a written appeal, by email, to the Dean within 10 business days upon being sent the decision from the Associate Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal. The Associate Dean for Academic Affairs will provide the Dean with a copy of the initial grievance, the committee's recommendation, and the Associate Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Dean. The Dean shall notify

the student and the committee of the decision in writing within 30 business days. The Dean's decision is final.

### OTHER

n/a

# NURSING PRACTICE: PEDIATRIC PRIMARY CARE NURSE PRACTITIONER

This is a named option with the Nursing Practice, DNP (p. 1521).

- The Pediatric Primary Care DNP program focuses on patient care from birth to 21 years old in settings like primary care, specialty care, and school-based health care.
- Clinical Placement Coordinators organize clinical experience opportunities at multiple locations across the state, including urban and rural primary care, specialty care and Wisconsin Children's hospitals.
- As part of the program, Pediatric Primary Care students receive the opportunity to apply for the UW–Madison LEND (Leadership Education in Neurodevelopmental Disabilities and Related Disabilities) Fellowship.
- Most Pediatric Primary Care students also graduate with at least one published journal article.
- Pediatric Primary Care students are also presented with the opportunity to complete the Global Health Certificate Program and/or the Nurse Educator Certificate Program which complements the curriculum and sets graduates up to succeed in a teaching career.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and the Doctor of Nursing Practice's higher requirements:<br>• TOEFL (iBT): 100<br>• IELTS: 8<br>• Duolingo English Test: 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

### ADDITIONAL ADMISSION REQUIREMENTS:

- Graduation from an accredited baccalaureate program in nursing or master's degree from an accredited nursing program (if applicable)
- One year of professional nursing experience
- Minimum GPA requirements:
  - 3.0 in the last 60 baccalaureate credits and/or
  - 3.5 in master's degree credits (if completed master's degree)
- Grade of B or better in an approved graduate level statistics course within the last 5 years. (Note: The course does not need to be taken before applying, but must be successfully completed prior to the start of the fall term.)
- Unencumbered Wisconsin RN license (by the program start)
- Certification as an advanced practice nurse (if applicable)
- Application essay (see School of Nursing website (https://nursing.wisc.edu/graduate-programs/dnp/#to-apply) for specific criteria)
- Curriculum vitae or resume
- CGFNS Certification (for international applicants only)

With program approval, applicants without an APN master's degree (i.e., nurse education) may apply prior coursework toward degree requirements.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | No | Yes | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 68 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 34 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A student may not receive more than one grade below a B (or a U grade) in any 12 month period. |
| Assessments and Examinations | Students must complete a scholarly project, which represents the culmination of a student's doctoral education. This project is a paper of publishable quality. Students must deliver an oral presentation to faculty, students, and the community. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | DNP students are not required to complete a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

For students with a master's degree in nursing, a personalized program plan will be developed and some of the following courses may be satisfied with previous master's coursework.

| Code | Title | Credits |
|---|---|---|
| NURSING 601 | Advanced Health Assessment | 3 |
| NURSING 605 | Pharmacotherapeutics for Advanced Practice Nurses | 3 |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | 3 |
| NURSING 703 | Health Care and Public Policy | 3 |
| NURSING 704 | Leadership in Advanced Practice Nursing I | 3 |
| NURSING 706 | Nursing Research | 3 |
| NURSING 708 | Ethics for Advanced Practice in Health Care | 2 |
| NURSING 726 | Foundations for APN Clinical Practice I | 3 |
| NURSING 727 | Foundations for APN Clinical Practice II | 3 |
| NURSING 728 | Advanced Practice Clinical Application and Role Development I | 3 |
| NURSING 729 | Advanced Practice Clinical Application and Role Development II | 3 |
| NURSING 741 | Advanced Practice Nursing Theory: Family Process & Child Development | 3 |
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement | 3 |
| NURSING 764 | Nursing and Health Informatics | 3 |
| NURSING 772 | Leadership and Organizational Decision-Making in Health Care | 3 |
| NURSING 806 | Evaluation and Application of Evidence-Based Practice | 3 |
| NURSING 811 | Advanced Pathophysiology | 3 |
| NURSING 826 | Foundations for APN Clinical Practice III | 3 |
| NURSING 828 | Clinical Leadership III | 3 |
| NURSING 829 | Clinical Leadership IV | 3 |
| NURSING 906 | Scholarly Project [1] | 6 |
| Elective | | 3 |
| **Total Credits** | | **68** |

[1] Six total credits required; 10 credit maximum. Taken for two credits per term (other credit amounts allowed only via faculty approval).

### Three-Year Program Plan

**First Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 704 | 3 | NURSING 601 | 3 | NURSING 708 | 2 |
| NURSING 706 | 3 | NURSING 605 | 3 | NURSING 764 | 3 |
| NURSING 741 | 3 | NURSING 703 | 3 | | |
| NURSING 811 | 3 | NURSING 806 | 3 | | |
| | **12** | | **12** | | **5** |

**Second Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 702 | 3 | NURSING 727 | 3 | NURSING 772 | 3 |
| NURSING 726 | 3 | NURSING 729 | 3 | NURSING 906 | 2 |
| NURSING 728 | 3 | NURSING 761 | 3 | | |
| | **9** | | **9** | | **5** |

**Third Year**

| Fall | Credits | Spring | Credits |
|---|---|---|---|
| NURSING 826 | 3 | NURSING 829 | 3 |
| NURSING 828 | 3 | NURSING 906 | 2 |

| | | |
|---|---|---|
| NURSING 906 | 2 Elective (can be taken any term)[1] | 3 |
| | **8** | **8** |

**Total Credits 68**

[1] See pre-approved elective options. Additional options may be approved by program director.

### Four-Year Program Plan

**First Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 704 | 3 | NURSING 703 | 3 | NURSING 708 | 2 |
| NURSING 706 | 3 | NURSING 806 | 3 | | |
| NURSING 741 | 3 | Elective (can be taken any term)[1] | 3 | | |
| | **9** | | **9** | | **2** |

**Second Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 702 | 3 | NURSING 601 | 3 | NURSING 764 | 3 |
| NURSING 811 | 3 | NURSING 605 | 3 | | |
| | **6** | | **6** | | **3** |

**Third Year**

| Fall | Credits | Spring | Credits | Summer | Credits |
|---|---|---|---|---|---|
| NURSING 726 | 3 | NURSING 727 | 3 | NURSING 772 | 3 |
| NURSING 728 | 3 | NURSING 729 | 3 | NURSING 906 | 2 |
| | | NURSING 761 | 3 | | |
| | **6** | | **9** | | **5** |

**Fourth Year**

| Fall | Credits | Spring | Credits |
|---|---|---|---|
| NURSING 826 | 3 | NURSING 829 | 3 |
| NURSING 828 | 3 | NURSING 906 | 2 |
| NURSING 906 | 2 | | |
| | **8** | | **5** |

**Total Credits 68**

[1] See pre-approved elective options. Additional options may be approved by program director.

### Pre-approved Elective Options

| Code | Title | Credits |
|---|---|---|
| COUN PSY 650 | Theory and Practice in Interviewing | 3 |
| NURSING 657 | Clinical Psychopharmacology | 3 |
| NURSING/ PHM PRAC 674 | Seminars in Interprofessional Mental Health Care | 2 |
| NURSING/ MEDICINE/ POP HLTH 705 | Seminar in Interdisciplinary Clinical Research Evidence | 2 |
| NURSING/ PHM PRAC/ SOC WORK 746 | Interdisciplinary Care of Children with Special Health Care Needs | 3 |
| NURSING/LAW 768 | Health Justice Clinic | 1-7 |
| NURSING 785 | Foundations of Curriculum Development and Evaluation for Healthcare Professions | 3 |
| NURSING 786 | Teaching and Learning Strategies for the Classroom and Online Environments in Healthcare Professions | 3 |
| NURSING 787 | Teaching and Learning in Healthcare Professions Practicum | 3 |
| NURSING 847 | Health Policy Practicum | 3 |
| OTM 753 | Healthcare Operations Management | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 650 | Special Topics | 1-6 |
| POP HLTH 915 | International Health Systems and Policy | 2 |
| PUBLHLTH 780 | Evidence-Based Decision-Making | 3 |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services | 2 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer graduate coursework from other institutions. Graduate work should be less than five years old to be considered; additional justification and/or documentation are needed for work taken between five and ten years. Coursework more than ten years old will not be considered unless students are board certified advanced practice nurses (APN) and have continuous practice as an APN.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework will be allowed to transfer toward DNP requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than five years old to be considered; additional justification and/or

documentation is needed for work taken between five and ten years. Coursework more than ten years old will not be considered.

## PROBATION

Students meeting any of the following conditions will be placed on Academic Probation and will receive written notice of their status:

1. Achieving less than a 3.0 GPA in a term (fall, spring, or summer).
   a. If a student is already on Academic Probation based on the prior term GPA and
      i. The term GPA for the next term of enrollment is below a 3.0, the student will be dropped from the DNP program.
      ii. The term GPA for the next term of enrollment is a 3.0 or higher, the student will be returned to good academic standing.
2. Earning a cumulative GPA less than a 3.0.
   a. A student has two (2) semesters to raise their cumulative GPA above 3.0 or the student will be dropped from the DNP program.
   b. Once the cumulative GPA returns to at least a 3.0, the student will be returned to good academic standing.
3. Earning one grade below a B or one Unsatisfactory (U) grade.
   a. A student must repeat a required nursing course if a grade below a B or a U is earned.
   b. The student will be eligible to retake the course at the next available offering; if the course is a prerequisite for another course, the student cannot progress into the subsequent course until a grade of B or higher is earned. The program's Leave of Absence policy may be triggered if the student does not have a fall or spring term enrollment.
   c. If the grade below a B is in a clinical course, the student must petition to be eligible to retake the clinical course and the timing of the subsequent enrollment will be based upon availability of clinical resources.
   d. A student cannot repeat more than one course and a course may not be repeated more than once.
      i. A dropped course and/or coursework for which a student enrolls and then withdraws from the term counts as a course enrollment. Therefore, if a student drops/withdraws from a course, their next enrollment in that course is considered a repeated enrollment. (A course transcripted with a DR/WD notation per the Office of the Registrar's enrollment deadline calendar applies to this policy.)
   e. A student will be returned to good academic standing once the course is repeated and a grade of at least a B (or Satisfactory) is earned.

A student placed on Academic Probation for any reason must meet with their respective DNP Population Lead and faculty advisor to devise a written action plan to be submitted to the DNP Program Director and the Associate Dean for Academic Affairs. (Note: If the Population Lead is also the faculty advisor, the student will meet with their Population Lead/advisor and a second Population Lead.)

## ADVISOR / COMMITTEE

Within the DNP Program, each student will have an assigned faculty advisor as well as an assigned academic advisor, which is the Graduate Advising Manager. Below are descriptions of these advising roles in addition to other faculty and staff that work to advise students. Descriptions of advising roles can be found on the Student Site (https://students.nursing.wisc.edu/graduate-advising/grad/).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Post–BS: Students must complete the requirements within six years of admission. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

Post–MS: Students must complete the requirements within four years of admission to the program. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## STUDENT APPEALS, PETITIONS, AND GRIEVANCE PROCEDURES

### Section One: Appeals

Appeals are limited to requests to continue in the curriculum after being dropped from the program and/or course grade appeals.

#### Drop Appeals

Any undergraduate or graduate student who feels they should not have been dropped from the program has the right to file an appeal. The appeals procedure is available for students to provide additional information regarding their circumstances which have contributed to their dropped status. The appeal procedure is described below. Throughout

the appeal process, the student (hereby referred to as appellant) may be accompanied by a support person.

### Course Grade Appeals

A student who believes a grade received in a Nursing course was an error or not consistent with guidelines outlined in the syllabus or campus standards has the right to appeal the grade.

The student should first speak with the course faculty member in an effort to resolve the issue informally. This must be done within 10 business days of the grade posted to the students record. During this informal process both student and faculty may consult with the Associate or Assistant Deans for Academic Affairs to seek resolution of the issue.

If the student remains dissatisfied with the grade, the student has the option to initiate the formal appeal procedure. To do this, the student (hereby referred to as appellant) must submit the appeal, as outlined below.

### Filing Appeal

1. The student must submit a petition for special consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form to the Assistant Dean for Academic Affairs within 10 business days of notification of academic status or grade posting. The appeal must include:
    a. Precise grounds on which the appeal is based.
    b. Circumstances associated with the need to appeal.
    c. Arguments supporting the appeal.
    d. Description of proposed remedial actions to be taken to improve the student's academic performance.
    e. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean via email by the same deadline.
2. Within 15 business days after receiving the appeal, the Assistant Dean for Academic Affairs shall arrange for a committee meeting. The committee may request additional information from the appellant and/or request them to appear before the committee. The appellant may bring a support person to the appeal meeting and must notify the Assistant Dean for Academic affairs at least three business days prior to the meeting. The appellant's chosen support person is limited to providing advice and support to the appellant.
3. Within 60 calendar days after the committee receives the appeal from the Assistant Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Assistant Dean for Academic Affairs.
4. The Assistant Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the appeal. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
5. If the appeal is granted, the Assistant Dean for Academic Affairs will discuss with the appellant any stipulations (binding) and recommendations (non-binding) for continuation in the program.
6. If a student chooses to appeal the decision, the appeal will be directed to the Associate Dean for Academic Affairs. The student must submit a written appeal, by email, to the Associate Dean within 10 business days upon being sent the decision from the Assistant Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal, which are limited to:
    a. School policies were incorrectly applied;
    b. Decision is contrary to state or federal law;
    c. Proper appeal procedures were not followed; or
    d. Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the decision that they believe meet the criteria cited as a basis for appeal.

The Assistant Dean for Academic Affairs will provide the Associate Dean for Academic Affairs with a copy of the initial grievance, the committee's recommendation, and the Assistant Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall notify the student and the committee of the decision in writing within 30 business days. The Associate Dean's decision is final.

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If a student in the School of Nursing wishes to request an exception to a School of Nursing academic policy or regulation they should first consult their academic advisor. Then, the student must formally submit their request using the Petition for Special Consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form. Exception requests could be related to academics (i.e. dropping a course or withdrawing after the deadline etc), clinicals/compliance (i.e. waiver for specific compliance requirement), or admission to one of the School of Nursing's academic programs.

Exceptions to established policies, regulations, and/or program requirements should be rare and will be considered on an individual case by case basis. They will be reviewed by the School of Nursing's Academic Affairs office.

## Section Three: Grievances

The following School of Nursing Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Nursing.

Any individual student who feels they have been treated unfairly by a School of Nursing faculty or staff member has the right to file a grievance and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except student employees whose complaints are covered under other campus policies. The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Throughout the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

For grievances regarding discrimination based on protected bases (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking and sexual exploitation), contact the Sexual Misconduct Resource and Response Program within the Office of Compliance (https://compliance.wisc.edu/titleix/).

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/.

For grievances about, or directed at, faculty or staff in the School of Nursing, students should follow these steps:

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Any student in the School of Nursing who believes they have been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. If students are unable to resolve concerns directly or without additional support, please see step two.

### Formal Grievance Procedure

1. Any student in the School of Nursing who has attempted to informally resolve a grievance but has been unsuccessful, may submit a formal grievance to the Associate Dean for Academic Affairs.
2. The student must submit a written grievance by email to the Associate Dean for Academic Affairs within 20 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance needs to contain a clear and concise statement of the issue(s) involved as well as the relief sought.
3. Within 30 business days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting. The committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the committee, and/or may take other steps in attempting to resolve the grievance.
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## OTHER

n/a

# NURSING PRACTICE: POPULATION HEALTH NURSING, DNP

This is a named option with the Nursing Practice, DNP (p. 1521).

- The Advanced Practice Population Health DNP Track focuses on preparing students to provide the bridge between epidemiological data and the individual/family lived experience of health and illnesses, improve the health of communities by conduction of population and systems assessments, driving equitable distribution of health and health care resources, assure individual and community resilience to mitigate the impact of health risks related to environmental and planetary climate threats, activate equitable policies and solutions to health problems for populations by applying principles of social justice, and to use system-level methods to communicate public health information, influence behavior and improve health for varying audiences.
- Population Health students are also presented the opportunity to complete the Global Health Certificate Program and/or the Nurse Educator Certificate Program which complements the curriculum and sets graduates up to succeed in a teaching career.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and the Doctor of Nursing Practice's higher requirements:<br>• TOEFL (iBT): 100<br>• IELTS: 8<br>• Duolingo English Test: 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |

| | |
|---|---|
| Letters of Recommendation Required | 3 |

## ADDITIONAL ADMISSION REQUIREMENTS:

- Graduation from an accredited baccalaureate program in nursing or master's degree from an accredited nursing, public health, or other health-related program (if applicable)
- One year of experience in nursing, public health, or a health-related field
- Minimum GPA requirements:
  - 3.0 in the last 60 baccalaureate credits and/or
  - 3.5 in master's degree credits (if completed master's degree)
- Grade of B or better in an approved graduate level statistics course within the last 5 years. (Note: The course does not need to be taken before applying, but must be successfully completed prior to the start of the fall term.)
- Unencumbered Wisconsin RN license (by the program start)
- Certification as an advanced practice nurse (if applicable)
- Application essay (see School of Nursing website (https://nursing.wisc.edu/graduate-programs/dnp/#to-apply) for specific criteria)
- Curriculum vitae or resume
- CGFNS Certification (for international applicants only)

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 58 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 29 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A student may not receive more than one grade below a B (or a U grade) in any 12 month period. |
| Assessments and Examinations | Students must complete a scholarly project, which represents the culmination of a student's doctoral education. This project is a paper of publishable quality. Students must deliver an oral presentation to faculty, students, and the community. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | DNP students are not required to complete a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

For students with a master's degree in nursing, a personalized program plan will be developed and some of the following courses may be satisfied with previous master's coursework.

| Code | Title | Credits |
|---|---|---|
| B M I 573 | Foundations of Data-Driven Healthcare | 3 |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | 3 |
| NURSING 703 | Health Care and Public Policy | 3 |
| NURSING 706 | Nursing Research | 3 |
| NURSING 709 | Leadership Foundations: The Discipline of Nursing | 2 |
| NURSING 714 | Advanced Health Systems Leadership and Innovation | 3 |
| NURSING 715 | Evaluation of Health Informatics Solutions | 3 |
| NURSING 720 | Population Health Practicum I: Working in the Aggregate | 3 |
| NURSING 721 | Population Health Practicum II: Community Action and Collective Impact | 3 |
| NURSING 723 | Population Health Theory and Methods Seminar I: Contemporary Issues & Population Health Ethics | 2 |

| | | |
|---|---|---|
| NURSING 724 | Pop Health Theory & Methods Seminar II: Interdis Practice, Collective Impact & Coalition Building | 2 |
| NURSING 725 | Population Health Theory and Methods Seminar III: Emerging Issues and Specialized Roles | 2 |
| NURSING 730 | Critical Social Theories in Population Health | 2 |
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement | 3 |
| NURSING 772 | Leadership and Organizational Decision-Making in Health Care | 3 |
| NURSING 806 | Evaluation and Application of Evidence-Based Practice | 3 |
| NURSING 830 | Leadership, Role Development, and Resource Stewardship Practicum | 3 |
| NURSING 847 | Health Policy Practicum | 3 |
| NURSING 906 | Scholarly Project [1] | 6 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| **Total Credits** | | **58** |

[1] Six total credits required; 10 credit maximum. Taken for two credits per term (other credit amounts allowed only via faculty approval).

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

### Three-Year Program Plan

**First Year**

| Fall | Credits Spring | Credits Summer | Credits |
|---|---|---|---|
| NURSING 706 | 3 B M I 573 | 3 NURSING 702 | 3 |
| NURSING 709 | 2 NURSING 703 | 3 NURSING 772 | 3 |
| NURSING 730 | 2 NURSING 806 | 3 | |
| POP HLTH/ SOC 797 | 3 | | |
| | **10** | **9** | **6** |

**Second Year**

| Fall | Credits Spring | Credits Summer | Credits |
|---|---|---|---|
| NURSING 715 | 3 NURSING 721 | 3 NURSING 906 | 2 |
| NURSING 720 | 3 NURSING 724 | 2 | |
| NURSING 723 | 2 NURSING 761 | 3 | |
| | **8** | **8** | **2** |

**Third Year**

| Fall | Credits Spring | Credits |
|---|---|---|
| NURSING 725 | 2 NURSING 714 | 3 |
| NURSING 847 | 3 NURSING 830 | 3 |
| NURSING 906 | 2 NURSING 906 | 2 |
| | **7** | **8** |

**Total Credits 58**

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer graduate coursework from other institutions. Graduate work should be less than five years old to be considered; additional justification and/or documentation are needed for work taken between five and ten years. Coursework more than ten years old will not be considered unless students are board certified advanced practice nurses (APN) and have continuous practice as an APN.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework will be allowed to transfer toward DNP requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than five years old to be considered; additional justification and/or documentation is needed for work taken between five and ten years. Coursework more than ten years old will not be considered.

## PROBATION

Students meeting any of the following conditions will be placed on Academic Probation and will receive written notice of their status:

1. Achieving less than a 3.0 GPA in a term (fall, spring, or summer).
   a. If a student is already on Academic Probation based on the prior term GPA and
      i. The term GPA for the next term of enrollment is below a 3.0, the student will be dropped from the DNP program.
      ii. The term GPA for the next term of enrollment is a 3.0 or higher, the student will be returned to good academic standing.
2. Earning a cumulative GPA less than a 3.0.
   a. A student has two (2) semesters to raise their cumulative GPA above 3.0 or the student will be dropped from the DNP program.

   b. Once the cumulative GPA returns to at least a 3.0, the student will be returned to good academic standing.
3. Earning one grade below a B or one Unsatisfactory (U) grade.
   a. A student must repeat a required nursing course if a grade below a B or a U is earned.
   b. The student will be eligible to retake the course at the next available offering; if the course is a prerequisite for another course, the student cannot progress into the subsequent course until a grade of B or higher is earned. The program's Leave of Absence policy may be triggered if the student does not have a fall or spring term enrollment.
   c. If the grade below a B is in a clinical course, the student must petition to be eligible to retake the clinical course and the timing of the subsequent enrollment will be based upon availability of clinical resources.
   d. A student cannot repeat more than one course and a course may not be repeated more than once.
      i. A dropped course and/or coursework for which a student enrolls and then withdraws from the term counts as a course enrollment. Therefore, if a student drops/withdraws from a course, their next enrollment in that course is considered a repeated enrollment. (A course transcripted with a DR/WD notation per the Office of the Registrar's enrollment deadline calendar applies to this policy.)
   e. A student will be returned to good academic standing once the course is repeated and a grade of at least a B (or Satisfactory) is earned.

A student placed on Academic Probation for any reason must meet with their respective DNP Population Lead and faculty advisor to devise a written action plan to be submitted to the DNP Program Director and the Associate Dean for Academic Affairs. (Note: If the Population Lead is also the faculty advisor, the student will meet with their Population Lead/advisor and a second Population Lead.)

## ADVISOR / COMMITTEE

Within the DNP Program, each student will have an assigned faculty advisor as well as an assigned academic advisor, which is the Graduate Advising Manager. Below are descriptions of these advising roles in addition to other faculty and staff that work to advise students. Descriptions of advising roles can be found on the Student Site (https://students.nursing.wisc.edu/graduate-advising/grad/).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Post–BS: Students must complete the requirements within six years of admission. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

Post–MS: Students must complete the requirements within four years of admission to the program. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## STUDENT APPEALS, PETITIONS, AND GRIEVANCE PROCEDURES

### Section One: Appeals

Appeals are limited to requests to continue in the curriculum after being dropped from the program and/or course grade appeals.

#### Drop Appeals

Any undergraduate or graduate student who feels they should not have been dropped from the program has the right to file an appeal. The appeals procedure is available for students to provide additional information regarding their circumstances which have contributed to their dropped status. The appeal procedure is described below. Throughout the appeal process, the student (hereby referred to as appellant) may be accompanied by a support person.

#### Course Grade Appeals

A student who believes a grade received in a Nursing course was an error or not consistent with guidelines outlined in the syllabus or campus standards has the right to appeal the grade.

The student should first speak with the course faculty member in an effort to resolve the issue informally. This must be done within 10 business days of the grade posted to the students record. During this informal process both student and faculty may consult with the Associate or Assistant Deans for Academic Affairs to seek resolution of the issue.

If the student remains dissatisfied with the grade, the student has the option to initiate the formal appeal procedure. To do this, the student (hereby referred to as appellant) must submit the appeal, as outlined below.

### Filing Appeal

1. The student must submit a petition for special consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form to the Assistant Dean for Academic Affairs within 10 business days of notification of academic status or grade posting. The appeal must include:
   a. Precise grounds on which the appeal is based.
   b. Circumstances associated with the need to appeal.
   c. Arguments supporting the appeal.
   d. Description of proposed remedial actions to be taken to improve the student's academic performance.
   e. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean via email by the same deadline.
2. Within 15 business days after receiving the appeal, the Assistant Dean for Academic Affairs shall arrange for a committee meeting. The committee may request additional information from the appellant and/or request them to appear before the committee. The appellant may bring a support person to the appeal meeting and must notify the Assistant Dean for Academic affairs at least three business days prior to the meeting. The appellant's chosen support person is limited to providing advice and support to the appellant.
3. Within 60 calendar days after the committee receives the appeal from the Assistant Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Assistant Dean for Academic Affairs.
4. The Assistant Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the appeal. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
5. If the appeal is granted, the Assistant Dean for Academic Affairs will discuss with the appellant any stipulations (binding) and recommendations (non-binding) for continuation in the program.
6. If a student chooses to appeal the decision, the appeal will be directed to the Associate Dean for Academic Affairs. The student must submit a written appeal, by email, to the Associate Dean within 10 business days upon being sent the decision from the Assistant Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal, which are limited to:
   a. School policies were incorrectly applied;
   b. Decision is contrary to state or federal law;
   c. Proper appeal procedures were not followed; or
   d. Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the decision that they believe meet the criteria cited as a basis for appeal.

The Assistant Dean for Academic Affairs will provide the Associate Dean for Academic Affairs with a copy of the initial grievance, the committee's recommendation, and the Assistant Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall notify the student and the committee of the decision in writing within 30 business days. The Associate Dean's decision is final.

## Section Two: Petitions

If a student in the School of Nursing wishes to request an exception to a School of Nursing academic policy or regulation they should first consult their academic advisor. Then, the student must formally submit their request using the Petition for Special Consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form. Exception requests could be related to academics (i.e. dropping a course or withdrawing after the deadline etc), clinicals/compliance (i.e. waiver for specific compliance requirement), or admission to one of the School of Nursing's academic programs.

Exceptions to established policies, regulations, and/or program requirements should be rare and will be considered on an individual case by case basis. They will be reviewed by the School of Nursing's Academic Affairs office.

## Section Three: Grievances

The following School of Nursing Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Nursing.

Any individual student who feels they have been treated unfairly by a School of Nursing faculty or staff member has the right to file a grievance and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except student employees whose complaints are covered under other campus policies. The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Throughout the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

For grievances regarding discrimination based on protected bases (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking and sexual exploitation), contact the Sexual Misconduct Resource and Response Program within the Office of Compliance (https://compliance.wisc.edu/titleix/).

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/.

For grievances about, or directed at, faculty or staff in the School of Nursing, students should follow these steps:

### Informal Resolution

Any student in the School of Nursing who believes they have been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. If students are unable to resolve concerns directly or without additional support, please see step two.

**Formal Grievance Procedure**

1. Any student in the School of Nursing who has attempted to informally resolve a grievance but has been unsuccessful, may submit a formal grievance to the Associate Dean for Academic Affairs.
2. The student must submit a written grievance by email to the Associate Dean for Academic Affairs within 20 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance needs to contain a clear and concise statement of the issue(s) involved as well as the relief sought.
3. Within 30 business days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting. The committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the committee, and/or may take other steps in attempting to resolve the grievance.
4. Within 60 calendar days after the committee receives the grievance from the Associate Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Associate Dean for Academic Affairs.
5. The Associate Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the grievance. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
6. If a student chooses to appeal the decision, the appeal will be directed to the Dean of the School of Nursing. The student must submit a written appeal, by email, to the Dean within 10 business days upon being sent the decision from the Associate Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal. The Associate Dean for Academic Affairs will provide the Dean with a copy of the initial grievance, the committee's recommendation, and the Associate Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Dean. The Dean shall notify the student and the committee of the decision in writing within 30 business days. The Dean's decision is final.

## OTHER

n/a

# NURSING PRACTICE: PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER, DNP

This is a named option with the Nursing Practice, DNP (p. 1521).

- The Psychiatric Mental Health DNP program focuses on caring for people who live with mental health symptoms across the lifespan. The program is based on a foundation of social justice and strives to close the gap in mental health care shortage areas.
- Clinical Placement Coordinators organize clinical experience opportunities at multiple locations across the state, thereby presenting students with the opportunity to learn from a diverse group of preceptors in a wide array of practice settings.
- Graduates of the Psychiatric Mental Health DNP program go on to serve in a wide array of healthcare settings, such as community mental health centers, inpatient psychiatric units, outpatient mental health clinics, correctional facilities, Indian Health Services, schools, and much more.
- As part of the program, Psychiatric Mental Health students receive the opportunity to apply for the UW–Madison LEND (Leadership Education in Neurodevelopmental Disabilities and Related Disabilities) Fellowship and to the School of Medicine and Public Health's Infant, Early Childhood, and Mental Health Capstone Certificate program.
- UW–Madison PMH DNP alumni hold a 100% first time ANCC Board Certification pass rate.
- Psychiatric Mental Health students are also presented with the opportunity to complete the Global Health Certificate Program and/or the Nurse Educator Certificate Program which complements the curriculum and sets graduates up to succeed in a teaching career.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and the Doctor of Nursing Practice's higher requirements:<br>• TOEFL (iBT): 100<br>• IELTS: 8<br>• Duolingo English Test: 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADDITIONAL ADMISSION REQUIREMENTS:

- Graduation from an accredited baccalaureate program in nursing or master's degree from an accredited nursing program (if applicable)
- One year of professional nursing experience
- Minimum GPA requirements:

- 3.0 in the last 60 baccalaureate credits and/or
- 3.5 in master's degree credits (if completed master's degree)

- Grade of B or better in an approved graduate level statistics course within the last 5 years. (Note: The course does not need to be taken before applying, but must be successfully completed prior to the start of the fall term.)
- Unencumbered Wisconsin RN license (by the program start)
- Certification as an advanced practice nurse (if applicable)
- Application essay (see School of Nursing website (https://nursing.wisc.edu/graduate-programs/dnp/#to-apply) for specific criteria)
- Curriculum vitae or resume
- CGFNS Certification (for international applicants only)

With program approval, applicants without an APN master's degree (i.e., nurse education) may apply prior coursework toward degree requirements.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | No | Yes | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 68 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 34 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A student may not receive more than one grade below a B (or a U grade) in any 12 month period. |
| Assessments and Examinations | Students must complete a scholarly project, which represents the culmination of a student's doctoral education. This project is a paper of publishable quality. Students must deliver an oral presentation to faculty, students, and the community. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | DNP students are not required to complete a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

For students with a master's degree in nursing, a personalized program plan will be developed and some of the following courses may be satisfied with previous master's coursework.

| Code | Title | Credits |
|---|---|---|
| NURSING 601 | Advanced Health Assessment | 3 |
| NURSING 605 | Pharmacotherapeutics for Advanced Practice Nurses | 3 |
| NURSING 702 | Health Promotion and Disease Prevention in Diverse Communities | 3 |
| NURSING 703 | Health Care and Public Policy | 3 |
| NURSING 704 | Leadership in Advanced Practice Nursing I | 3 |
| NURSING 706 | Nursing Research | 3 |
| NURSING 708 | Ethics for Advanced Practice in Health Care | 2 |
| NURSING 726 | Foundations for APN Clinical Practice I | 3 |
| NURSING 727 | Foundations for APN Clinical Practice II | 3 |
| NURSING 728 | Advanced Practice Clinical Application and Role Development I | 3 |
| NURSING 729 | Advanced Practice Clinical Application and Role Development II | 3 |
| NURSING 751 | Advanced Practice Nursing Theory: Psychiatric Mental Health | 3 |
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement | 3 |
| NURSING 764 | Nursing and Health Informatics | 3 |

| | | |
|---|---|---|
| NURSING 772 | Leadership and Organizational Decision-Making in Health Care | 3 |
| NURSING 806 | Evaluation and Application of Evidence-Based Practice | 3 |
| NURSING 811 | Advanced Pathophysiology | 3 |
| NURSING 826 | Foundations for APN Clinical Practice III | 3 |
| NURSING 828 | Clinical Leadership III | 3 |
| NURSING 829 | Clinical Leadership IV | 3 |
| NURSING 906 | Scholarly Project [1] | 6 |
| Elective | | 3 |
| **Total Credits** | | **68** |

[1] Six total credits required; 10 credit maximum. Taken for two credits per term (other credit amounts allowed only via faculty approval).

## Three-Year Program Plan

**First Year**

| Fall | Credits Spring | Credits Summer | Credits |
|---|---|---|---|
| NURSING 704 | 3 NURSING 601 | 3 NURSING 708 | 2 |
| NURSING 706 | 3 NURSING 605 | 3 NURSING 764 | 3 |
| NURSING 751 | 3 NURSING 703 | 3 | |
| NURSING 811 | 3 NURSING 806 | 3 | |
| | **12** | **12** | **5** |

**Second Year**

| Fall | Credits Spring | Credits Summer | Credits |
|---|---|---|---|
| NURSING 702 | 3 NURSING 727 | 3 NURSING 772 | 3 |
| NURSING 726 | 3 NURSING 729 | 3 NURSING 906 | 2 |
| NURSING 728 | 3 NURSING 761 | 3 | |
| | **9** | **9** | **5** |

**Third Year**

| Fall | Credits Spring | Credits |
|---|---|---|
| NURSING 826 | 3 NURSING 829 | 3 |
| NURSING 828 | 3 NURSING 906 | 2 |
| NURSING 906 | 2 Elective (can be taken any term)[1] | 3 |
| | **8** | **8** |

**Total Credits 68**

[1] See pre-approved elective options. Additional options may be approved by program director.

## Four-Year Program Plan

**First Year**

| Fall | Credits Spring | Credits Summer | Credits |
|---|---|---|---|
| NURSING 704 | 3 NURSING 703 | 3 NURSING 708 | 2 |
| NURSING 706 | 3 NURSING 806 | 3 | |
| NURSING 751 | 3 Elective (can be taken any term)[1] | 3 | |
| | **9** | **9** | **2** |

**Second Year**

| Fall | Credits Spring | Credits Summer | Credits |
|---|---|---|---|
| NURSING 702 | 3 NURSING 601 | 3 NURSING 764 | 3 |
| NURSING 811 | 3 NURSING 605 | 3 | |
| | **6** | **6** | **3** |

**Third Year**

| Fall | Credits Spring | Credits Summer | Credits |
|---|---|---|---|
| NURSING 726 | 3 NURSING 727 | 3 NURSING 772 | 3 |
| NURSING 728 | 3 NURSING 729 | 3 NURSING 906 | 2 |
| | NURSING 761 | 3 | |
| | **6** | **9** | **5** |

**Fourth Year**

| Fall | Credits Spring | Credits |
|---|---|---|
| NURSING 826 | 3 NURSING 829 | 3 |
| NURSING 828 | 3 NURSING 906 | 2 |
| NURSING 906 | 2 | |
| | **8** | **5** |

**Total Credits 68**

[1] See pre-approved elective options. Additional options may be approved by program director.

## Pre-approved Elective Options

| Code | Title | Credits |
|---|---|---|
| COUN PSY 650 | Theory and Practice in Interviewing | 3 |
| NURSING 657 | Clinical Psychopharmacology | 3 |
| NURSING/ PHM PRAC 674 | Seminars in Interprofessional Mental Health Care | 2 |
| NURSING/ MEDICINE/ POP HLTH 705 | Seminar in Interdisciplinary Clinical Research Evidence | 2 |
| NURSING/ PHM PRAC/ SOC WORK 746 | Interdisciplinary Care of Children with Special Health Care Needs | 3 |
| NURSING/LAW 768 | Health Justice Clinic | 1-7 |
| NURSING 785 | Foundations of Curriculum Development and Evaluation for Healthcare Professions | 3 |
| NURSING 786 | Teaching and Learning Strategies for the Classroom and Online Environments in Healthcare Professions | 3 |
| NURSING 787 | Teaching and Learning in Healthcare Professions Practicum | 3 |
| NURSING 847 | Health Policy Practicum | 3 |
| OTM 753 | Healthcare Operations Management | 3 |
| POP HLTH 650 | Special Topics | 1-6 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 915 | International Health Systems and Policy | 2 |
| PUBLHLTH 780 | Evidence-Based Decision-Making | 3 |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services | 2 |

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer graduate coursework from other institutions. Graduate work should be less than five years old to be considered; additional justification and/or documentation are needed for work taken between five and ten years. Coursework more than ten years old will not be considered unless students are board certified advanced practice nurses (APN) and have continuous practice as an APN.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework will be allowed to transfer toward DNP requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than five years old to be considered; additional justification and/or documentation is needed for work taken between five and ten years. Coursework more than ten years old will not be considered.

## PROBATION

Students meeting any of the following conditions will be placed on Academic Probation and will receive written notice of their status:

1. Achieving less than a 3.0 GPA in a term (fall, spring, or summer).
   a. If a student is already on Academic Probation based on the prior term GPA and
      i. The term GPA for the next term of enrollment is below a 3.0, the student will be dropped from the DNP program.
      ii. The term GPA for the next term of enrollment is a 3.0 or higher, the student will be returned to good academic standing.
2. Earning a cumulative GPA less than a 3.0.
   a. A student has two (2) semesters to raise their cumulative GPA above 3.0 or the student will be dropped from the DNP program.
   b. Once the cumulative GPA returns to at least a 3.0, the student will be returned to good academic standing.
3. Earning one grade below a B or one Unsatisfactory (U) grade.
   a. A student must repeat a required nursing course if a grade below a B or a U is earned.
   b. The student will be eligible to retake the course at the next available offering; if the course is a prerequisite for another course, the student cannot progress into the subsequent course until a grade of B or higher is earned. The program's Leave of Absence policy may be triggered if the student does not have a fall or spring term enrollment.
   c. If the grade below a B is in a clinical course, the student must petition to be eligible to retake the clinical course and the timing of the subsequent enrollment will be based upon availability of clinical resources.
   d. A student cannot repeat more than one course and a course may not be repeated more than once.
      i. A dropped course and/or coursework for which a student enrolls and then withdraws from the term counts as a course enrollment. Therefore, if a student drops/withdraws from a course, their next enrollment in that course is considered a repeated enrollment. (A course transcripted with a DR/WD notation per the Office of the Registrar's enrollment deadline calendar applies to this policy.)
   e. A student will be returned to good academic standing once the course is repeated and a grade of at least a B (or Satisfactory) is earned.

A student placed on Academic Probation for any reason must meet with their respective DNP Population Lead and faculty advisor to devise a written action plan to be submitted to the DNP Program Director and the Associate Dean for Academic Affairs. (Note: If the Population Lead is also the faculty advisor, the student will meet with their Population Lead/advisor and a second Population Lead.)

## ADVISOR / COMMITTEE

Within the DNP Program, each student will have an assigned faculty advisor as well as an assigned academic advisor, which is the Graduate Advising Manager. Below are descriptions of these advising roles in addition to other faculty and staff that work to advise students. Descriptions of advising roles can be found on the Student Site (https://students.nursing.wisc.edu/graduate-advising/grad/).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Post–BS: Students must complete the requirements within six years of admission. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

Post–MS: Students must complete the requirements within four years of admission to the program. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)

- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

# STUDENT APPEALS, PETITIONS, AND GRIEVANCE PROCEDURES

## Section One: Appeals

Appeals are limited to requests to continue in the curriculum after being dropped from the program and/or course grade appeals.

### Drop Appeals

Any undergraduate or graduate student who feels they should not have been dropped from the program has the right to file an appeal. The appeals procedure is available for students to provide additional information regarding their circumstances which have contributed to their dropped status. The appeal procedure is described below. Throughout the appeal process, the student (hereby referred to as appellant) may be accompanied by a support person.

### Course Grade Appeals

A student who believes a grade received in a Nursing course was an error or not consistent with guidelines outlined in the syllabus or campus standards has the right to appeal the grade.

The student should first speak with the course faculty member in an effort to resolve the issue informally. This must be done within 10 business days of the grade posted to the students record. During this informal process both student and faculty may consult with the Associate or Assistant Deans for Academic Affairs to seek resolution of the issue.

If the student remains dissatisfied with the grade, the student has the option to initiate the formal appeal procedure. To do this, the student (hereby referred to as appellant) must submit the appeal, as outlined below.

### Filing Appeal

1. The student must submit a petition for special consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form to the Assistant Dean for Academic Affairs within 10 business days of notification of academic status or grade posting. The appeal must include:
   a. Precise grounds on which the appeal is based.
   b. Circumstances associated with the need to appeal.
   c. Arguments supporting the appeal.
   d. Description of proposed remedial actions to be taken to improve the student's academic performance.
   e. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean via email by the same deadline.
2. Within 15 business days after receiving the appeal, the Assistant Dean for Academic Affairs shall arrange for a committee meeting. The committee may request additional information from the appellant and/or request them to appear before the committee. The appellant may bring a support person to the appeal meeting and must notify the Assistant Dean for Academic affairs at least three business days prior to the meeting. The appellant's chosen support person is limited to providing advice and support to the appellant.
3. Within 60 calendar days after the committee receives the appeal from the Assistant Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Assistant Dean for Academic Affairs.
4. The Assistant Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the appeal. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
5. If the appeal is granted, the Assistant Dean for Academic Affairs will discuss with the appellant any stipulations (binding) and recommendations (non-binding) for continuation in the program.
6. If a student chooses to appeal the decision, the appeal will be directed to the Associate Dean for Academic Affairs. The student must submit a written appeal, by email, to the Associate Dean within 10 business days upon being sent the decision from the Assistant Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal, which are limited to:
   a. School policies were incorrectly applied;
   b. Decision is contrary to state or federal law;
   c. Proper appeal procedures were not followed; or
   d. Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the decision that they believe meet the criteria cited as a basis for appeal.

The Assistant Dean for Academic Affairs will provide the Associate Dean for Academic Affairs with a copy of the initial grievance, the committee's recommendation, and the Assistant Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall notify the student and the committee of the decision in writing within 30 business days. The Associate Dean's decision is final.

### Section Two: Petitions

If a student in the School of Nursing wishes to request an exception to a School of Nursing academic policy or regulation they should first consult their academic advisor. Then, the student must formally submit their request using the Petition for Special Consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form. Exception requests could be related to academics (i.e. dropping a course or withdrawing after the deadline etc), clinicals/compliance (i.e. waiver for specific compliance requirement), or admission to one of the School of Nursing's academic programs.

Exceptions to established policies, regulations, and/or program requirements should be rare and will be considered on an individual case by case basis. They will be reviewed by the School of Nursing's Academic Affairs office.

### Section Three: Grievances

The following School of Nursing Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Nursing.

Any individual student who feels they have been treated unfairly by a School of Nursing faculty or staff member has the right to file a grievance and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except student employees whose complaints are covered under other campus policies. The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Throughout the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

For grievances regarding discrimination based on protected bases (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking and sexual exploitation), contact the Sexual Misconduct Resource and Response Program within the Office of Compliance (https://compliance.wisc.edu/titleix/).

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/.

For grievances about, or directed at, faculty or staff in the School of Nursing, students should follow these steps:

#### Informal Resolution

Any student in the School of Nursing who believes they have been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. If students are unable to resolve concerns directly or without additional support, please see step two.

#### Formal Grievance Procedure

1. Any student in the School of Nursing who has attempted to informally resolve a grievance but has been unsuccessful, may submit a formal grievance to the Associate Dean for Academic Affairs.
2. The student must submit a written grievance by email to the Associate Dean for Academic Affairs within 20 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance needs to contain a clear and concise statement of the issue(s) involved as well as the relief sought.
3. Within 30 business days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting. The committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the committee, and/or may take other steps in attempting to resolve the grievance.
4. Within 60 calendar days after the committee receives the grievance from the Associate Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Associate Dean for Academic Affairs.
5. The Associate Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the grievance. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
6. If a student chooses to appeal the decision, the appeal will be directed to the Dean of the School of Nursing. The student must submit a written appeal, by email, to the Dean within 10 business days upon being sent the decision from the Associate Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal. The Associate Dean for Academic Affairs will provide the Dean with a copy of the initial grievance, the committee's recommendation, and the Associate Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Dean. The Dean shall notify the student and the committee of the decision in writing within 30 business days. The Dean's decision is final.

## OTHER

n/a

# NURSING PRACTICE: SYSTEMS LEADERSHIP AND INNOVATION, DNP

This is a named option with the Nursing Practice, DNP (p. 1521).

- The Systems Leadership & Innovation (SLI) DNP track is an online program available to students across the country. In this track, students develop, implement, and evaluate new practice approaches informing improved systems of care based on nursing, business, engineering, and interprofessional science and collaboration.
- Clinical Placement Coordinators organize practicum placements (in-person and/or virtual) based on several considerations including individual students' interest and personal goals. These opportunities offer a wide array of leadership, policy, and networking opportunities in placements at local, state, and national levels.
- Systems Leadership & Innovation students have access to innovation resources and consultation at the University of Wisconsin–Madison.

- The SLI program also informs preparation for several available board certifications that are not required but encouraged post-graduation.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and the Doctor of Nursing Practice's higher requirements:<br>• TOEFL (iBT): 100<br>• IELTS: 8<br>• Duolingo English Test: 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADDITIONAL ADMISSION REQUIREMENTS:

- Graduation from an accredited baccalaureate program in nursing or master's degree from an accredited nursing, public health, or other health-related program (if applicable)
- One year of experience in nursing, public health, or a health-related field
- Minimum GPA requirements:
  - 3.0 in the last 60 baccalaureate credits and/or
  - 3.5 in master's degree credits (if completed master's degree)
- Grade of B or better in an approved graduate level statistics course within the last 5 years. (Note: The course does not need to be taken before applying, but must be successfully completed prior to the start of the fall term.)
- Unencumbered Wisconsin RN license (by the program start)
- Certification as an advanced practice nurse (if applicable)
- Application essay (see School of Nursing website (https://nursing.wisc.edu/graduate-programs/dnp/#to-apply) for specific criteria)
- Curriculum vitae or resume
- CGFNS Certification (for international applicants only)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 58 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 29 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A student may not receive more than one grade below a B (or a U grade) in any 12 month period. |

| | |
|---|---|
| Assessments and Examinations | Students must complete a scholarly project, which represents the culmination of a student's doctoral education. This project is a paper of publishable quality. Students must deliver an oral presentation to faculty, students, and the community. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | DNP students are not required to complete a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

For students with a master's degree in nursing, a personalized program plan will be developed and some of the following courses may be satisfied with previous master's coursework.

| Code | Title | Credits |
|---|---|---|
| B M I 573 | Foundations of Data-Driven Healthcare | 3 |
| I SY E 557 | Human Factors Engineering for Healthcare Systems | 3 |
| NURSING 703 | Health Care and Public Policy | 3 |
| NURSING 706 | Nursing Research | 3 |
| NURSING 708 | Ethics for Advanced Practice in Health Care | 2 |
| NURSING 709 | Leadership Foundations: The Discipline of Nursing | 2 |
| NURSING 711 | Business Concepts in Healthcare | 3 |
| NURSING 712 | Health Systems Leadership and Innovation Practicum I | 3 |
| NURSING 713 | Health Systems Leadership and Innovation Practicum II | 3 |
| NURSING 714 | Advanced Health Systems Leadership and Innovation | 3 |
| NURSING 715 | Evaluation of Health Informatics Solutions | 3 |
| NURSING 761 | Health Program Planning, Evaluation, and Quality Improvement | 3 |
| NURSING 772 | Leadership and Organizational Decision-Making in Health Care | 3 |
| NURSING 806 | Evaluation and Application of Evidence-Based Practice | 3 |
| NURSING 830 | Leadership, Role Development, and Resource Stewardship Practicum | 3 |
| NURSING 847 | Health Policy Practicum | 3 |
| NURSING 906 | Scholarly Project [1] | 6 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| Elective | | 3 |
| **Total Credits** | | **58** |

[1] Six total credits required; 10 credit maximum. Taken for two credits per term (other credit amounts allowed only via faculty approval).

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

### Three-Year Program Plan

**First Year**

| Fall | Credits Spring | Credits Summer | Credits |
|---|---|---|---|
| NURSING 706 | 3 B M I 573 | 3 NURSING 708 | 2 |
| NURSING 709 | 2 NURSING 703 | 3 NURSING 772 | 3 |
| NURSING 715 | 3 NURSING 806 | 3 | |
| POP HLTH/ SOC 797 | 3 | | |
| | **11** | **9** | **5** |

**Second Year**

| Fall | Credits Spring | Credits Summer | Credits |
|---|---|---|---|
| I SY E 557 | 3 NURSING 713 | 3 NURSING 906 | 2 |
| NURSING 711 | 3 NURSING 714 | 3 | |
| NURSING 712 | 3 NURSING 761 | 3 | |
| | **9** | **9** | **2** |

**Third Year**

| Fall | Credits Spring | Credits |
|---|---|---|
| NURSING 847 | 3 NURSING 830 | 3 |
| NURSING 906 | 2 NURSING 906 | 2 |
| Elective (can be taken any term)[1] | 3 | |
| | **8** | **5** |

**Total Credits 58**

[1] See pre-approved elective options. Additional options may be approved by program director.

### Pre-approved Elective Options

| Code | Title | Credits |
|---|---|---|
| COUN PSY 650 | Theory and Practice in Interviewing | 3 |
| NURSING 657 | Clinical Psychopharmacology | 3 |
| NURSING/ MEDICINE/ POP HLTH 705 | Seminar in Interdisciplinary Clinical Research Evidence | 2 |
| NURSING/ PHM PRAC/ SOC WORK 746 | Interdisciplinary Care of Children with Special Health Care Needs | 3 |
| NURSING 785 | Foundations of Curriculum Development and Evaluation for Healthcare Professions | 3 |
| NURSING 786 | Teaching and Learning Strategies for the Classroom and Online Environments in Healthcare Professions | 3 |
| NURSING 787 | Teaching and Learning in Healthcare Professions Practicum | 3 |
| NURSING/ PHM PRAC 674 | Seminars in Interprofessional Mental Health Care | 2 |
| NURSING/LAW 768 | Health Justice Clinic | 1-7 |
| OTM 753 | Healthcare Operations Management | 3 |
| PUBLHLTH 780 | Evidence-Based Decision-Making | 3 |

| | | |
|---|---|---|
| POP HLTH 650 | Special Topics | 1-6 |
| POP HLTH 915 | International Health Systems and Policy | 2 |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services | 2 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer graduate coursework from other institutions. Graduate work should be less than five years old to be considered; additional justification and/or documentation are needed for work taken between five and ten years. Coursework more than ten years old will not be considered unless students are board certified advanced practice nurses (APN) and have continuous practice as an APN.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework will be allowed to transfer toward DNP requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than five years old to be considered; additional justification and/or documentation is needed for work taken between five and ten years. Coursework more than ten years old will not be considered.

## PROBATION

Students meeting any of the following conditions will be placed on Academic Probation and will receive written notice of their status:

1. Achieving less than a 3.0 GPA in a term (fall, spring, or summer).
   a. If a student is already on Academic Probation based on the prior term GPA and
      i. The term GPA for the next term of enrollment is below a 3.0, the student will be dropped from the DNP program.
      ii. The term GPA for the next term of enrollment is a 3.0 or higher, the student will be returned to good academic standing.
2. Earning a cumulative GPA less than a 3.0.
   a. A student has two (2) semesters to raise their cumulative GPA above 3.0 or the student will be dropped from the DNP program.
   b. Once the cumulative GPA returns to at least a 3.0, the student will be returned to good academic standing.
3. Earning one grade below a B or one Unsatisfactory (U) grade.
   a. A student must repeat a required nursing course if a grade below a B or a U is earned.
   b. The student will be eligible to retake the course at the next available offering; if the course is a prerequisite for another course, the student cannot progress into the subsequent course until a grade of B or higher is earned. The program's Leave of Absence policy may be triggered if the student does not have a fall or spring term enrollment.
   c. If the grade below a B is in a clinical course, the student must petition to be eligible to retake the clinical course and the timing of the subsequent enrollment will be based upon availability of clinical resources.
   d. A student cannot repeat more than one course and a course may not be repeated more than once.
      i. A dropped course and/or coursework for which a student enrolls and then withdraws from the term counts as a course enrollment. Therefore, if a student drops/withdraws from a course, their next enrollment in that course is considered a repeated enrollment. (A course transcripted with a DR/WD notation per the Office of the Registrar's enrollment deadline calendar applies to this policy.)
   e. A student will be returned to good academic standing once the course is repeated and a grade of at least a B (or Satisfactory) is earned.

A student placed on Academic Probation for any reason must meet with their respective DNP Population Lead and faculty advisor to devise a written action plan to be submitted to the DNP Program Director and the Associate Dean for Academic Affairs. (Note: If the Population Lead is also the faculty advisor, the student will meet with their Population Lead/advisor and a second Population Lead.)

## ADVISOR / COMMITTEE

Within the DNP Program, each student will have an assigned faculty advisor as well as an assigned academic advisor, which is the Graduate Advising Manager. Below are descriptions of these advising roles in addition to other faculty and staff that work to advise students. Descriptions of advising roles can be found on the Student Site (https://students.nursing.wisc.edu/graduate-advising/grad/).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Post–BS: Students must complete the requirements within six years of admission. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

Post–MS: Students must complete the requirements within four years of admission to the program. Upon the advisor's recommendation, the associate dean for academic programs may grant a one-year extension.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## STUDENT APPEALS, PETITIONS, AND GRIEVANCE PROCEDURES

### Section One: Appeals

Appeals are limited to requests to continue in the curriculum after being dropped from the program and/or course grade appeals.

#### Drop Appeals

Any undergraduate or graduate student who feels they should not have been dropped from the program has the right to file an appeal. The appeals procedure is available for students to provide additional information regarding their circumstances which have contributed to their dropped status. The appeal procedure is described below. Throughout the appeal process, the student (hereby referred to as appellant) may be accompanied by a support person.

#### Course Grade Appeals

A student who believes a grade received in a Nursing course was an error or not consistent with guidelines outlined in the syllabus or campus standards has the right to appeal the grade.

The student should first speak with the course faculty member in an effort to resolve the issue informally. This must be done within 10 business days of the grade posted to the students record. During this informal process both student and faculty may consult with the Associate or Assistant Deans for Academic Affairs to seek resolution of the issue.

If the student remains dissatisfied with the grade, the student has the option to initiate the formal appeal procedure. To do this, the student (hereby referred to as appellant) must submit the appeal, as outlined below.

#### Filing Appeal

1. The student must submit a petition for special consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form to the Assistant Dean for Academic Affairs within 10 business days of notification of academic status or grade posting. The appeal must include:
   a. Precise grounds on which the appeal is based.
   b. Circumstances associated with the need to appeal.
   c. Arguments supporting the appeal.
   d. Description of proposed remedial actions to be taken to improve the student's academic performance.
   e. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean via email by the same deadline.
2. Within 15 business days after receiving the appeal, the Assistant Dean for Academic Affairs shall arrange for a committee meeting. The committee may request additional information from the appellant and/or request them to appear before the committee. The appellant may bring a support person to the appeal meeting and must notify the Assistant Dean for Academic affairs at least three business days prior to the meeting. The appellant's chosen support person is limited to providing advice and support to the appellant.
3. Within 60 calendar days after the committee receives the appeal from the Assistant Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Assistant Dean for Academic Affairs.
4. The Assistant Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the appeal. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
5. If the appeal is granted, the Assistant Dean for Academic Affairs will discuss with the appellant any stipulations (binding) and recommendations (non-binding) for continuation in the program.
6. If a student chooses to appeal the decision, the appeal will be directed to the Associate Dean for Academic Affairs. The student must submit a written appeal, by email, to the Associate Dean within 10 business days upon being sent the decision from the Assistant Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal, which are limited to:
   a. School policies were incorrectly applied;
   b. Decision is contrary to state or federal law;
   c. Proper appeal procedures were not followed; or
   d. Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the decision that they believe meet the criteria cited as a basis for appeal.

The Assistant Dean for Academic Affairs will provide the Associate Dean for Academic Affairs with a copy of the initial grievance, the committee's recommendation, and the Assistant Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall notify the student and the committee of the decision in writing within 30 business days. The Associate Dean's decision is final.

### Section Two: Petitions

If a student in the School of Nursing wishes to request an exception to a School of Nursing academic policy or regulation they should first consult their academic advisor. Then, the student must formally submit their request using the Petition for Special Consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form. Exception requests could be related to academics (i.e. dropping a course or withdrawing after the deadline etc), clinicals/compliance (i.e. waiver for specific compliance requirement), or admission to one of the School of Nursing's academic programs.

Exceptions to established policies, regulations, and/or program requirements should be rare and will be considered on an individual case by case basis. They will be reviewed by the School of Nursing's Academic Affairs office.

### Section Three: Grievances

The following School of Nursing Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Nursing.

Any individual student who feels they have been treated unfairly by a School of Nursing faculty or staff member has the right to file a grievance and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except student employees whose complaints are covered under other campus policies. The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Throughout the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

For grievances regarding discrimination based on protected bases (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking and sexual exploitation), contact the Sexual Misconduct Resource and Response Program within the Office of Compliance (https://compliance.wisc.edu/titleix/).

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/.

For grievances about, or directed at, faculty or staff in the School of Nursing, students should follow these steps:

#### Informal Resolution

Any student in the School of Nursing who believes they have been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. If students are unable to resolve concerns directly or without additional support, please see step two.

#### Formal Grievance Procedure

1. Any student in the School of Nursing who has attempted to informally resolve a grievance but has been unsuccessful, may submit a formal grievance to the Associate Dean for Academic Affairs.
2. The student must submit a written grievance by email to the Associate Dean for Academic Affairs within 20 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance needs to contain a clear and concise statement of the issue(s) involved as well as the relief sought.
3. Within 30 business days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting. The committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the committee, and/or may take other steps in attempting to resolve the grievance.
4. Within 60 calendar days after the committee receives the grievance from the Associate Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Associate Dean for Academic Affairs.
5. The Associate Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the grievance. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
6. If a student chooses to appeal the decision, the appeal will be directed to the Dean of the School of Nursing. The student must submit a written appeal, by email, to the Dean within 10 business days upon being sent the decision from the Associate Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal. The Associate Dean for Academic Affairs will provide the Dean with a copy of the initial grievance, the committee's recommendation, and the Associate Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Dean. The Dean shall notify the student and the committee of the decision in writing within 30 business days. The Dean's decision is final.

## OTHER

n/a

# NURSING, DOCTORAL MINOR

The doctoral minor in nursing provides training to support the development of investigators with an interest in health science. Three minor options are available:

1. Patient & Family Centered Research
2. Qualitative Methods in Health Research
3. Individualized minor, with foci and courses selected by the student and nursing faculty advisor

## ADMISSIONS

# ADMISSIONS

All graduate students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor.

To apply to the Nursing doctoral minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the Nursing doctoral minor. The graduate program committee will review your application for admittance.

Students may review faculty biosketches in advance of submitting their applications and are welcome to email faculty members of interest to discuss their research. If a faculty member agrees to be the student's minor advisor, the student can indicate this on their application. If the student has not selected a faculty member in advance, the graduate program committee will identify and assign a minor advisor from the Nursing faculty. The student and minor advisor will both sign the graduate minor approval form and submit it to the Graduate Advising Manager.

Graduate minors should be approved using the process outlined above before students complete more than 2 courses intended to satisfy minor requirements.

## REQUIREMENTS

# REQUIREMENTS

## GRADE REQUIREMENT

A grade of B or better in each course is required.

## REQUIRED COURSES

At least 9 credits in nursing courses are required for all nursing doctoral minors.

Students may choose to focus their coursework in one of two pathways: Patient & Family Centered Research or Qualitative Methods in Health Research. These pathways are internal to the program and represent different curricular paths a student can follow to earn this minor.

### Patient & Family Centered Research

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| NURSING 805 | Measurement in Health Research | 3 |
| NURSING 818 | Patient-centered Research | 3 |
| **Electives** | | |
| Select a minimum of 3 credits | | 3 |
| NURSING 590 | Contemporary Practices in Nursing | |
| NURSING 799 | Independent Study | |
| NURSING 816 | Proseminar in Nursing Research | |
| **Total Credits** | | **9** |

### Qualitative Methods in Health Research

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| NURSING 590 | Contemporary Practices in Nursing | 2 |
| NURSING 804 | Qualitative Design and Methods | 3 |
| **Electives** | | |
| Selected a minimum of 4 credits | | 4 |
| NURSING 590 | Contemporary Practices in Nursing | |
| NURSING 799 | Independent Study | |
| NURSING 807 | Grounded Theory Research | |
| **Total Credits** | | **9** |

# NURSING, MS

The School of Nursing is no longer admitting students to the MS program or the MS/MPH dual degree program. The MS program for advanced practice has transitioned to the Doctor of Nursing Practice (DNP) degree (p. 1521).

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD (p. 1565).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 36 credits |
| Minimum Residence Credit Requirement | 27 credits |
| Minimum Graduate Coursework Requirement | 18 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Students may earn an MS in Nursing on the way to the PhD in Nursing (p. 1565). All coursework must be numbered 300 and above.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer up to 9 credits of graduate coursework from other institutions. Graduate coursework should be less than ten years old to be considered; additional justification and/or documentation are needed for coursework taken between five and ten years. Coursework ten or more years prior to admission to the program will not be considered.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from other institutions or UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of coursework numbered 300 or above taken as a University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework should be less than ten years old to be considered; additional justification and/or documentation is needed for coursework taken between five and ten years. Coursework ten or more years prior to admission to the program will not be considered.

## PROBATION

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

Student progression is reviewed annually.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Requirements for the degree must be completed within five years of admission.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
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# STUDENT APPEALS, PETITIONS, AND GRIEVANCE PROCEDURES

## Section One: Appeals

Appeals are limited to requests to continue in the curriculum after being dropped from the program and/or course grade appeals.

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   c. Arguments supporting the appeal.
   d. Description of proposed remedial actions to be taken to improve the student's academic performance.
   e. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean via email by the same deadline.
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3. Within 60 calendar days after the committee receives the appeal from the Assistant Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Assistant Dean for Academic Affairs.
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For grievances about, or directed at, faculty or staff in the School of Nursing, students should follow these steps:

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Any student in the School of Nursing who believes they have been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. If students are unable to resolve concerns directly or without additional support, please see step two.

#### Formal Grievance Procedure

1. Any student in the School of Nursing who has attempted to informally resolve a grievance but has been unsuccessful, may submit a formal grievance to the Associate Dean for Academic Affairs.
2. The student must submit a written grievance by email to the Associate Dean for Academic Affairs within 20 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance needs to contain a clear and concise statement of the issue(s) involved as well as the relief sought.
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Students should contact the department chair or program director with questions about grievances.

## OTHER

The School of Nursing makes a strong commitment to funding students admitted into the PhD program who are enrolled full-time. Sources of funding include extramural, campus, and internal School of Nursing funding. The majority of funding decisions are made in the Spring for the following academic year. Continuing and newly admitted students are encouraged to apply for funding.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

Career advising, funding, and professional development opportunities are shared with all students by a member of the School of Nursing Academic Affairs staff. Information on these support services can be found on the Student Site (https://students.nursing.wisc.edu/career-advising/career/).

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Background for Practice from Sciences and Humanities) Recognizes that the master's-prepared nurse integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.
2. (Organizational and Systems Leadership) Recognizes that organizational and systems leadership are critical to the promotion

of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective.

3. (Quality Improvement and Safety) Recognizes that a master's-prepared nurse must be articulate in the methods, tools, performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.
4. (Translating and Integrating Scholarship into Practice) Recognizes that the master's-prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.
5. (Informatics and Healthcare Technologies) Recognizes that the master's-prepared nurse uses patient-care technologies to deliver and enhance care and uses communication technologies to integrate and coordinate care.
6. (Health Policy and Advocacy) Recognizes that the master's-prepared nurse is able to intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.
7. (Interprofessional Collaboration for Improving Patient and Population Health Outcomes) Recognizes that the master's-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.
8. (Ethical Practice) Recognizes and applies principles of ethical and professional conduct.
9. (Master's-Level Nursing Practice) Recognizes that nursing practice, at the master's level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master's-level nursing graduates must have an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.
10. (Clinical Prevention and Population Health for Improving Health) Recognizes that the master's-prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.

# NURSING, PHD

The School of Nursing offers a program leading to the doctor of philosophy degree. The school also has a unique early entry PhD program to bridge or accelerate progression to the PhD level for undergraduate nursing students. Postdoctoral training opportunities are also available.

Nursing faculty members are well prepared for their roles as scholars, clinicians, and teachers. Many have postdoctoral experience in nursing and related disciplines. They have wide-ranging clinical expertise foundational to their experiences with doctoral students. Many faculty have been awarded prestigious federal and private research and training awards and are well known for their expertise in university, local, national, and international communities. Our faculty have a wide variety of research interests. Areas of particular strength and depth include the following:

- Aging
- Chronic illness & symptom management
- Care of children & families
- Health systems & care delivery

World-renowned facilities for clinical practice and research are available in and around Madison. These include University of Wisconsin Hospital and Clinics, American Family Children's Hospital, UW Carbone Cancer Center, and William S. Middleton Memorial Veterans Hospital; hospitals and clinics in urban and rural settings; nursing homes; and public health agencies. The university's location in Wisconsin's capital offers opportunities for involvement in state government and policymaking.

Signe Skott Cooper Hall, the School of Nursing's new facility, features state-of-the-art classrooms, simulation labs, meeting and research facilities, and social gathering spaces in an environment dedicated to the health and wellness of students, faculty, staff, and the communities and populations served. Adjacent to Cooper Hall, the Health Sciences Learning Center (HSLC) brings together students in nursing, medicine, and pharmacy, and includes the Ebling Library and University Book Store.

## EARLY ENTRY PHD OPTION

The early-entry PhD option is designed for undergraduate students who are interested in research as a career and the PhD as a goal. With the assistance of a faculty advisory committee, early entry students plan an individualized program of study and research, drawing on existing undergraduate and graduate courses in nursing and related disciplines. Two degrees are awarded to students who complete this option: bachelor of science in nursing (BS), granted by the School of Nursing, and doctor of philosophy (PhD), granted by the Graduate School.

## DOCTOR OF PHILOSOPHY DEGREE

The purpose of the PhD program is to prepare researchers to develop, evaluate, and disseminate new knowledge in nursing and health science. The program is characterized by early and continuous training in research through a close mentoring relationship with faculty, a strong scientific base in nursing, and supporting courses in a related (i.e., minor) discipline. Graduates with a research doctorate are prepared to assume positions as faculty as well as research scientists and research directors in a variety of educational, clinical, and governmental settings.

The program is designed to be completed in four years of full-time study. Students may be accepted into the PhD program either post-baccalaureate or post-master's. Students are encouraged to enroll full-time. If part-time study is necessary, a minimum of six credits per semester is required. In collaboration with the faculty mentor(s), students plan a course of study that constitutes a unified program and fulfills the program requirements.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched

the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADMISSION REQUIREMENTS

Admission requirements for the PhD program are:

- Bachelor's degree from an accredited program in nursing or master's degree from an accredited nursing program (if applicable)
- Minimum GPA requirements (on a 4.0 scale):
  - 3.0 in the last 60 baccalaureate credits on most recent baccalaureate degree and/or
  - 3.5 in master's degree credits (if completed master's degree)
- Original official transcripts will be required by the Graduate School if a department recommends applicant for admission.
- Three academic references from individuals who can speak to your scholarly activities, research capabilities and potential for success in the doctoral program
- Two examples of scholarly work that are related to nursing or health
- Personal Statement, your reasons for seeking a PhD in nursing
- Curriculum vitae or resume

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Several forms of financial aid are available for graduate students in the School of Nursing. These include fellowships, traineeships, scholarships, research, project and teaching assistantships, and loans. Most graduate assistantships cover the cost of tuition and provide a monthly stipend. Awards are made in the spring or early summer for the following academic year. Full-time PhD students receive priority for teaching and research assistantships administered by the School of Nursing. Students in the PhD program have also been successful in competing for federal National Research Service Awards (NRSA) which are individual predoctoral fellowships.

Doctoral students who are preparing to be full-time faculty in nursing programs are also eligible for the Nurse Faculty Loan Program (NFLP). These loans, supported by the federal government, are available to cover tuition and other educational expenses. When graduates become full-time faculty members, up to 85% of the NFLP loan will be canceled over a four-year period.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 58 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 29 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A student may not receive more than one grade below a B (or a U grade) in any 12 month period. |
| Assessments and Examinations | To be eligible for the comprehensive candidacy examination, candidates must have completed all formal coursework requirements. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| NURSING 703 | Health Care and Public Policy | 3 |
| NURSING/ MEDICINE/ POP HLTH 705 | Seminar in Interdisciplinary Clinical Research Evidence | 2 |
| NURSING 706 | Nursing Research | 3 |
| NURSING 800 | Health Equity in Nursing and Health Research | 2 |
| NURSING 801 | Theory in Nursing Research | 2 |
| NURSING 802 | Ethics and the Responsible Conduct of Research | 1 |
| NURSING 803 | Quantitative Design and Methods | 4 |
| NURSING 804 | Qualitative Design and Methods | 3 |
| NURSING 815 | Knowledge Development in Nursing | 3 |
| *Proseminar* | | |
| Students complete the following course four times, over the first four semesters of the first two years of the program (each for 1 credit). | | 4 |
| NURSING 816 | Proseminar in Nursing Research | |
| **Advanced Methods/Statistics** | | |
| Students complete 6 credits in consultation with their advisor from the options below: | | 6 |
| ED PSYCH 760 & ED PSYCH 761 | Statistical Methods Applied to Education I and Statistical Methods Applied to Education II | |
| ED PSYCH 762 | Introduction to the Design of Educational Experiments | |
| ED PSYCH 763 | Regression Models in Education | |
| ED PSYCH/ ELPA 822 | Introduction to Quantitative Inquiry in Education | |
| ED PSYCH 946 | Advanced Assessment and Intervention Techniques | |
| ED PSYCH 964 | Hierarchical Linear Modeling | |
| B M I/STAT 541 | Introduction to Biostatistics | |
| B M I/STAT 542 | Introduction to Clinical Trials I | |
| B M I 544 | Introduction to Clinical and Healthcare Research II | |
| B M I/STAT 641 | Statistical Methods for Clinical Trials | |
| B M I/STAT 642 | Statistical Methods for Epidemiology | |
| POP HLTH/ B M I 551 | Introduction to Biostatistics for Population Health | |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | |
| POP HLTH/ B M I 651 | Advanced Regression Methods for Population Health | |
| STAT 601 | Statistical Methods I | |
| STAT 849 | Advanced Statistical Methods | |
| **Electives in Nursing Science** | | |
| Students complete 6 credits in consultation with their advisor from the options below: | | 6 |
| NURSING 590 | Contemporary Practices in Nursing | |
| NURSING 785 | Foundations of Curriculum Development and Evaluation for Healthcare Professions | |
| NURSING 786 | Teaching and Learning Strategies for the Classroom and Online Environments in Healthcare Professions | |
| NURSING 787 | Teaching and Learning in Healthcare Professions Practicum | |
| NURSING 805 | Measurement in Health Research | |
| NURSING 818 | Patient-centered Research | |
| NURSING 819 | Clinical Field Practicum - Research in Health Care Settings | |
| NURSING 847 | Health Policy Practicum | |
| ED PSYCH/ HDFS/NURSING/ SOC WORK 880 | Prevention Science | |
| **Breadth** | | **9** |
| **Guided Research** | | |
| Students complete guided research, including independent study. Students are expected to take at least 1 credit of Independent Study and participate in their faculty mentor's research group (or another research group agreed upon with the mentor) each semester. | | 10 |
| **Total Credits** | | **58** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may apply prior coursework toward program course requirements. The credits from this work will not appear on a UW-Madison transcript as transfer credits into the Graduate career. Coursework more than ten years old will not be considered.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No undergraduate coursework will be allowed to transfer toward PhD requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 9 credits of coursework numbered 300 or above taken as a University Special student. These credits are considered part of the total allowable credits available for a student to transfer. Coursework more than ten years old will not be considered.

## PROBATION

A semester GPA below 3.0 will result in the student being placed on academic probation. If a student has not returned to satisfactory progress by the determined deadline, a decision about whether the student will be permitted to continue will be made by the Graduate Programs Committee (or appropriate subcommittee) with input from the student's advisor.

## ADVISOR / COMMITTEE

PhD students complete an annual progression review which includes a written review from the advisor. This is submitted to the PhD Subcommittee of the GPC. The Subcommittee reviews the student CVs and advisor comments to gain an overall sense of student progression in the program. Comments from the Subcommittee regarding progression are then sent to the advisor who shares the result of the review with the student.

Refer to the Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policy.

The student and major professor should work together to identify dissertation advisory committee members with appropriate breadth and depth of knowledge. In addition to the minimum Graduate School requirements for the dissertation committees, the School of Nursing has additional expectations for committee membership:

1. At least 2 members will be from the School of Nursing faculty.
2. In general, all committee members will serve as readers. However, in line with the Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policy, the chair may designate 1 of the 4 members of the committee as a non-reader.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## STUDENT APPEALS, PETITIONS, AND GRIEVANCE PROCEDURES

### Section One: Appeals

Appeals are limited to requests to continue in the curriculum after being dropped from the program and/or course grade appeals.

#### Drop Appeals

Any undergraduate or graduate student who feels they should not have been dropped from the program has the right to file an appeal. The appeals procedure is available for students to provide additional information regarding their circumstances which have contributed to their dropped status. The appeal procedure is described below. Throughout the appeal process, the student (hereby referred to as appellant) may be accompanied by a support person.

### Course Grade Appeals

A student who believes a grade received in a Nursing course was an error or not consistent with guidelines outlined in the syllabus or campus standards has the right to appeal the grade.

The student should first speak with the course faculty member in an effort to resolve the issue informally. This must be done within 10 business days of the grade posted to the students record. During this informal process both student and faculty may consult with the Associate or Assistant Deans for Academic Affairs to seek resolution of the issue.

If the student remains dissatisfied with the grade, the student has the option to initiate the formal appeal procedure. To do this, the student (hereby referred to as appellant) must submit the appeal, as outlined below.

### Filing Appeal

1. The student must submit a petition for special consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form to the Assistant Dean for Academic Affairs within 10 business days of notification of academic status or grade posting. The appeal must include:
   a. Precise grounds on which the appeal is based.
   b. Circumstances associated with the need to appeal.
   c. Arguments supporting the appeal.
   d. Description of proposed remedial actions to be taken to improve the student's academic performance.
   e. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean via email by the same deadline.
2. Within 15 business days after receiving the appeal, the Assistant Dean for Academic Affairs shall arrange for a committee meeting. The committee may request additional information from the appellant and/or request them to appear before the committee. The appellant may bring a support person to the appeal meeting and must notify the Assistant Dean for Academic affairs at least three business days prior to the meeting. The appellant's chosen support person is limited to providing advice and support to the appellant.
3. Within 60 calendar days after the committee receives the appeal from the Assistant Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Assistant Dean for Academic Affairs.
4. The Assistant Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the appeal. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
5. If the appeal is granted, the Assistant Dean for Academic Affairs will discuss with the appellant any stipulations (binding) and recommendations (non-binding) for continuation in the program.
6. If a student chooses to appeal the decision, the appeal will be directed to the Associate Dean for Academic Affairs. The student must submit a written appeal, by email, to the Associate Dean within 10 business days upon being sent the decision from the Assistant Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal, which are limited to:
   a. School policies were incorrectly applied;
   b. Decision is contrary to state or federal law;
   c. Proper appeal procedures were not followed; or
   d. Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the decision that they believe meet the criteria cited as a basis for appeal.

The Assistant Dean for Academic Affairs will provide the Associate Dean for Academic Affairs with a copy of the initial grievance, the committee's recommendation, and the Assistant Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall notify the student and the committee of the decision in writing within 30 business days. The Associate Dean's decision is final.

## Section Two: Petitions

If a student in the School of Nursing wishes to request an exception to a School of Nursing academic policy or regulation they should first consult their academic advisor. Then, the student must formally submit their request using the Petition for Special Consideration (https://uwmadison.co1.qualtrics.com/jfe/form/SV_07Y6YZUOYXJnQ2O/) form. Exception requests could be related to academics (i.e. dropping a course or withdrawing after the deadline etc), clinicals/compliance (i.e. waiver for specific compliance requirement), or admission to one of the School of Nursing's academic programs.

Exceptions to established policies, regulations, and/or program requirements should be rare and will be considered on an individual case by case basis. They will be reviewed by the School of Nursing's Academic Affairs office.

## Section Three: Grievances

The following School of Nursing Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Nursing.

Any individual student who feels they have been treated unfairly by a School of Nursing faculty or staff member has the right to file a grievance and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except student employees whose complaints are covered under other campus policies. The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Throughout the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

For grievances regarding discrimination based on protected bases (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking and sexual exploitation), contact the Sexual Misconduct Resource and Response Program within the Office of Compliance (https://compliance.wisc.edu/titleix/).

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/.

For grievances about, or directed at, faculty or staff in the School of Nursing, students should follow these steps:

**Informal Resolution**
Any student in the School of Nursing who believes they have been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. If students are unable to resolve concerns directly or without additional support, please see step two.

**Formal Grievance Procedure**

1. Any student in the School of Nursing who has attempted to informally resolve a grievance but has been unsuccessful, may submit a formal grievance to the Associate Dean for Academic Affairs.
2. The student must submit a written grievance by email to the Associate Dean for Academic Affairs within 20 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance needs to contain a clear and concise statement of the issue(s) involved as well as the relief sought.
3. Within 30 business days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting. The committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the committee, and/or may take other steps in attempting to resolve the grievance.
4. Within 60 calendar days after the committee receives the grievance from the Associate Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Associate Dean for Academic Affairs.
5. The Associate Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the grievance. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
6. If a student chooses to appeal the decision, the appeal will be directed to the Dean of the School of Nursing. The student must submit a written appeal, by email, to the Dean within 10 business days upon being sent the decision from the Associate Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal. The Associate Dean for Academic Affairs will provide the Dean with a copy of the initial grievance, the committee's recommendation, and the Associate Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Dean. The Dean shall notify the student and the committee of the decision in writing within 30 business days. The Dean's decision is final.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Career advising, funding, and professional development opportunities are shared with all students by a member of the School of Nursing Academic Affairs staff. Information on these support services can be found on the Student Site (https://students.nursing.wisc.edu/career-advising/career/).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Master in-depth knowledge in a substantive area of nursing.
2. Articulate research problems, potentials, and limits with respect to nursing theory, knowledge, and practice.
3. Formulate new ideas, concepts, designs, and/or techniques based on critical evaluation of knowledge in nursing and other relevant disciplines.
4. Assume leadership in the creation of original research that makes a substantive contribution to health.
5. Integrate structural and social determinants of health equity in nursing scholarship.
6. Demonstrate breadth in learning experiences through intra- and cross-disciplinary study, and integration of research, teaching, mentoring, service to the profession, and/or other career roles.
7. Negotiate and work successfully with interprofessional teams.
8. Develop and disseminate nursing knowledge to meet the health needs of local, national, and global populations.
9. Communicate complex research findings and implications in a clear and understandable manner to lay and professional audiences.
10. Demonstrate knowledge of professional obligations, codes of ethics, and institutional policies and procedures that guide nursing scholarship.
11. Demonstrate the capacity to identify ethical issues, seek guidance from appropriate resources and adhere to ethical principles and professional norms in the resolution of moral dilemmas.

# TEACHING AND LEARNING IN HEALTHCARE PROFESSIONS, GRADUATE/PROFESSIONAL CERTIFICATE

Those who complete the certificate are recognized for their specialized skills, knowledge, and abilities in the nurse educator role. The certification of nurse educators provides a means for faculty members to demonstrate their expertise in the science of nursing education. Obtaining the certificate signifies a commitment to professional development and to continuously improve the methods of teaching needed in the field of nursing.

Students who complete the certificate are eligible to sit for the National League for Nursing (NLN) Certified Nurse Educator Examination. NLN recognizes the nurse educator role as a specialty area of practice.

This program offers two pathways:

1. Nurse Educator Certificate Program for students currently enrolled in a nursing doctoral program (DNP (p. 1521) or PhD (p. 1565))
2. Nurse Educator Capstone Certificate Program for master's- or doctoral-prepared nurses who are not currently enrolled in a nursing doctoral program

## ADMISSIONS

# ADMISSIONS

### TIMELINE

Students are admitted to the certificate to begin in the spring session only. The important dates are:

- Application Opens: Early September
- Application Deadline: November 1.
  - All materials (including transcripts) must be received by the deadline.
- Review of Applications: November
- Notification of Decision: Early December

### APPLICATION PROCESS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To apply to this certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the certificate for which you are applying. Professional students in the careers of Law, Medicine, Pharmacy, and Veterinary cannot add the certificate in the Graduate Student Portal, and should contact the program for more information.

### ELIGIBILITY

To be eligible to complete the Teaching & Learning in Healthcare Professions Certificate, students must enrolled in a graduate program.

## REQUIREMENTS

# REQUIREMENTS

The certificate is a 9-credit program of study that includes graduate-level foundational and practicum work. Students must complete any three of four courses which cover the foundation of teaching/learning and curriculum in healthcare education, with an emphasis on evidence-based teaching.

The curriculum and requirements for the Teaching & Learning in Healthcare Professions Certificate are prescribed. Few exceptions or course substitutions are permitted. Exceptions must be approved by the certificate program director.

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| Students must complete any three of the following courses: | | 9 |
| NURSING 784 | Teaching and Learning Strategies for Clinical and Simulation Environments in Healthcare Professions | |
| NURSING 785 | Foundations of Curriculum Development and Evaluation for Healthcare Professions | |
| NURSING 786 | Teaching and Learning Strategies for the Classroom and Online Environments in Healthcare Professions | |
| NURSING 787 | Teaching and Learning in Healthcare Professions Practicum | |
| **Total Credits** | | **9** |

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate the ability to design, analyze, and evaluate curricula by applying foundational knowledge of curriculum development processes, components, and frameworks within healthcare professions education.
2. Assess and integrate current trends, professional and societal issues, and evidence-based practices into curriculum design and delivery to ensure relevance and impact in healthcare education.
3. Compare and contrast traditional and innovative program structures at undergraduate and graduate levels, analyzing their implications for healthcare practice and educational outcomes.
4. Apply selected teaching and learning theories, utilizing active learning strategies, interprofessional education, and educational technologies to foster student engagement and success in diverse student populations.
5. Construct and implement plans for assessing individual and aggregate student learning outcomes, ensuring alignment with program objectives and fostering continuous improvement.
6. Create inclusive learning environments that address diverse student needs, promote equity, and foster a supportive atmosphere.
7. Engage in ongoing professional development by leveraging feedback, reflective practices, current research, and best practices to enhance teaching effectiveness and educational leadership.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

Graduates of the Teaching & Learning in Healthcare Professions Certificate who are Registered Nurses may be eligible to sit for the National League for Nursing (NLN) Certified Nurse Educator examination.

Eligibility requirements are as follows:

- Documentation of an unencumbered nursing license.
- Doctoral degree in nursing and nine or more credits of graduate-level education courses.

# ONCOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Cancer Biology, MS (p. 1572)
- Cancer Biology, PhD (p. 1576)


# CANCER BIOLOGY, MS

The graduate program in cancer biology offers a course of study and research leading to the PhD degree. Although a master's degree is offered under special circumstances, students are not admitted for a master's degree.

The Cancer Biology Graduate Program was established at the McArdle Laboratory for Cancer Research in 1940 as the first graduate program in the United States to offer a degree in basic cancer research. The program now includes more than 50 faculty trainers from multiple departments including Oncology, Medicine, Human Oncology, Cell and Regenerative Biology, Medical Microbiology and Immunology, and others. This interdepartmental structure offers students remarkably diverse training opportunities that span the entire breadth of cancer biology research from haploid or diploid genetics, viral and chemical carcinogenesis, eukaryotic cell and molecular biology, virology, molecular toxicology, and whole-animal carcinogenesis. Through the graduate curriculum, students are introduced to the body of knowledge that has been derived directly from experiments on the induction, properties, and therapy of cancer, and receive the necessary background to conduct independent research.

Curriculum requirements are designed to be flexible, providing a maximal opportunity for specialization within this multidisciplinary field. Students learn through core and elective courses; by participation in seminars, conferences, and journal clubs related to their specific areas of expertise; and most important, from their research advisors. Students who join the program select research advisors after conducting a minimum of three month-long rotations in different laboratories during the first semester. After choosing an advisor, students will also create an advisory committee of five faculty members who will provide guidance throughout the process of earning the PhD degree. The average time to complete the PhD is 5.5 years. The program prepares students for careers in teaching and research in academia, government, and industry.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD. (p. 1576)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all required Core Courses, otherwise the course must be repeated. |
| Assessments and Examinations | Thesis track: requires a formal thesis.<br><br>Non-thesis track: no formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The curriculum for Cancer Biology is designed to introduce you to research related to the induction, properties, and therapy of cancer and to ensure that you have the necessary background in one or more areas of related, fundamental science to enable you to do original research. Courses are drawn from the Department of Oncology as well as various related departments, including Bacteriology, Biochemistry, Biomolecular Chemistry, Chemistry, Genetics, Human Oncology, Medical Microbiology and Immunology, Pathology and Laboratory Medicine, and Pharmacology.

The Graduate School at UW-Madison requires PhD students to complete a minimum of 51 credits in order to obtain a PhD Degree. These credits are fulfilled via core curriculum courses, 990 research, and electives. Courses numbered below 300, audit, and pass/fail do not satisfy the credit minimum requirement. It is suggested that you take approximately 2 courses per semester with the remaining credits being 990 research. All courses must be completed by the end of your second year, before completing the Preliminary Exam.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses | 3 |
| ONCOLOGY 703 | Carcinogenesis and Tumor Cell Biology | 3 |
| MED HIST 950 | Responsible Conduct of Research | 1 |
| ONCOLOGY 725 | Readings in Cancer Biology | 2 |
| ONCOLOGY 735 | Grant Writing in Cancer Biology | 2 |
| ONCOLOGY 901 | Seminar (presentation) | 1 |
| **Research Credits** | | |
| Complete 12 credits of following: | | 12 |
| ONCOLOGY 990 | Research [1] | |
| **Quantitative Requirement** | | |
| B M I/STAT 541 | Introduction to Biostatistics | 3 |
| or ONCOLOGY 778 | Bioinformatics for Biologists | |
| **Electives** | | |
| Students may select electives in consultation with their advisor. These courses should be numbered 500 and above. The list below provides some examples of commonly taken courses. | | 3-6 |
| **Total Credits** | | **30** |

[1] Students will enroll in up to 12 credits per semester as pre-dissertators (only 2 credits during the summer term).

### Seminar

Beginning in your second year, you will be required to give an annual, formal presentation in the Cancer Biology Student/Postdoc Seminar Series. **Attendance at this seminar series is required**.

In addition, you are expected to attend the Cancer Biology Seminar throughout your graduate career. The schedule is posted on the McArdle website (https://mcardle.wisc.edu/seminar-schedules/).

### Suggested Electives

| Code | Title | Credits |
|---|---|---|
| BIOCHEM 601 | Protein and Enzyme Structure and Function | 2 |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | 3 |
| PATH-BIO/ M M & I 528 | Immunology | 3 |
| M M & I 740 | Mechanisms of Microbial Pathogenesis | 3 |
| PATH 803 | Pathogenesis of Major Human Diseases | 3 |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | 3 |
| BIOCHEM 625 | Mechanisms of Action of Vitamins and Minerals | 2 |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology | 3 |
| CRB 650 | Molecular and Cellular Organogenesis | 3 |
| CRB/MEDICINE 701 | Cell Signaling and Human Disease | 1 |
| B M E 520 | Stem Cell Bioengineering | 3 |
| CBE/B M E 783 | Design of Biological Molecules | 3 |
| PATH 750 | Cellular and Molecular Biology/ Pathology | 2 |
| M M & I/PATH-BIO 750 | Host-Parasite Relationships in Vertebrate Viral Disease | 3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs

may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students may transfer no more than 7 credits numbered 300 or above from a UW–Madison undergraduate degree, or the equivalent from other institutions.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

A semester GPA below 3.0 or an incomplete grade (I) will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained or the Incomplete grade is not cleared during the subsequent semester of full- time enrollment, the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

All students are required to have an advisor. Students must create a certification committee (advisor plus four additional faculty members) by the end of their first year. After passing their preliminary examination, students are required to conduct a progress report meeting with their certification committee each year. Failure to do so may result in a hold being placed on the student's registration.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

All doctoral students must pass their preliminary examination by the end of their second year (August 31). Under special circumstances, a one-semester extension may be granted when justified in writing by the student and advisor.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and

Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If

the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to their research and how it relates to the field of cancer biology.
2. Formulates novel ideas, concepts/hypotheses, designs experiments to test the hypotheses, and shows proficiency in the necessary techniques to carry out their dissertation research.
3. Creates and carries out scholarly research that asks a novel and important biological question and makes a substantive contribution to the field of cancer research.
4. Demonstrates the breadth of their knowledge through thoughtful and creative design of their research and their ability to answer questions from varied audiences.
5. Advances contributions in cancer biology to society through publication, presentations at national and international meetings, and various outreach activities.
6. Communicates complex ideas in a clear and understandable manner both in their oral and written presentations.
7. Fosters ethical and professional conduct in all aspects related to their development as a scientist.

# CANCER BIOLOGY, PHD

The Cancer Biology, PhD program is a member of the **Interdisciplinary Biological and Health Sciences Consortium (IBHSC)**. The consortium fosters a collaborative environment for research and study in the biological and health sciences. Click here for more information on the IBHSC. (https://www.med.wisc.edu/education/graduate-programs/biological-health-sciences-consortium/)

The graduate program in cancer biology offers a course of study and research leading to the PhD degree. Although a master's degree is offered under special circumstances, students are not admitted for a master's degree.

The Cancer Biology Graduate Program was established at the McArdle Laboratory for Cancer Research in 1940 as the first graduate program in the United States to offer a degree in basic cancer research. The program now includes more than 50 faculty trainers from multiple departments including Oncology, Medicine, Human Oncology, Cell and Regenerative Biology, Medical Microbiology and Immunology, and others. This interdepartmental structure offers students remarkably diverse training opportunities that span the entire breadth of cancer biology research from haploid or diploid genetics, viral and chemical carcinogenesis, eukaryotic cell and molecular biology, virology, molecular toxicology, and whole-animal carcinogenesis. Through the graduate curriculum, students are introduced to the body of knowledge that has been derived directly from experiments on the induction, properties, and therapy of cancer, and receive the necessary background to conduct independent research.

Curriculum requirements are designed to be flexible, providing a maximal opportunity for specialization within this multidisciplinary field. Students learn through core and elective courses; by participation in seminars, conferences, and journal clubs related to their specific areas of expertise; and most important, from their research advisors. Students who join the program select research advisors after conducting a minimum of three month-long rotations in different laboratories during the first semester. After choosing an advisor, students will also create an advisory committee of five faculty members who will provide guidance throughout the process of earning the PhD degree. The average time to complete the PhD is 5.5 years. The program prepares students for careers in teaching and research in academia, government, and industry.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | November 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Students seeking admission to the program must complete a bachelor's degree in biology, biochemistry, chemistry, molecular biology, or a related area from an accredited college or university and should have a grade point average of at least 3.0 (on a 4.0 scale). The background of the applicant should include basic courses in these areas as well as several advanced courses in chemistry, microbiology, biochemistry, genetics,

physiology, and molecular biology. Prior laboratory research experience is highly desirable.

Applicants must submit a completed online application, personal statement (reasons for graduate study), unofficial college transcripts, updated CV/resume (highlighting laboratory experience), and three letters of recommendation.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The program is committed to ensuring continuing financial support for all cancer biology PhD students in good standing. Financial support includes a competitive stipend and tuition remission. All graduate students are also eligible for comprehensive health insurance. PhD students are supported from a variety of different sources including research assistantships from faculty research grants, fellowships, and NIH training grants. There is no teaching requirement for cancer biology students; however, many opportunities exist on campus for those who wish to gain teaching experience.

Students are admitted into the Cancer Biology Program as a Research Assistant (RA) unless they have received a fellowship or training grant. Find more information here (https://cancerbiotraininggrant.mcardle.wisc.edu/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all required Core Courses, otherwise the course must be repeated. |
| Assessments and Examinations | All doctoral students must pass an oral preliminary examination. All requirements for a doctoral degree, except for the dissertation, must be completed at this time.<br><br>Six months before the final oral defense, all doctoral students must present a semifinal dissertation proposal to their committee for approval.<br><br>All doctoral students must pass a final oral defense of their doctoral dissertation and subsequently deposit the dissertation in the Graduate School. |
| Language Requirements | No language requirements. |

| | |
|---|---|
| Graduate School Breadth Requirement | The Cancer Biology Program does not require students to complete a doctoral minor or graduate/professional certificate; however, the option is available to those who wish to do so. Acceptance of the minor or certificate requires the approval of the Advisor and respective department in which the minor or certificate is administered.<br><br>If you wish to complete a minor or certificate, you must inform the Program Coordinator of your minor option selection by the end of the first year. The minor or certificate must be approved by your Certification Committee and must be completed along with the major course requirements by the end of your second year. Please note that breadth coursework may count towards the elective course requirements. |

## REQUIRED COURSES

The curriculum for Cancer Biology is designed to introduce you to research related to the induction, properties, and therapy of cancer and to ensure that you have the necessary background in one or more areas of related, fundamental science to enable you to do original research. Courses are drawn from the Department of Oncology as well as various related departments, including Bacteriology, Biochemistry, Biomolecular Chemistry, Chemistry, Genetics, Human Oncology, Medical Microbiology and Immunology, Pathology and Laboratory Medicine, and Pharmacology.

The Graduate School at UW-Madison requires PhD students to complete a minimum of 51 credits in order to obtain a PhD Degree. These credits are fulfilled via core curriculum courses, 990 research, and electives. Courses numbered below 300, audit, and pass/fail do not satisfy the minimum requirement. It is suggested that you take approximately 2 courses per semester with the remaining credits being 990 research. All courses must be completed by the end of your second year, before completing the Preliminary Exam.

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses | 3 |
| ONCOLOGY 703 | Carcinogenesis and Tumor Cell Biology | 3 |
| MED HIST 950 | Responsible Conduct of Research | 1 |
| ONCOLOGY 725 | Readings in Cancer Biology | 2 |
| ONCOLOGY 735 | Grant Writing in Cancer Biology | 2 |
| ONCOLOGY 901 | Seminar (presentation) [1] | 1 |
| **Research Credits** | | **minimum 28** |
| ONCOLOGY 990 | Research [2] | |
| **Quantitative Requirement** | | |
| B M I/STAT 541 | Introduction to Biostatistics | 3 |
| or ONCOLOGY 778 | Bioinformatics for Biologists | |
| **Electives (two courses) [3]** | | **3-6** |
| **Total Credits** | | **51** |

1 Beginning in your second year, you will be required to give an annual, formal presentation in the Cancer Biology Student/Postdoc Seminar Series. **Attendance at this seminar series is required**.

In addition, you are expected to attend the Cancer Biology Seminar throughout your graduate career. The schedule is posted on the McArdle website (https://mcardle.wisc.edu/seminar-schedules/).

2 Students will enroll in up to 12 credits per semester as pre-dissertators (only 2 credits during the summer term).

3 Students must select electives in consultation with their advisor. These courses should be numbered 500 and above. The list below provides some examples of commonly taken courses.

### Suggested Electives

| Code | Title | Credits |
|---|---|---|
| BIOCHEM 601 | Protein and Enzyme Structure and Function | 2 |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | 3 |
| PATH-BIO/ M M & I 528 | Immunology | 3 |
| M M & I 740 | Mechanisms of Microbial Pathogenesis | 3 |
| PATH 803 | Pathogenesis of Major Human Diseases | 3 |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | 3 |
| BIOCHEM 625 | Mechanisms of Action of Vitamins and Minerals | 2 |
| CRB 640 | Fundamentals of Stem Cell and Regenerative Biology | 3 |
| CRB 650 | Molecular and Cellular Organogenesis | 3 |
| CRB/MEDICINE 701 | Cell Signaling and Human Disease | 1 |
| B M E 520 | Stem Cell Bioengineering | 3 |
| CBE/B M E 783 | Design of Biological Molecules | 3 |
| PATH 750 | Cellular and Molecular Biology/ Pathology | 2 |
| M M & I/PATH-BIO 750 | Host-Parasite Relationships in Vertebrate Viral Disease | 3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten or

more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at other Institutions or UW-Madison

With program approval, students may transfer no more than 7 credits numbered 300 or above from a UW–Madison undergraduate degree, or the equivalent from other institutions.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

With program approval, students may transfer no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison Special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

A semester GPA below 3.0 or an incomplete grade (I) will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained or the Incomplete grade is not cleared during the subsequent semester of full- time enrollment, the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

All students are required to have an advisor. Students must create a certification committee (advisor plus four additional faculty members) by the end of their first year. After passing their preliminary examination, students are required to conduct a progress report meeting with their certification committee each year. Failure to do so may result in a hold being placed on the student's registration.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

All doctoral students must pass their preliminary examination by the end of their second year (August 31). Under special circumstances, a one-semester extension may be granted when justified in writing by the student and advisor.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

#### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

#### Requirements for Programs

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must

notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

n/a

PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to their research and how it relates to the field of cancer biology.
2. Formulates novel ideas, concepts/hypotheses, designs experiments to test the hypotheses, and shows proficiency in the necessary techniques to carry out their dissertation research.
3. Creates and carries out scholarly research that asks a novel and important biological question and makes a substantive contribution to the field of cancer research.
4. Demonstrates the breadth of their knowledge through thoughtful and creative design of their research and their ability to answer questions from varied audiences.
5. Advances contributions in cancer biology to society through publication, presentations at national and international meetings, and various outreach activities.
6. Communicates complex ideas in a clear and understandable manner both in their oral and written presentations.
7. Fosters ethical and professional conduct in all aspects related to their development as a scientist.

# OPERATIONS AND INFORMATION MANAGEMENT

DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Business: Operations and Technology Management, MBA (p. 1581)
- Business: Supply Chain Management, MS (p. 1585)

# BUSINESS: OPERATIONS AND TECHNOLOGY MANAGEMENT, MBA

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. Together Forward!

Developing leaders who create business value, the MBA in Business: Operations and Technology Management (OTM) is suited for those seeking advanced positions as consultants, analysts, product or service managers, project leaders, business developers, or operations, information technology and supply chain managers—while priming themselves for senior leadership roles. OTM students gain critical business skills applicable to both service organizations and manufacturing firms. The MBA in Business: OTM is supported by the Erdman Center for Operations and Technology Management. See the program website (https://business.wisc.edu/graduate/mba/full-time/specializations/tech-product-management/) for more information.

ADMISSIONS

## ADMISSIONS

Students apply to the MBA in Business: Operations and Technology Management through its named option:

- Technology Strategy and Product Management (p. 1583)

FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 53 credits |
| Minimum Residence Credit Requirement | 47 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Select a Named Option (p. ) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MBA in Business: Operations and Technology Management must select the following named option:

View as listView as grid

- **BUSINESS: OPERATIONS AND TECHNOLOGY MANAGEMENT: TECHNOLOGY STRATEGY AND PRODUCT MANAGEMENT, MBA (P. 1583)**

# POLICIES

# POLICIES

Students should refer to the named options for policy information:

- Technology Strategy and Product Management (p. 1583)

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Apply foundational theories and knowledge from core management and engineering disciplines to make effective business decisions based on cross-functional thinking whether in general operations and technology management or in a chosen specialty area (such as healthcare operations, technology product management, or consulting).
2. Apply core operations principles about processes and technologies to the design, justification, operation, assessment, and improvement of organizational and system performance from both financial and nonfinancial perspectives.
3. Effectively lead and manage organizational and technological change that supports and improves business processes and creates value for customers.
4. Develop enduring networks and relationships with industry partners.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# BUSINESS: OPERATIONS AND TECHNOLOGY MANAGEMENT: TECHNOLOGY STRATEGY AND PRODUCT MANAGEMENT, MBA

This is a named option within the Business: Operations and Technology Management, MBA (https://guide.wisc.edu/graduate/operations-information-management/business-operations-technology-management-mba/).

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/mba/full-time/admissions (https://business.wisc.edu/graduate/mba/full-time/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), or the Intensive English as a Second Language (IELTS). A minimum iBT TOEFL score of 100 or equivalent, computer-based PTE score of 73 or equivalent, or IELTS score of 7.5 or equivalent, obtained within two years of the intended start term, is required. International applicants who have completed a degree at an institution whose primary language of instruction was English may request a waiver of this requirement on the application. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 1* |

* Submission of a second letter of recommendation is optional.

Admission consideration for the MBA program requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. The School of Business prefers a minimum of two years of professional work experience along with a strong undergraduate performance. In addition to academic credentials, a GMAT or GRE score, and work experience, personal achievements, motivation, communication skills (written and oral), and recommendation letters are all considered in the admission process at the master's and doctoral levels.

**Note:** The Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) must have been taken within five years prior to receiving an offer of admission.

### HOW TO APPLY

Students interested in Business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page (https://business.wisc.edu/graduate/mba/full-time/admissions/).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 53 credits |
| Minimum Residence Credit Requirement | 47 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| ACCT I S 700 | Financial Accounting | 2 |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| GEN BUS 732 | Economics for Managers | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Specialization Courses** | | |
| ACCT I S 710 | Managerial Accounting | 2 |
| M H R 720 | Leading Change in Organizations | 2 |
| OTM 701 | Product Management | 3 |
| OTM 702 | Digital Strategy | 2 |
| OTM 714 | Supply Chain Analytics | 2 |
| | or MARKETNG 815 Marketing Analytics | |
| OTM 752 | Project Management | 3 |
| OTM 777 | Technology Strategy and Product Management Applied Learning (take twice) | 2 |
| Students also select nine credits from the following | | 9 |
| GEN BUS 656 | Foundations of Statistical Learning for Business Analytics | |
| GEN BUS 713 | Role of Business in Society | |
| GEN BUS 720 | Data Visualization for Business Analytics | |
| GEN BUS 730 | Prescriptive Modeling and Optimization for Business Analytics | |
| GEN BUS 740 | Experiments and Causal Methods for Business Insights | |
| MARKETNG 710 | Marketing Research | |
| MARKETNG 715 | Marketing Communications | |
| MARKETNG 740 | Technology Product Marketing | |
| MARKETNG 745 | Digital Marketing Analytics | |
| MARKETNG 750 | Brand Asset Management | |
| MARKETNG 755 | Marketing in a Digital Age | |
| MARKETNG 760 | Growth Marketing Strategies | |
| M H R 628 | Negotiations | |
| M H R 715 | Strategic Management of Innovation | |
| M H R 722 | Entrepreneurial Management | |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | |
| M H R 738 | Wisconsin Applied Ventures in Entrepreneurship (WAVE) | |
| M H R 741 | Technology Entrepreneurship | |
| OTM 751 | Service Operations Management | |
| OTM 760 | Managing by Design | |
| OTM 765 | Contemporary Topics (Product Management Practicum) | |
| **Electives** | | |
| Any course numbered 700 or above offered by the School of Business (including departments: ACCT IS, ACT SCI, FINANCE, GEN BUS, INFO SYS, INTL BUS, M H R, MARKETING, OTM , REAL EST, or R M I) can be used to complete the required elective credits. | | 11 |
| **Total Credits** | | **53** |

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program and department approval, students may transfer up to 6 credits of graduate coursework completed two years prior to admission at an AACSB accredited institution, in which a grade of B or better was earned.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW–Madison or other institution undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No credits earned as a University Special Student at UW-Madison are allowed to transfer toward the degree.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, responsible for providing advice regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances.

## OTHER

Students are expected to be enrolled full-time for all semesters. Exceptions may be granted in the final semester.

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# BUSINESS: SUPPLY CHAIN MANAGEMENT, MS

The MS in Supply Chain Management, supported by the Grainger Center for Supply Chain Management, is a one-year program that provides students with an interdisciplinary education combining fundamental knowledge and applied learning experiences. The strategic, cross-functional curriculum takes an integrated business process view of supply chains, including marketing, sourcing, logistics, operations, and customer service. Students connect with and learn from real-world supply chain leaders and are part of a strong, close-knit community. See the program website (https://business.wisc.edu/graduate/masters/supply-chain/) for more information.

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/masters/supply-chain/admissions (https://business.wisc.edu/graduate/masters/supply-chain/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 0* |

* Submission of up to two letters of recommendation is optional.

The following will be required for admission to the MS-Business: Supply Chain Management program:

- Undergraduate university degree, or expected completion of such a degree prior to starting the MS-Business: Supply Chain Management program
- Demonstrated knowledge of business fundamentals (or specific plan for acquiring prior to the start of the program); some possible ways of satisfying this include:
  - Undergraduate degree with business major or minor
  - Completion of Certificate in Business at UW-Madison
  - Earning GPA >= 3.0 in intermediate college course work covering at least two core business disciplines (marketing, operations, finance, accounting, management); completion of GEN BUS 310 or GEN BUS 311 satisfies this requirement, and can be taken online during the summer prior to the start of the program
- Undergraduate transcript, GPA >= 3.0
- Resume
- Response to essay question
- GMAT or GRE score or approved waiver

An interview may be requested by the Program Office or Grainger Center staff.

## HOW TO APPLY

Students interested in Business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions (https://business.wisc.edu/graduate/masters/supply-chain/admissions/) page.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 30 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GEN BUS 704 | Data to Decisions | 2 |
| MARKETNG/ OTM 722 | Logistics Management | 3 |
| MARKETNG/ OTM 724 | Strategic Global Sourcing | 3 |
| MARKETNG 725 | Route to Market Strategies | 2-3 |
| MARKETNG/ OTM 726 | Supply Chain Strategy | 3 |
| MARKETNG/ OTM 727 | Information Technology in Supply Chains | 3 |
| MARKETNG/ OTM 728 | Supply Chain Capital Management | 3 |
| MARKETNG 765 | Contemporary Topics (take Topic: Contemporary Topics SCM twice for 1 credit ) | 2 |
| OTM 714 | Supply Chain Analytics | 3 |
| **Electives** | | |
| Elective credits to reach 30 earned credits for the degree. Due to the interdisciplinary nature of supply chain management, any course with the Grad 50% designation offered by the School of Business (including departments: ACCT I S, ACT SCI, FINANCE, GEN BUS, INFO SYS, INTL BUS, M H R, MARKETNG, OTM, REAL EST, or R M I) can be used to complete the required elective credits. Courses outside the School of Business will be considered on a case-by-case basis. | | 5-6 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No credits of graduate coursework from other institutions are allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits earned as a UW–Madison Professional student are allowed to transfer toward the degree.

### Credits Earned as a University Special Student at UW–Madison

No credits earned as a UW–Madison University Special student are allowed to transfer toward the degree.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students must be enrolled full-time.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

This program provides significant opportunities for professional development through the applied learning curriculum.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Apply knowledge in operations, finance, marketing and information systems to support decision making within and across the fundamental dimensions of supply chain management – planning, sourcing, making and delivering physical and non-physical products.
2. Make supply chain decisions in real-world settings through significant exposure to leading supply chain practitioners.
3. Identify relevant sources of data, know how to access that data, and be able to analyze it to support supply chain decision making.

4. Identify and assess the opportunities and risks associated with global sources of supply and global markets for goods.
5. Communicate ideas and recommendations to individuals in all functional areas within an organization.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026-2027.

# PATHOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Cellular and Molecular Pathology, MS (p. 1589)
- Cellular and Molecular Pathology, PhD (p. 1593)

# CELLULAR AND MOLECULAR PATHOLOGY, MS

The graduate program in cellular and molecular pathology (CMP) is a joint venture of the UW–Madison Department of Pathology and the School of Medicine and Public Health (SMPH). This interdisciplinary training environment, embedded in an exciting and challenging basic and clinical translational research context, offers a high level of intellectual stimulation for predoctoral training. The CMP curriculum is novel at the university, providing integrated training in fundamental concepts of modern pathobiology with an emphasis on biochemical, cellular and molecular approaches, and providing rigorous in-depth bench-level research training in understanding the fundamental bases of diseases. Trainees and trainers participate in rigorous pathobiology courses and activities, and are offered in-depth research training in the pathobiology of cancer, nervous and immune system diseases, and signal transduction in basic disease mechanisms.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD. (p. 1593)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must maintain a B average or better in all graduate courses. |
| Assessments and Examinations | Students must write a master thesis and defend it in front of their Advisory Committee. The MS thesis does not need to be published. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Continuous Enrollment** | | |
| Students must be continously enrolled in the following courses. | | |
| PATH 900 | Seminar (every semester enrolled) | 0 |
| PATH 901 | Student Seminar / Journal Club (every semester enrolled) | 1 |
| PATH 990 | Research (every semester enrolled) | 1-8 |
| **Coursework** | | |
| Students must complete the following courses. | | |
| PATH 750 | Cellular and Molecular Biology/ Pathology (spring semester, first year in program) | 2 |
| PATH 752 | Cellular and Molecular Biology/ Pathology Seminar (spring semester, first year in program) | 1 |
| PATH 802 | Histopathology for Translational Scientists (fall semester, first year in program) | 3 |
| PATH 803 | Pathogenesis of Major Human Diseases (fall semester, second year in program) | 3 |
| PATH 809 | Molecular Mechanisms of Disease (spring semester, second year in program) | 2 |
| **Ethics** | | |
| Students must complete the following Ethics courses: | | |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | 2 |
| OBS&GYN 956 | Advanced Responsible Conduct of Research for Biomedical Students | 1 |
| **Electives** | | **2-3** |
| Within the 16 required credits, students will take one elective course. This course is chosen by the student and the PhD thesis committee. The goal of the elective course is for students to acquire additional broad knowledge in either pathology or their major area of research. For the elective course, students may take one of the following: | | |
| PATH 751 | Biology of Aging | |
| PATH 807 | Immunopathology: The Immune System in Health and Disease | |
| Equivalent course approved by the PhD thesis committee | | |
| **Total Credits** | | **30** |

## ETHICS

Students are required to take two ethics courses, receiving instruction in the Responsible Conduct of Research (RCR), as stated below by the NIH. Students complete PATH 755 during the first semester of the first year and OBS&GYN 956 during the second semester of the third year.

"The NIH requires that all undergraduate and graduate students as well as postdoctoral fellows receiving support through any NIH training, career development award, research education grant, or dissertation research grant must receive instruction in RCR. At least eight hours of face-to-face instruction is required; online education alone is insufficient. Instruction must be undertaken at least once during each career stage, and no less than once every four years."

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 7 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

This program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

This program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 7 credits of coursework numbered 300 or above taken as UW–Madison University Special students. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

This program refers to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students are required to conduct a yearly progress report meeting with their advisor, scheduled by December 17 and completed by April 30. Failure to do so will result in a hold being placed on the student's registration.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

This program refers to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor

or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.

5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

All students in the program receive competitive stipends to cover living expenses, tuition and fees from Graduate School fellowships, NIH training grants, or research assistantships funded through the program or the primary investigator. To receive the stipend, the student must maintain full-time status. Health insurance costs are partially covered by the university and provide the same coverage as for faculty and staff.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM INFORMATION

All CMP students are required to engage in a minimum of two professional development activities annually.

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Gain a better understanding the basic mechanisms of disease at the level of cell, organ, and body, as well as the morphologic expression patterns of selected common specific disease processes.
2. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in the field of study.
3. Identifies sources and assembles evidence pertaining to questions or challenges in the field of study.
4. Demonstrates understanding of the primary field of study in a historical, social, or global context.
5. Selects and/or utilizes the most appropriate methodologies and practices.

6. Evaluates or synthesizes information pertaining to questions or challenges in the field of study.
7. Communicates clearly in ways appropriate to the field of study.
8. Commit to increase professional growth and knowledge, to attend educational programs and to personally contribute expertise to meetings and journals.
9. Recognizes and applies principles of ethical and professional conduct.

# CELLULAR AND MOLECULAR PATHOLOGY, PHD

The Cellular and Molecular Pathology, PhD program is a member of the **Interdisciplinary Biological and Health Sciences Consortium (IBHSC)**. The consortium fosters a collaborative environment for research and study in the biological and health sciences. Click here for more information on the IBHSC. (https://www.med.wisc.edu/education/graduate-programs/biological-health-sciences-consortium/)

The graduate program in cellular and molecular pathology (CMP) is a joint venture of the UW–Madison Department of Pathology and the School of Medicine and Public Health (SMPH). This interdisciplinary training environment, embedded in an exciting and challenging basic and clinical translational research context, offers a high level of intellectual stimulation for predoctoral training. The CMP curriculum is novel at the university, providing integrated training in fundamental concepts of modern pathobiology with an emphasis on biochemical, cellular and molecular approaches, and providing rigorous in-depth bench-level research training in understanding the fundamental bases of diseases. Trainees and trainers participate in rigorous pathobiology courses and activities, and are offered in-depth research training in the pathobiology of cancer, nervous and immune system diseases, and signal transduction in basic disease mechanisms.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applications to the Cellular and Molecular Pathology (CMP) program are submitted in the fall of the year prior to your anticipated start date in the program. Applicants are then accepted into the program in the spring of each year through a competitive application process that is administered by UW–Madison. Applications are due by the deadline for admission consideration the following fall. See more about how to apply on the program's website (https://cmp.wisc.edu/how-to-apply/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

All students in the program receive competitive stipends to cover living expenses, tuition, and fees from Graduate School fellowships, NIH training grants, or research assistantships funded through the program or the primary investigator. To receive the stipend, the student must maintain full-time status. Health insurance costs are partially covered by the university and provide the same coverage as for faculty and staff.

Prospective students should see the program website (https://cmp.wisc.edu/) for funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students must pass their Prelim B exam after their second year of graduate school. Students must defend their PhD thesis within five years of completion of Prelim Exam B. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | No minor or graduate/professional certificate is required. To assure students receive breadth in training, the program requires annual engagement in professional development and an elective course as a program requirement. The program also requires introductory and advanced RCR training, which includes rigor and reproducibility training. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Continuous Enrollment** | | **34-35** |
| Students must be continuously enrolled in the following courses. Non-dissertators may enroll in up to 8 credits of PATH 990 each semester. Registration for the seminars is required each semester until dissertator status. | | |
| PATH 900 | Seminar (every semester enrolled) | |
| PATH 901 | Student Seminar / Journal Club (every semester enrolled) | |
| PATH 990 | Research (every semester enrolled) | |
| **Coursework** | | |
| Students must complete the following courses. | | |
| PATH 750 | Cellular and Molecular Biology/ Pathology (spring semester, first year in program) | 2 |
| PATH 752 | Cellular and Molecular Biology/ Pathology Seminar (spring semester, first year in program) | 1 |
| PATH 802 | Histopathology for Translational Scientists (fall semester, first year in program) | 3 |
| PATH 803 | Pathogenesis of Major Human Diseases (fall semester, second year in program) | 3 |
| PATH 809 | Molecular Mechanisms of Disease (spring semester, second year in program) | 2 |
| **Ethics** | | |
| Students must complete the following Ethics courses. | | |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | 2 |
| OBS&GYN 956 | Advanced Responsible Conduct of Research for Biomedical Students | 1 |
| **Electives** | | **2-3** |
| Students take one elective course. This course is chosen by the student and the PhD thesis committee. The goal of the elective course is for students to acquire additional broad knowledge in either pathology or their major area of research. For the elective course, students may take one of the following: | | |
| PATH 751 | Biology of Aging | |
| PATH 807 | Immunopathology: The Immune System in Health and Disease | |
| Equivalent course approved by the PhD thesis committee | | |
| **Total Credits** | | **51** |

### Ethics Requirement

Students in the Cellular and Molecular Pathology program are required to take two ethics courses, receiving instruction in the Responsible Conduct of Research (RCR), as stated below by the NIH. Complete PATH 755 during the first semester of the first year. Complete OBS&GYN 956 during the second semester of the third year.

"The NIH requires that all undergraduate and graduate students as well as postdoctoral fellows receiving support through any NIH training, career

development award, research education grant, or dissertation research grant must receive instruction in RCR. At least eight hours of face-to-face instruction is required; online education alone is insufficient. Instruction must be undertaken at least once during each career stage, and no less than once every four years."

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 7 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

This program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

This program refers to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 7 credits of coursework numbered 300 or above taken as UW–Madison University Special students. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

This program refers to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

On an annual basis, all students are required to conduct a yearly progress report meeting with their advisor. Failure to do so will result in a hold being placed on the student's registration.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

This program refers to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and

Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If

the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM INFORMATION

All CMP students are required to engage in a minimum of two professional development activities annually.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Gain a better understanding of the basic mechanisms of disease at the level of cell, organ, and body, as well as the morphologic expression patterns of selected common specific disease processes.
2. Articulates research problems, potentials, and limits with respect to theory, knowledge, and practice within the field of study.
3. Formulates ideas, concepts, designs, and techniques beyond the current boundaries of knowledge within the chosen field of study.
4. Creates research and scholarship that makes a substantive contribution.
5. Demonstrates breadth within their learning experiences.
6. Advances contributions of the field of study to society.
7. Communicates complex ideas in a clear and understandable manner.
8. Commit to increase professional growth and knowledge, to attend educational programs and to personally contribute expertise to meetings and journals.
9. Fosters ethical and professional conduct.

# PHARMACY - SCHOOL-WIDE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Health Services Research in Pharmacy, MS (p. 1597)
- Health Services Research in Pharmacy, PhD (p. 1601)
- Pharmaceutical Sciences, MS (p. 1606)
- Pharmaceutical Sciences, PhD (p. 1619)
- Pharmacy, MS (p. 1624)

# HEALTH SERVICES RESEARCH IN PHARMACY, MS

The master's degree is a non-admitting program, and students interested in the HSRP program should consult the HSRP PhD program (p. 1601) for program admissions and requirements. The MS-HSRP degree may still be earned on the way to a PhD degree dependent on student and advisor needs.

## ADMISSIONS

# ADMISSIONS

This master's degree program is offered for work leading to the PhD. Students may not apply directly to the Master of Science in Health Services Research in Pharmacy and should instead see the admissions information for the PhD (https://guide.wisc.edu/graduate/pharmacy-school-wide/health-services-research-pharmacy-phd/).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

**HSRP faculty** believe in supporting graduate students in their quest for knowledge and research expertise; maintaining a range of graduate student funding mechanisms is a high priority. Graduate students are typically provided with tuition remission and stipend (salary) support as either teaching assistants, research assistants, or fellows. Such appointments include health insurance; see the Graduate Coordinator for details. In addition, incoming students are provided with new laptop computers for their learning and research endeavors and access to state-of-the-art statistical software. Travel grants facilitate graduate student participation at national meetings. HRSP graduate students who are licensed pharmacists are typically encouraged to continue practicing part-time (e.g., on weekends), to maintain ties to the profession.
See the School's webpage for the latest on HSRP graduate funding (https://students.pharmacy.wisc.edu/hsrp-handbook/financial-support-overview/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Candidates may be dropped from the program if they receive more than 7 credits of grades at the BC level or lower. This applies to formal courses, seminars, and research credits. |
| Assessments and Examinations | Candidates will design and produce an empirical project and present this project to the student's faculty advisor and two other SAS faculty members. For specific details, please see https://students.pharmacy.wisc.edu/hsrp-handbook/masters-degree-requirements (https://students.pharmacy.wisc.edu/hsrp-handbook/masters-degree-requirements/)/ |
| Language Requirements | Only candidates with an emphasis in the history of pharmacy are required to attain competence in foreign language. Contact the School's Graduate Programs Coordinator for more information. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Seminar Courses** | | |
| Select two of the following: | | 4 |
| S&A PHM 701 | Grant Writing for Health Services Research | |
| S&A PHM 702 | Mixed Methods for Health Sciences: Purpose, Design and Approach | |
| S&A PHM 703 | Community Engagement in Health Services Research | |
| S&A PHM 704 | Dissemination, Implementation and Sustainment of Change in Health Services Research | |
| **Core Principles** | | |
| Select one of the following: | | 3 |
| S&A PHM 711 | Research Methods for Pharmaceutical Outcomes and Policy Research | |
| S&A PHM 715 | Social Behavioral Theories in Pharmacy, Drug Use, and Health Behavior | |
| **Methods of Research and Analysis** | | |
| Select from approved lists: | | 9 |
| Additional Research methods (3 credits minimum) | | |
| Analytic techniques (6 credits minimum) | | |
| **Speciality and Advanced Coursework** | | |
| Select in consultation with major professor [1] | | 11 |
| **Research (credit varies)** | | **5** |
| S&A PHM 990 | Research | |
| **Total Credits** | | **32** |

[1] A minimum of 6 credits must be taken outside of the School of Pharmacy for the Specialty/Advanced requirement. The Specialty/Advanced credits may include no more than 2 additional credits of the Core Seminar Courses: S&A PHM 701 Grant Writing for Health Services Research, S&A PHM 702 Mixed Methods for Health Sciences: Purpose, Design and Approach, S&A PHM 703 Community Engagement in Health Services Research, S&A PHM 704 Dissemination, Implementation and Sustainment of Change in Health Services Research and/or a 3-credit HSRP Core Principles course S&A PHM 711 Research Methods for Pharmaceutical Outcomes and Policy Research or S&A PHM 715 Social Behavioral Theories in Pharmacy, Drug Use, and Health Behavior. The Specialty/Advanced credits cannot include more than 5 total S&A PHM course credits.

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer up to 14 credits of graduate coursework from other institutions (the student must have graduate student status on the other institution's transcript at the time the courses were taken). The program's minimum graduate residence credit requirement can be satisfied only with courses taken as a Graduate student at UW–Madison. Further, the graduate-level credits taken as a Big Ten Academic Alliance Traveling Scholar may count as credits taken in residence at UW-Madison. The credits from this work will appear on a UW–Madison transcript as transfer credits into the Graduate career. Coursework earned ten years or more prior to admission to a master's degree is not allowed to satisfy requirements.

A request to apply transfer credits should be presented to program faculty prior to one's first graduate semester. The Director of Graduate Studies (DGS), another Social and Administrative Sciences in Pharmacy (SAS) faculty, and the advisor will review and approve the proposed transfer credits for compatibility with the Health Services Research in Pharmacy (HSRP) curriculum and approval.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

A request to apply transfer credits should be presented to program faculty prior to one's first graduate semester. The Director of Graduate Studies (DGS), another Social and Administrative Sciences in Pharmacy (SAS) faculty, and the advisor will review and approve the proposed transfer credits for compatibility with the Health Services Research in Pharmacy (HSRP) curriculum and approval.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

A request to apply transfer credits should be presented to program faculty prior to one's first graduate semester. The Director of Graduate Studies (DGS), another Social and Administrative Sciences in Pharmacy (SAS) faculty, and the advisor will review and approve the proposed transfer credits for compatibility with the Health Services Research in Pharmacy (HSRP) curriculum and approval.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

A request to apply transfer credits should be presented to program faculty prior to one's first graduate semester. The Director of Graduate Studies (DGS), another Social and Administrative Sciences in Pharmacy (SAS) faculty, and the advisor will review and approve the proposed transfer credits for compatibility with the Health Services Research in Pharmacy (HSRP) curriculum and approval.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

Students are required to maintain a program faculty member as an MS advisor through the duration of their studies. Students should select a permanent major professor before the end of the second semester enrolled in the program. Program graduate faculty monitor the progress of MS students annually.

Requirements for the composition of the Health Services Research in Pharmacy MS thesis committee are presented at Guide requirements tab.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

The Health Services Research in Pharmacy MS is designed to be completed in two years.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)

- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## Grievance Policy for Graduate Programs in the School of Pharmacy

Any student in a School of Pharmacy graduate program who feels that they have been treated unfairly by a faculty member, staff member, postdoc, or student has the right to have a complaint heard about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. Any student who discusses, inquires about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. The person whom the complaint is directed against must be an employee of the School of Pharmacy. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts.

### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA, and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

### Requirements for Programs

The School of Pharmacy requires that each director of graduate studies (DGS) serve as a grievance advisor for the school. The program must notify students of the grievance advisors, including posting the grievance advisor's names in the program handbook. The student will be able to select the grievance advisor of the student's choice and does not need to use the grievance advisor from the student's program.

A grievance advisor may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

### Procedures

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance. If students would like to seek guidance at this informal step, the student can contact the Associate Dean of Inclusive Excellence, the DGS for the student's program, or the UW Ombuds Office.
3. Should a satisfactory resolution not be achieved AND the complaint does not involve an academic program, the procedure outlined in Step 6 below should be followed. Should a satisfactory resolution not be achieved in step 2, the student should contact an SOP grievance advisor of one's choice to discuss the complaint. The grievance advisor should keep a record of contacts with regard to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance and should occur within 10 days of notifying the grievance advisor. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved including individuals, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 working days from the date the formal written grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor will convene a SOP faculty committee with at least three members to facilitate the grievance following Steps b, c, and d. The grievance advisor assumes the role of coordinator. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition will include at least one member from outside the student's home program.
    b. The faculty committee, through the grievance advisor, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SOP Associate Dean for Research (ADR) or Assistant Dean for Graduate Education (ADGE) within 10 working days from the date of notification of the program's faculty committee. The following steps will occur:

a. The grievant will be notified in writing, within five business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
b. The ADR, ADGE, or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the ADR, ADGE, or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
c. The ADR, ADGE, or their designee will make a final decision within 20 working days of receipt of the committee's recommendation.
d. The ADR and ADGE must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.

7. The student may file an appeal of the School of Pharmacy decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

### OTHER

Program faculty believe in supporting graduate students and a range of funding mechanisms are possible; graduate students are often provided with tuition remission and funding support either as teaching assistants, project assistants or fellows. In addition, new students are provided with new laptop computers for their learning and research endeavors, access to state-of-the-art statistical software and support, and travel grants to present their research at national meetings.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

HRSP faculty conduct comprehensive annual reviews of each HSRP graduate student, providing confidential feedback to each student's own self-assessment. This combination provides a great launch for a meaningful goal setting. HSRP faculty are committed to coaching graduate students to grow as instructors and to mentoring them in this dimension, complementing the wealth of campus resources for teaching and learning. The School of Pharmacy's **Sonderegger Research Center** regularly hosts "Brown Bag" lunches where HSRP graduate students can interact informally with SRC staff. There is increased emphasis to connect current students to PhD alumni (e.g. via Skype "informational interviews") for career discussions and mentoring. The School of Pharmacy student body, along with those from other UW–Madison health professional schools, participates in a number of annual "Lunch and Learn" events throughout the academic year to build community and talk about other challenges regarding diversity, equity, inclusivity, and climate in higher education.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an advanced critical knowledge and in-depth application of economic, policy, and/or social behavioral analyses to the study of the interrelationships between pharmacy, pharmaceutical services, health care systems, and patients.
2. Formulate research questions, design experiments to test hypotheses, apply appropriate quantitative and qualitative methods, and evaluate evidence relevant to questions in health economics, health care systems, healthcare organization and management, outcomes research, health care policy, and pharmacy services.
3. Communicate, both orally and in writing, scientific knowledge, research findings, and/or core principles effectively to a range of audiences.

# HEALTH SERVICES RESEARCH IN PHARMACY, PHD

The Health Services Research in Pharmacy (HSRP) program provides a rigorous background in a range of disciplines critical to preparing the next generation of health services researchers. The program's interdisciplinary approach combines theories and concepts from fields such as economics, sociology, psychology, management sciences, education, epidemiology, industrial/safety engineering, history, and law. The UW–Madison Division of Health Services Research in Pharmacy, which administers the degree, has a national reputation for its research productivity, extramural funding support, publication record, and teaching. The HRSP Graduate Program at UW–Madison has educated generations of researchers who have taken challenging leadership and advisory positions in academia, industry, and government. Our faculty members and graduates have provided influential roles in communicating research findings to the public, policy makers, pharmacists, and other health care professionals to improve health outcomes, patient care, medication use, and the healthcare system. UW–Madison's Sonderegger Research Center (https://pharmacy.wisc.edu/src/) (SRC) is housed at the School of Pharmacy and complements graduate student interactions with faculty, enriching student exposure with other researchers in the field.

# ABOUT THE PROGRAM

The program was renamed from the Social and Administrative Sciences in Pharmacy (SAS) PhD Program. Students who earn degrees in the Fall of 2019 and later will earn the degree name Health Services Research in Pharmacy.

The objective of the HRSP graduate program is to prepare students for independent, theory-based research, leading to new knowledge and understanding of medication use, patient and provider communication and behaviors, health outcomes, patient safety, and healthcare systems. Further, it evaluates the need for pharmacists to fulfill various roles, such as clinical practitioner, drug consultant, and drug distribution system manager, in order to meet the needs of diverse patients, providers, and organizations that use pharmacy services. This is accomplished by integrating knowledge of pharmacy and pharmaceuticals with theories and concepts from numerous disciplines. The name change to HSRP was driven by faculty recognition of the policy orientation of much of its work, whether related to standards of care, practice innovations, reimbursement, safety, or a focus on patient-centeredness. There was also acknowledgement of the division's scholarship as involving the examination of multiple health services, and being significantly broader than "pharmacy" research only. The new name better reflects the training offered and the career trajectory of its graduates.

# WHY CONSIDER A GRADUATE DEGREE IN HEALTH SERVICES RESEARCH IN PHARMACY AT THE UNIVERSITY OF WISCONSIN–MADISON?

Students in the HSRP graduate program have the advantages of studying at a world class institution of higher learning. Courses may be taken from a wide range of academic units, providing access to top instructors and researchers. The HSRP graduate program has considerable curricular flexibility, and can be tailored to individual student interests. As program faculty have a broad range of knowledge and expertise, students can specialize in diverse areas of emphasis.

UW–Madison (https://www.youtube.com/watch/?v=XTJA5alrisQ&feature=youtu.be) is one of the nation's most prolific research universities, located on the shore of Lake Mendota in the state's vibrant capital city. The city of Madison (https://madison.wisc.edu/) is consistently recognized as one of the best cities in the nation in multiple categories for quality of life. Visit grad.wisc.edu (http://grad.wisc.edu) to learn more about the many reasons to choose UW–Madison for graduate study.

The Graduate Student Handbook (https://students.pharmacy.wisc.edu/hsrp-handbook/) is a resource for additional information.

# POST-GRADUATE INFORMATION

Placement information for recent HSRP alumni is updated yearly; see the program website. (https://pharmacy.wisc.edu/clipir/hsrp-student-outcomes/) HRSP has a rich history of creating future pharmacy educators, as Wisconsin HRSP PhD alumni are faculty members at schools and colleges of pharmacy across the United States and abroad. Prospective students interested in careers in *academic pharmacy* are encouraged to explore resources from the American Association of Colleges of Pharmacy (https://aacp.org/). Beyond academia, common career setting options are in the pharmaceutical industry, contract research organizations, managed care, nonprofit research centers, and government entities. In non-academic settings, alumni have titles such as director for health economics and outcomes research; health researcher for patient safety and quality; social researcher; research scientist; director of pharmacy; and director for global market access, pricing, and policy.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 7 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Academic backgrounds in public health, sociology, industrial/systems engineering, or economics are well suited for graduate study in Health Services Research in Pharmacy. A professional degree in pharmacy is helpful, but not required. Those with pharmacy-type work experience or a degree in a related field are invited to inquire about the compatibility of their background for admissions purposes. If you seek to apply your knowledge and skills to pharmacy or medication-related research at the highest levels, contact us. You can earn the PhD in Health Services Research in Pharmacy with emphasis in any of the diverse areas of concentration within our program.

Please see admissions (https://pharmacy.wisc.edu/clipir/hsrp-admissions/) on the program website for a link to the application and a description of the required supplementary materials. Applications are only considered at the **yearly December deadline**, for matriculation in the following fall semester. **Applications are not reviewed at any other time during the year.** If one does not hold a research-based master's degree at the time of application, but is interested in the PhD degree, that PhD intent should be in the application (and if admitted, such students would either purse an MS in Health Services Research in Pharmacy or design and produce an empirical research project in lieu of a masters).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

HSRP faculty believe in supporting graduate students in their quest for knowledge and research expertise; maintaining a range of graduate student funding mechanisms is a high priority. Graduate students are typically provided with tuition remission and stipend (salary) support as either teaching assistants, research assistants, or fellows. Such appointments include health insurance; see the Graduate Program Manager for details. In addition, incoming students are provided with

new laptop computers for their learning and research endeavors and access to state-of-the-art statistical software. Travel grants facilitate graduate student participation at national meetings. The Sonderegger Research Center (https://pharmacy.wisc.edu/src/) is another source for funding, with the availability of annual dissertation grants. HSRP graduate students who are licensed pharmacists are typically encouraged to continue practicing part-time (e.g., on weekends), to maintain ties to the profession. See the School's webpage for the latest on HSRP graduate funding (https://pharmacy.wisc.edu/clipir/hsrp-financial-support/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required for graduate-level courses (numbered 300 and above, excluding research) to receive a degree. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Candidates may be dropped from the program if they receive more than 7 credits of grades at the BC level or lower. |
| Assessments and Examinations | Doctoral students must pass both written and oral preliminary examinations to achieve dissertator status (see Graduate Program Handbook found in the Contact Information). The written preliminary examination is evaluated on a pass/fail basis. The oral preliminary examination must be completed within six months after having passed the written preliminary examination.<br><br>A dissertation and final oral defense are required. See Graduate Program Handbook found in the Contact Information for details.<br><br>The final step to completing the degree will be to deposit a copy of the final thesis into the UW-Madison Memorial Library. |
| Language Requirements | Candidates with an emphasis in the history of pharmacy are required to achieve competence in two foreign languages (one in addition to the language acquired for the MS degree). Contact the school's graduate programs coordinator for more information. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students completing Option B minors must complete a minimum of 9 credits outside of S&A PHM, reflecting a cohesive and logical combination of courses for specialization emphasis. For Option B, the doctoral minor is developed by the student and faculty advisor as a plan for specialization. In Health Services Research in Pharmacy, the student's committee approves the minor Option B plan. The minor supports the theoretical foundations for the PhD and should consist of a majority of courses that are theory-focused (i.e., not focused on research methods or analytical/statistical techniques); that is, theoretical courses should comprise all or most of the minor plan. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Seminar Courses** | | |
| Complete all of the following: | | |
| S&A PHM 701 | Grant Writing for Health Services Research | 2 |
| S&A PHM 702 | Mixed Methods for Health Sciences: Purpose, Design and Approach | 2 |
| S&A PHM 703 | Community Engagement in Health Services Research | 2 |

| | | |
|---|---|---|
| S&A PHM 704 | Dissemination, Implementation and Sustainment of Change in Health Services Research | 2 |
| **Core Methods and Principles** | | |
| Complete all of the following: | | |
| S&A PHM 711 | Research Methods for Pharmaceutical Outcomes and Policy Research | 3 |
| S&A PHM 715 | Social Behavioral Theories in Pharmacy, Drug Use, and Health Behavior | 3 |
| **Research and Analysis** | | |
| Methods (Select from approved list in consultation with major professor.) | | 6 |
| Analytic Techniques (Select from approved list in consultation with major professor.) | | 9 |
| **Specialty and Advanced Coursework** | | |
| Select in consultation with major professor: | | 22 |
| Breadth-Graduate/Professional Certificate or Doctoral Minor (Option A or Option B) | | |
| Other Elective Courses | | |
| Research (credit varies) | | |
| Foreign Languages (History Concentration only). PhD students with a history concentration must achieve reading ability in two foreign languages and take a minimum of 3 credits in methods of research and analysis. | | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students accepted into the PhD program with an equivalent masters degree in Health Services Research in Pharmacy (HSRP) should refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

A request to apply transfer credits should be presented to program faculty prior to one's first graduate semester. The Director of Graduate Studies (DGS), another Social and Administrative Sciences in Pharmacy (SAS) faculty, and the advisor will review and approve the proposed transfer credits for compatibility with the Health Services Research in Pharmacy (HSRP) curriculum and approval.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

A request to apply transfer credits should be presented to program faculty prior to one's first graduate semester. The Director of Graduate Studies (DGS), another Social and Administrative Sciences in Pharmacy (SAS) faculty, and the advisor will review and approve the proposed transfer credits for compatibility with the Health Services Research in Pharmacy (HSRP) curriculum and approval.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

A request to apply transfer credits should be presented to program faculty prior to one's first graduate semester. The Director of Graduate Studies (DGS), another Social and Administrative Sciences in Pharmacy (SAS) faculty, and the advisor will review and approve the proposed transfer credits for compatibility with the Health Services Research in Pharmacy (HSRP) curriculum and approval.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

A request to apply transfer credits should be presented to program faculty prior to one's first graduate semester. The Director of Graduate Studies (DGS), another Social and Administrative Sciences in Pharmacy (SAS) faculty, and the advisor will review and approve the proposed transfer credits for compatibility with the Health Services Research in Pharmacy (HSRP) curriculum and approval.

## PROBATION

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full-time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

All students in the PhD program are required to have a major professor/advisor through the duration of their studies. Students should select a permanent major professor before the end of the second semester enrolled in the program. Program graduate faculty monitor the progress of PhD students annually.

Composition requirements of the Health Services Research in Pharmacy PhD written and oral preliminary examination committee are located in the Student Handbook; this same committee typically also serves as the dissertation final oral defense committee.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

A candidate for a doctoral degree who fails to take the final oral defense and deposit the dissertation within five years after passing the preliminary examinations may be required to take another preliminary examination and to be admitted to candidacy a second time.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Pharmacy

Any student in a School of Pharmacy graduate program who feels that they have been treated unfairly by a faculty member, staff member, postdoc, or student has the right to have a complaint heard about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. Any student who discusses, inquires about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. The person whom the complaint is directed against must be an employee of the School of Pharmacy. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts.

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA, and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

**Requirements for Programs**

The School of Pharmacy requires that each director of graduate studies (DGS) serve as a grievance advisor for the school. The program must notify students of the grievance advisors, including posting the grievance advisor's names in the program handbook. The student will be able to select the grievance advisor of the student's choice and does not need to use the grievance advisor from the student's program.

A grievance advisor may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance. If students would like to seek guidance at this informal step, the student can contact the Associate Dean of Inclusive Excellence, the DGS for the student's program, or the UW Ombuds Office.
3. Should a satisfactory resolution not be achieved AND the complaint does not involve an academic program, the procedure outlined in Step 6 below should be followed. Should a satisfactory resolution not be achieved in step 2, the student should contact an SOP grievance advisor of one's choice to discuss the complaint. The grievance advisor should keep a record of contacts with regard to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance and should occur within 10 days of notifying the grievance advisor. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved including individuals, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 working days from the date the formal written grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
   a. The grievance advisor will convene a SOP faculty committee with at least three members to facilitate the grievance following Steps b, c, and d. The grievance advisor assumes the role of coordinator.

Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition will include at least one member from outside the student's home program.

b. The faculty committee, through the grievance advisor, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor will inform this person that their response will be shared with the student filing the grievance.

c. The grievance advisor will share the response with the student filing the grievance.

d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.

6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SOP Associate Dean for Research (ADR) or Assistant Dean for Graduate Education (ADGE) within 10 working days from the date of notification of the program's faculty committee. The following steps will occur:
   a. The grievant will be notified in writing, within five business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
   b. The ADR, ADGE, or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the ADR, ADGE, or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
   c. The ADR, ADGE, or their designee will make a final decision within 20 working days of receipt of the committee's recommendation.
   d. The ADR and ADGE must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Pharmacy decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

HRSP faculty conduct comprehensive annual reviews of each HSRP graduate student, providing confidential feedback to each student's own self-assessment. This combination provides a great launch for a meaningful goal setting. HSRP faculty are committed to coaching graduate students to grow as instructors and to mentoring them in this dimension, complementing the wealth of campus resources for teaching and learning. The School of Pharmacy's Sonderegger Research Center (https://pharmacy.wisc.edu/src/) regularly hosts "Brown Bag" lunches where HSRP graduate students can interact informally with SRC staff. There is increased emphasis to connect current students to PhD alumni (e.g. via Skype "informational interviews") for career discussions and mentoring. The School of Pharmacy student body, along with those from other UW–Madison health professional schools, participates in a number of annual "Lunch and Learn" events throughout the academic year to build community and talk about other challenges regarding diversity, equity, inclusivity, and climate in higher education.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an advanced critical knowledge and in-depth application of economic, policy, and/or social behavioral analyses to the study of the interrelationships between pharmacy, pharmaceutical services, health care systems, and patients.
2. Formulate research questions, design experiments to test hypotheses, apply appropriate quantitative and qualitative methods, and evaluate evidence relevant to questions in health economics, health care systems, healthcare organization and management, outcomes research, health care policy, and pharmacy services.
3. Communicate, both orally and in writing, scientific knowledge, research findings, and/or core principles effectively to a range of audiences.

# PHARMACEUTICAL SCIENCES, MS

The School of Pharmacy offers professional Master of Science degrees in Pharmaceutical Sciences under the "named option" designation. These named-option master's degrees provide students with knowledge and skills that are directly applicable to the pharmaceutical and biopharmaceutical industries.

- The Applied Drug Development (p. 1608) named option allows students to earn their Master of Science degree in Pharmaceutical Sciences through coursework that explores various facets of the drug development process.
- The Psychoactive Pharmaceutical Investigation (p. 1612) named option allows students to earn their Master of Science degree in Pharmaceutical Sciences through interdisciplinary coursework covering the discovery, development, and clinical application of psychoactive drugs as therapeutic agents.

The Division of Pharmaceutical Sciences (https://pharmacy.wisc.edu/psd/) **does not currently accept applications for a terminal *research-based* master's in pharmaceutical sciences**. Prospective students may not apply for a research master's degree program, and should instead see information about the PhD (p. 1619).

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Pharmaceutical Sciences through the following named option paths:

- MS Named Option in Applied Drug Development (p. 1608)
- MS Named Option in Psychoactive Pharmaceutical Investigation (p. 1612)

Students interested in a research-based graduate degree in Pharmaceutical Sciences apply to the PhD program through the following path:

- PhD in Pharmaceutical Sciences (p. 1619)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

However, students may contact the Office of Student Financial Aid (https://financialaid.wisc.edu/) to discuss federal loan programs and other lending opportunities.

Students seeking the PhD in Pharmaceutical Sciences should see this Guide page (p. 1620).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Candidates will be dropped from the program if they receive more than 7 credits of grades at the BC level or lower. |
| Assessments and Examinations | See Named Options for requirements information. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 1607) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MS in Pharmaceutical Sciences must select one of the following named options:

View as listView as grid

- **PHARMACEUTICAL SCIENCES: APPLIED DRUG DEVELOPMENT, MS (P. 1608)**
- **PHARMACEUTICAL SCIENCES: PSYCHOACTIVE PHARMACEUTICAL INVESTIGATION, MS (P. 1612)**
- **PHARMACEUTICAL SCIENCES: RESEARCH, MS (P. 1616)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- MS Named Option in Applied Drug Development (p. 1608)
- MS Named Option in Psychoactive Pharmaceutical Investigation (p. 1612)
- MS Named Option in Research (non-admitting) (p. 1616)
- PhD in Pharmaceutical Sciences (https://guide.wisc.edu/graduate/pharmacy-school-wide/pharmaceutical-sciences-phd/)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate general principles in pharmaceutical sciences.
2. Apply knowledge and skills to address relevant problems in the student's area of focus.
3. Produce original scholarship that contributes to the student's field of study.
4. Communicate accurate, clear, and accessible scientific information.
5. Demonstrate a commitment to upholding ethical principles.

# PHARMACEUTICAL SCIENCES: APPLIED DRUG DEVELOPMENT, MS

This is a named option in the Pharmaceutical Sciences MS (p. 1606).

Are you a STEM major who is interested in a career in the biopharmaceutical industry? The Division of Pharmaceutical Sciences (https://pharmacy.wisc.edu/psd/) at the School of Pharmacy offers the Master of Science (MS) in Pharmaceutical Sciences degree named option "Applied Drug Development." The program provides a rigorous background in a range of disciplines that are critical to the success of the next generation of pharmaceutical scientists. The program's applied training, completed either at an accelerated one-year pace or at a slower two- to three-year pace, combines relevant aspects of drug development with hands-on projects and applied field work.

**Science:** The pharmaceutical sciences are emphasized in courses that cover literature comprehension, biostatistics, pharmacokinetics and pharmacodynamics, pharmacology and instrumentation methods.

**Pharmaceutical Industry**: Industry-specific content is covered in courses that describe regulatory practice, the drug development process, working in a regulated environment (GxP), and pharmaceutical economics and management.

**Project-Based Fieldwork:** This course provides the opportunity for students to utilize all the components of the program as they work in a relevant internship position or complete a program-related project at their current place of employment (if already working in the pharmaceutical industry).

This degree was crafted with extensive input from the biopharmaceutical industry. The faculty are a mix of experts from industry and academia. This program may be completed in one calendar year (September–August) or at a slower pace.

The Pharmaceutical Sciences Graduate Program has educated generations of scientists for challenging positions in industry, academia, and government. The faculty for the MS Applied Drug Development consists of experts in industry and academia affiliated with the School of Pharmacy. The Applied Drug Development faculty list is available on the School of Pharmacy website (https://pharmacy.wisc.edu/academics/applied-drug-development/faculty-staff/).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | April 30 |
| Spring Deadline | August 31 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

Accepted students commonly have strong scientific backgrounds and a desire to work in the biopharmaceutical industry. Students with undergraduate degrees in the physical or biological sciences, engineering, pharmacy, and related fields are encouraged to apply. Applicants without a bachelor's degree may still be considered for admittance with an earned Doctor of Pharmacy or other professional graduate degree.

Applicants must complete an online application (https://grad.wisc.edu/apply/) that includes the following:

- unofficial transcripts from any previously completed undergraduate and graduate degrees,
- contact information for two individuals to submit letters of recommendation,
- statement of purpose, and
- resume or curriculum vitae.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further

funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Graduate students committed to tackling challenges in growing areas of the pharmaceutical industry can apply for Pharmaceutical Sciences MS Merit Awards (https://pharmacy.wisc.edu/academics/applied-drug-development/scholarships/).

Students may contact the Office of Student Financial Aid (https://financialaid.wisc.edu/) to discuss federal loan programs and other lending opportunities.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | Yes | Yes | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Candidates will be dropped from the program if they receive more than 7 credits of grades at the BC level or lower. |
| Assessments and Examinations | The program expects the MS candidate to complete a project-based fieldwork (summative research internship) under guidance of an approved mentor or an approved research project. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| PHM SCI 748 | Skills for Professional Success | 1 |
| PHM SCI 762 | The Drug Development Process from Discovery to Investigational New Drug Application (IND) | 3 |
| PHM SCI 763 | The Drug Development Process from FIH to BLA/NDA | 3 |
| PHM SCI 751 | Introduction to Regulatory Practice | 3 |
| PHM SCI 752 | GxP (Good Practice): Working in a Regulated Environment | 3 |
| PHM SCI 753 | Project Management in Drug Development | 3 |
| PHM SCI 759 | Current Trends in Drug Discovery and Development | 1 |
| PHM SCI 760 | Summative Research Internship | 4 |
| **Elective Courses** | | |
| Complete from the following to satisfy minimum credit requirement: | | 9 |
| PHM SCI 754 | Business Tools for Pharmaceutical Scientists | |
| PHM SCI 755 | Laboratory and Instrumentation Methods | |
| PHM SCI 756 | Introduction to Data Analyses in Drug Development | |
| PHM SCI 761 | Introduction to Pharmacology | |
| PHM SCI 764 | Case Studies in Drug Development | |
| PHM SCI 765 | Principles of Assay Development | |
| PHM SCI 768 | Pharmacokinetics | |
| PHM SCI 770 | CNS Drug Designs, Actions, and Applications I | |
| PHM SCI 771 | CNS Drug Designs, Actions, and Applications II | |
| **Total Credits** | | **30** |

While the program offers an accelerated 1-year path, students may also choose a 2- or 3-year path. Students may choose a degree path consisting

of all online courses or a degree path consisting of a mix of online, in-person, and hybrid courses.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No graduate work from other institutions is accepted.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students are allowed to transfer no more than 7 credits of UW–Madison courses numbered 500 or above (earned as a UW–Madison undergraduate) toward the MS degree. Coursework should be presented to the School of Pharmacy graduate dean in the first semester of enrollment for consideration. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. Credits earned at other institutions do not transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, the program will allow up to 12 credits taken as a University Special student in the Applied Drug Development Capstone Certificate to transfer toward the MS-Pharmaceutical Sciences-Applied Drug Development named option. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students will be assigned an advisor within the program; students will have an approved mentor for their summative internship project.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Pharmacy

Any student in a School of Pharmacy graduate program who feels that they have been treated unfairly by a faculty member, staff member, postdoc, or student has the right to have a complaint heard about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. Any student who discusses, inquires about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. The person whom the complaint is directed against must be an employee of the School of Pharmacy. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts.

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA, and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

**Requirements for Programs**

The School of Pharmacy requires that each director of graduate studies (DGS) serve as a grievance advisor for the school. The program must notify students of the grievance advisors, including posting the grievance advisor's names in the program handbook. The student will be able to select the grievance advisor of the student's choice and does not need to use the grievance advisor from the student's program.

A grievance advisor may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance. If students would like to seek guidance at this informal step, the student can contact the Associate Dean of Inclusive Excellence, the DGS for the student's program, or the UW Ombuds Office.
3. Should a satisfactory resolution not be achieved AND the complaint does not involve an academic program, the procedure outlined in Step 6 below should be followed. Should a satisfactory resolution not be achieved in step 2, the student should contact an SOP grievance advisor of one's choice to discuss the complaint. The grievance advisor should keep a record of contacts with regard to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance and should occur within 10 days of notifying the grievance advisor. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved including individuals, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 working days from the date the formal written grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor will convene a SOP faculty committee with at least three members to facilitate the grievance following Steps b, c, and d. The grievance advisor assumes the role of coordinator. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition will include at least one member from outside the student's home program.
    b. The faculty committee, through the grievance advisor, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SOP Associate Dean for Research (ADR) or Assistant Dean for Graduate Education (ADGE) within 10 working days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within five business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The ADR, ADGE, or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the ADR, ADGE, or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The ADR, ADGE, or their designee will make a final decision within 20 working days of receipt of the committee's recommendation.
    d. The ADR and ADGE must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Pharmacy decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

Our program's employer liaison advises students on professional development, job application materials, networking strategies, and other career preparation opportunities.

# PHARMACEUTICAL SCIENCES: PSYCHOACTIVE PHARMACEUTICAL INVESTIGATION, MS

This is a named option in the Pharmaceutical Sciences MS (p. 1606).

The Division of Pharmaceutical Sciences (https://pharmacy.wisc.edu/psd/) at the School of Pharmacy offers the Master of Science (MS) in Pharmaceutical Sciences degree named option "Psychoactive Pharmaceutical Investigations."

Leaders in the psychoactive pharmaceutical and biopharmaceutical industries – including companies focused on cannabis, psychedelics, and entheogens – are seeking employees with advanced degrees, appropriate skills, and rigorous ethical and legal standards. With a uniquely interdisciplinary faculty and curriculum, the PPI master's program prepares you to meet their needs, while giving you the background and in-demand skills needed to begin your career with an advantage, whether you are looking to compete in industry/academia research, government, nonprofit, or healthcare positions.

The Pharmaceutical Sciences Graduate Program has educated generations of scientists for challenging positions in industry, academia, and government. The faculty for the MS Psychoactive Pharmaceutical Investigation consists of experts in industry and academia affiliated with the School of Pharmacy. The Psychoactive Pharmaceutical Investigation faculty list (https://pharmacy.wisc.edu/academics/psychoactive-pharmaceutical-investigation/faculty-staff/) is available on the School of Pharmacy website.

**Curriculum Content Areas:** Medicinal Chemistry, Pharmacology, Psychiatry, Pharmaceutical Sciences, Law, Ethics, Addiction Medicine, Counseling Psychology, Neuroscience, Biostatistics, History of Medicine, and Pharmacokinetics.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 31 |
| Spring Deadline | September 30 |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g. GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

Students with undergraduate degrees in the physical or biological sciences, engineering, pharmacy, and related fields are encouraged to apply. Students with a liberal arts degree who also have strong science elective credit may also be competitive for this program. Applicants without a bachelor's degree may still be considered for admittance with an earned Doctor of Pharmacy or other professional graduate degree.

Applicants must complete an online application (https://grad.wisc.edu/apply/) that includes the following:

- unofficial transcripts from any previously completed undergraduate and graduate degrees,
- contact information for two individuals to submit letters of recommendation,
- statement of purpose, and
- resume or curriculum vitae.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Graduate students committed to tackling challenges in growing areas of the pharmaceutical industry can apply for Pharmaceutical Sciences MS Merit Awards. (https://pharmacy.wisc.edu/academics/psychoactive-pharmaceutical-investigation/scholarships/)

Students may contact the Office of Student Financial Aid (https://financialaid.wisc.edu/) to discuss federal loan programs and other lending opportunities.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| No | No | Yes | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Candidates will be dropped from the program if they receive more than 7 credits of grades at the BC level or lower. |
| Assessments and Examinations | This program expects the MS candidate to successfully meet all program requirements |
| Language Requirements | No language requirements |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| PHM SCI 563 | Drug History: Dangerous Drugs and Magic Bullets | 2 |
| PHM SCI 612 | Legal Structures for Controlled Substances | 1 |
| PHM SCI 640 | Appropriate Use of Abused Drugs | 2 |
| PHM SCI 671 | Psychedelic Drugs in Science and Society | 2 |
| PHM SCI 674 | Cannabinoids in Science and Society | 2 |
| PHM SCI 751 | Introduction to Regulatory Practice | 3 |
| PHM SCI 757 | Introduction to Drug Development | 2 |
| PHM SCI 759 | Current Trends in Drug Discovery and Development | 1 |
| PHM SCI 770 | CNS Drug Designs, Actions, and Applications I | 3 |
| PHM SCI 771 | CNS Drug Designs, Actions, and Applications II | 3 |
| PHM SCI 801 | Bioethics and Scientific Integrity | 1 |
| **Elective Credits** | | |
| Complete 3-5 courses for a total of 8 credits: | | 8 |
| PHM SCI 564 | Psychedelic History: Sacred Plants, Science & Psychotherapy | |
| PHM SCI 632 | Neuroscience of Psychedelics | |
| PHM SCI 699 | Advanced Independent Study | |
| or PHM SCI 760 | Summative Research Internship | |
| PHM SCI 748 | Skills for Professional Success | |
| or PHM SCI 758 | Working Effectively in a Scientific Environment | |
| PHM SCI 753 | Project Management in Drug Development | |
| PHM SCI 754 | Business Tools for Pharmaceutical Scientists | |
| PHM SCI 755 | Laboratory and Instrumentation Methods | |
| PHM SCI 756 | Introduction to Data Analyses in Drug Development | |
| PHM SCI 764 | Case Studies in Drug Development | |
| PHM SCI 765 | Principles of Assay Development | |
| PHM SCI 768 | Pharmacokinetics | |
| **Total Credits** | | **30** |

While the program offers an accelerated 1-year path, students may also choose a 2- or 3-year path.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No graduate work from other institutions is accepted.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students are allowed to transfer no more than 7 credits of UW–Madison courses numbered 500 or above (earned as a UW–Madison undergraduate) toward the MS degree. Coursework should be presented to the School of Pharmacy Graduate Dean in the first semester of enrollment for consideration. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. Credits earned at other institutions do not transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, the program will allow up to 12 credits taken as a University Special student in the Applied Drug Development or Psychoactive Pharmaceutical Investigation Capstone Certificates to transfer toward the MS-Pharmaceutical Sciences, Psychoactive Pharmaceutical Investigation named option. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students will be assigned an advisor within the program; students who complete a summative internship project will have an approved mentor for this work.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Pharmacy

Any student in a School of Pharmacy graduate program who feels that they have been treated unfairly by a faculty member, staff member, postdoc, or student has the right to have a complaint heard about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. Any student who discusses, inquires about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. The person whom the complaint is directed against must be an employee of the School of Pharmacy. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts.

#### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA, and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

**Requirements for Programs**

The School of Pharmacy requires that each director of graduate studies (DGS) serve as a grievance advisor for the school. The program must notify students of the grievance advisors, including posting the grievance advisor's names in the program handbook. The student will be able to select the grievance advisor of the student's choice and does not need to use the grievance advisor from the student's program.

A grievance advisor may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance. If students would like to seek guidance at this informal step, the student can contact the Associate Dean of Inclusive Excellence, the DGS for the student's program, or the UW Ombuds Office.
3. Should a satisfactory resolution not be achieved AND the complaint does not involve an academic program, the procedure outlined in Step 6 below should be followed. Should a satisfactory resolution not be achieved in step 2, the student should contact an SOP grievance advisor of one's choice to discuss the complaint. The grievance advisor should keep a record of contacts with regard to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance and should occur within 10 days of notifying the grievance advisor. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved including individuals, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 working days from the date the formal written grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor will convene a SOP faculty committee with at least three members to facilitate the grievance following Steps b, c, and d. The grievance advisor assumes the role of coordinator. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition will include at least one member from outside the student's home program.
    b. The faculty committee, through the grievance advisor, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SOP Associate Dean for Research (ADR) or Assistant Dean for Graduate Education (ADGE) within 10 working days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within five business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The ADR, ADGE, or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the ADR, ADGE, or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The ADR, ADGE, or their designee will make a final decision within 20 working days of receipt of the committee's recommendation.
    d. The ADR and ADGE must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Pharmacy decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

Our program's employer liaison advises students on professional development, job application materials, networking strategies, and other career preparation opportunities.

# PHARMACEUTICAL SCIENCES: RESEARCH, MS

This is a named option in the Pharmaceutical Sciences MS (p. 1606). Please use the links on the right to learn more about the Pharmaceutical Sciences: Research, MS.

## ADMISSIONS

## ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD. (p. 1619)

This program also offers a MS named option in Applied Drug Development (p. 1608) and MS named option in Psychoactive Pharmaceutical Investigation (https://guide.wisc.edu/graduate/pharmacy-school-wide/pharmaceutical-sciences-ms/pharmaceutical-sciences-psychoactive-pharmaceutical-investigation-ms/).

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Candidates will be dropped from the program if they receive more than 7 credits of grades at the BC level or lower. This applies to formal courses and research credits. |
| Assessments and Examinations | The program expects the MS candidate to engage in a research project of a scope appropriate to the time devoted to earning the degree. The MS degree may be awarded following approval of the candidate's committee after either of the following:<br>• passing of the preliminary exam or<br>• writing a MS thesis describing the candidate's research that is presented and defended before the student's MS thesis committee. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Foundational Content** | | |
| PHM SCI 672 | Principles of Pharmaceutical Sciences | 3 |
| **Core Areas** | | |
| Complete at least 3 credits from two different Core Areas: | | 6 |
| *Drug Discovery Core* | | |
| PHM SCI 786 | Natural Product Synthesis, Biosynthesis and Drug Discovery | |
| *Drug Action Core* | | |

| | | |
|---|---|---|
| PATH 750 & PATH 752 | Cellular and Molecular Biology/ Pathology and Cellular and Molecular Biology/ Pathology Seminar | |
| PHMCOL-M 781 | Molecular and Cellular Principles in Pharmacology | |
| *Drug Delivery Core* | | |
| PHM SCI/ CHEM 766 | Molecular Recognition | |
| PHM SCI 773 | Molecular Solids | |
| PHM SCI 775 | Polymeric Drug Delivery | |
| **Research Ethics/Responsible Conduct of Research** | | |
| PHARMACY 800 | Research Ethics: Scientific Integrity and the Responsible Conduct of Research | 2 |
| **Seminar & Research** | | |
| Complete 16 credits as required from following: | | 16 |
| PHM SCI 931 | Pharmaceutical Sciences Seminar [1] | |
| PHM SCI 932 | Pharmaceutical Sciences Seminar [1] | |
| PHM SCI 990 | Research [2] | |
| PHM SCI 999 | Advanced Independent Study [3] | |
| **Additional Coursework** | | |
| Three additional credits from the Drug Action, Drug Delivery, or Drug Discovery electives. | | 3 |
| Courses approved by the student's advisor that have the graduate designation in the following subject listings may be appropriate: ANATOMY, ANAT&PHY, BIOCHEM, BSE, BIOLOGY, B M E, BMOLCHEM, B M I, BOTANY, CRB, CBE, CHEM, COMP BIO, COMP SCI, E C E, E P, FAM MED, FOOD SCI, GENETICS, H ONCOL, I SY E, M S & E, MATH, MD GENET, M M & I, MED PHYS, MED SC-M, MED SC-V, MEDICINE, MICROBIO, M&ENVTOX, MOL BIOL, NEUROL, NEURODPT, NTP, NURSING, NUTR SCI, ONCOLOGY, PATH-BIO, PATH, PHM SCI, PHMCOL-M, POP HLTH, PHYSICS, PL PATH, PSYCH, RADIOL, SOIL SCI, SURGERY, SURG SCI, ZOOLOGY. | | |
| **Total Credits** | | **30** |

1. Seminar is required every fall and spring semester during enrollment as a graduate student in the program.
2. Research credits are typically taken every semester in the program, beginning in the second semester. Credits will vary.
3. Research rotations in first semester of first year. At least one credit required.

To enhance a required core curriculum, an individualized course of study is planned with a faculty advisor. Faculty advisors have the option to require additional courses beyond the minimum requirements listed above.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to count no more than 9 credits of graduate coursework from other institutions (the student must have graduate student status on the other institution's transcript at the time the courses were taken). Coursework should be presented to the School of Pharmacy Graduate Dean in the first semester of enrollment for consideration. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students are allowed to count no more than 7 credits of UW–Madison courses numbered 500 or above (earned as a UW–Madison undergraduate) toward the MS degree. Coursework should be presented to the School of Pharmacy Associate Dean for Graduate Education in the first semester of enrollment for consideration. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. Credits from other institutions do not transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to count no more than 9 credits of coursework numbered 500 or above taken as a UW–Madison University Special student. Coursework should be presented to the School of Pharmacy Graduate Dean in the first semester of enrollment for consideration. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students are required to maintain a pharmaceutical sciences faculty member as an MS advisor through the duration of their studies. Typically, a permanent advisor is found by the end of one's first semester.

An MS thesis committee in the Pharmaceutical Sciences Division (PSD) consists of at least three graduate faculty members of the Pharmaceutical Sciences Division (one of whom is the student's thesis advisor).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Pharmacy

Any student in a School of Pharmacy graduate program who feels that they have been treated unfairly by a faculty member, staff member, postdoc, or student has the right to have a complaint heard about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. Any student who discusses, inquires about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. The person whom the complaint is directed against must be an employee of the School of Pharmacy. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts.

#### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA, and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

#### Requirements for Programs

The School of Pharmacy requires that each director of graduate studies (DGS) serve as a grievance advisor for the school. The program must notify students of the grievance advisors, including posting the grievance advisor's names in the program handbook. The student will be able to select the grievance advisor of the student's choice and does not need to use the grievance advisor from the student's program.

A grievance advisor may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

#### Procedures

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance. If students would like to seek guidance at this informal step, the student can contact the Associate Dean of Inclusive Excellence, the DGS for the student's program, or the UW Ombuds Office.
3. Should a satisfactory resolution not be achieved AND the complaint does not involve an academic program, the procedure outlined in Step 6 below should be followed. Should a satisfactory resolution not be achieved in step 2, the student should contact an SOP grievance advisor of one's choice to discuss the complaint. The grievance advisor should keep a record of contacts with regard to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance and should occur within 10 days of notifying the grievance advisor. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved including individuals, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 working days from the date the formal written grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
   a. The grievance advisor will convene a SOP faculty committee with at least three members to facilitate the grievance following Steps b, c, and d. The grievance advisor assumes the role of coordinator. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee.

Committee composition will include at least one member from outside the student's home program.

b. The faculty committee, through the grievance advisor, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor will inform this person that their response will be shared with the student filing the grievance.

c. The grievance advisor will share the response with the student filing the grievance.

d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.

6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SOP Associate Dean for Research (ADR) or Assistant Dean for Graduate Education (ADGE) within 10 working days from the date of notification of the program's faculty committee. The following steps will occur:
   a. The grievant will be notified in writing, within five business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
   b. The ADR, ADGE, or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the ADR, ADGE, or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
   c. The ADR, ADGE, or their designee will make a final decision within 20 working days of receipt of the committee's recommendation.
   d. The ADR and ADGE must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Pharmacy decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# PHARMACEUTICAL SCIENCES, PHD

The Division of Pharmaceutical Sciences (https://pharmacy.wisc.edu/psd/) at the School of Pharmacy offers the doctor of philosophy (PhD) degree in pharmaceutical sciences. The program provides a rigorous background in a range of scientific disciplines that are critical to the success of the next generation of pharmaceutical scientists. The program's interdisciplinary training combines pharmaceutically relevant aspects of classical disciplines such as chemistry, biology, and engineering. Students earn a PhD in Pharmaceutical Sciences, concentrating in one of three research cores: Drug Discovery, Drug Action, or Drug Delivery. Extensive communication and collaboration occur between these cores, mirroring the importance of interdisciplinary research teams in the pharmaceutical field. See our webpage (https://pharmacy.wisc.edu/about-us/divisions/pharmaceutical-sciences/faculty-research/) for more detailed information regarding current faculty research directions.

Research in Drug Discovery (https://pharmacy.wisc.edu/psd/drug-discovery-core/) focuses on areas related to medicinal chemistry, such as small molecule development, natural products isolation and characterization, organic synthesis, chemical biology, and rational drug design.

Drug Action (https://pharmacy.wisc.edu/psd/drug-action-core/) focuses on areas related to pharmacology, toxicology, cellular differentiation, development, and disease. Interests include the impact of drugs and toxins on biological systems, mechanisms of normal biology, and mechanisms of disease. These are studied at the cellular, genetic, molecular, and biochemical levels using diverse model systems.

Drug Delivery (https://pharmacy.wisc.edu/psd/drug-delivery-core/) (pharmaceutics) emphasizes principles in physical chemistry and drug transport, aiming for advances in formulation, drug targeting, and multi-modal therapy. Delivery research includes the solid-state chemistry of drugs, nano-pharmacy, biocompatibility, molecular recognition, computational chemistry, pharmacokinetics, and molecular imaging.

The UW–Madison Pharmaceutical Sciences Division has been recognized for its research productivity, extramural funding support, publication record and teaching.

UW–Madison (https://www.youtube.com/watch/?v=XTJA5alrisQ&feature=youtu.be) is one of the nation's most prolific research universities, located on the shore of Lake Mendota in the state's vibrant capital city. The city of Madison (https://madison.wisc.edu/) is consistently recognized as one of the best cities in the nation in multiple categories for quality of life. Visit grad.wisc.edu (http://grad.wisc.edu/) to learn more about the many reasons to choose UW–Madison for graduate study.

# POSTGRADUATE INFORMATION

Our students are provided many opportunities to explore different careers paths and to hone their skills in areas such as communication and leadership. Recent program graduates have found employment in a variety of settings including industry, academia, science writing, and patent law. We engage our many alumni to participate in career chats and other networking opportunities with our students. For more information on student outcomes, please visit our webpage (https://pharmacy.wisc.edu/programs/pharmsci/student-outcomes/). The School's Graduate Program Manager can be consulted for specific career information (both initial placement and longer-term employment information regarding PhD alumni).

# FACILITIES

The Pharmaceutical Sciences Division is housed in Rennebohm Hall (http://www.pharmacy.wisc.edu/about-school/rennebohm-hall/), a seven-story, state-of-the-art facility that comprises both research and teaching space. Affiliate Pharmaceutical Sciences graduate faculty and their labs are housed in other nearby campus buildings. Located on the

northwest edge of campus, Rennebohm Hall is in close proximity to the Health Sciences Learning Center (home of the UW School of Medicine and Public Health, or SMPH), UW Hospital and Clinics, the UW Institute for Clinical and Translational Research (ICTR), the Waisman Center, the Wisconsin Institutes for Medical Research (WIMR), SMPH's Center for Human Genomics and Precision Medicine, the School of Veterinary Medicine, the School of Nursing, and Ebling Library for the Health Sciences.

Exceptional research facilities and equipment are available in Rennebohm Hall as highlighted by the Lachman Institute for Pharmaceutical Development (https://pharmacy.wisc.edu/centers/lachman-institute/). The Lachman Institute houses multiple research centers including the Analytical Instrumentation Center (AIC) (http://www.pharmacy.wisc.edu/aic/) which provides mass spectrometry, nuclear magnetic resonance, spectroscopy, and spectrophotometry services. Also within the Lachman Institute is the Medicinal Chemistry Center (MCC) (https://pharmacy.wisc.edu/centers/medicinal-chemistry-center/), whose mission is to provide drug discovery expertise to the UW medical community and drive translational research at UW–Madison through designing and synthesizing novel small molecule-based therapeutics. Pharmaceutical Sciences faculty direct the MCC. A Nanotechnology Center for Drug Delivery (https://pharmacy.wisc.edu/centers/wiscnano/) began in 2018, aiming to improve the efficacy of new drug leads.

The School of Pharmacy's Lenor Zeeh Pharmaceutical Experiment Station (http://www.pharmacy.wisc.edu/zstation/) is a not-for-profit, self-sustaining center of expertise serving faculty researchers across the UW–Madison campus as well as private-sector drug product development. The station provides laboratory services related to compound physical/chemical characterization and basic formulation development to support preclinical development of promising drug candidates and other unmet pharmaceutical-related needs. Pharmaceutical Sciences graduate students are eligible to participate in summer project assistantships at the station. The division also offers houses a wide array of equipment for computer-aided drug and catalyst design, real-time PCR, gas chromatographs, high-pressure liquid chromatographs, cell culture, ultra-centrifuges, scintillation counters, and animal care. Additionally, many researchers leverage equipment and services available through the Carbone Comprehensive Cancer Center, Biotechnology Center, and other campus core facilities.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 7 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

GRE scores are not required or accepted. Any submitted scores will not be used in assessing applications.

Letters of recommendation must be received by the fall deadline.

Admitted applicants commonly have strong scientific backgrounds and significant research experience. Applicants with undergraduate degrees in the physical (including chemistry) or biological sciences, engineering, pharmacy, and related fields are encouraged to apply. Applicants with master's degrees are also welcomed to apply, but a master's degree is not required. Applicants may apply directly to the Pharmaceutical Sciences PhD program with a bachelor's or PharmD degree- as long as a bachelor's or PharmD degree would be completed by the time one would begin graduate studies.

Please see admissions (https://pharmacy.wisc.edu/programs/pharmsci/admissions/) on the program website for additional information and answers to frequently asked questions.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is provided to all graduate students in the Pharmaceutical Sciences PhD program through a combined mechanism of fellowships, teaching assistantships, research assistantships, and training grant appointments. Financial support includes a stipend, full tuition remission (waiver), and most of the cost of reasonably priced, comprehensive health insurance; and extends for the full duration of a student's graduate study as long as they retain good academic standing and a faculty advisor. In addition, first-year students typically are provided $2,000 in flexible funds to aid in the transition to Madison. Additionally, the program awards travel grants to several students every year to support their attendance at scientific conferences and meetings. For more details, see this program-specific funding page (https://pharmacy.wisc.edu/academics/pharmsci/tuition-financial-aid/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Candidates may be dropped from the program if they receive more than 7 credits of grades at the BC level or lower. |
| Assessments and Examinations | The preliminary examination is expected to be completed before the beginning of the third year of graduate study. For specifics regarding the preliminary examination's structure and requirements, see Preliminary Examination in the Pharmaceutical Sciences Division Student Handbook (https://students.pharmacy.wisc.edu/pharmsci-handbook/o-preliminary-exam (https://students.pharmacy.wisc.edu/pharmsci-handbook/o-preliminary-exam/)/).<br><br>A final oral defense of the dissertation is required; for more on the dissertation defense, see PhD Thesis Defense in the Pharmaceutical Sciences Division Student Handbook (https://students.pharmacy.wisc.edu/pharmsci-handbook/q-phd-thesis-defense (https://students.pharmacy.wisc.edu/pharmsci-handbook/q-phd-thesis-defense/)/). |
| Language Requirements | There are no language requirements in the Pharmaceutical Sciences PhD program. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Foundational Content** | | |
| PHM SCI 672 | Principles of Pharmaceutical Sciences | 3 |
| **Core Areas** | | |
| Students must select at least 3 credits from two different Core Areas (minimum 6 credits). | | 6 |
| *Drug Discovery Core* | | |
| PHM SCI 786 | Natural Product Synthesis, Biosynthesis and Drug Discovery | |
| *Drug Action Core* | | |
| PATH 750 & PATH 752 | Cellular and Molecular Biology/ Pathology and Cellular and Molecular Biology/ Pathology Seminar | |
| PHMCOL-M 781 | Molecular and Cellular Principles in Pharmacology | |
| *Drug Delivery Core* | | |
| PHM SCI/ CHEM 766 | Molecular Recognition | |
| PHM SCI 773 | Molecular Solids | |
| PHM SCI 775 | Polymeric Drug Delivery | |
| **Research Ethics/Responsible Conduct of Research** | | |
| PHARMACY 800 | Research Ethics: Scientific Integrity and the Responsible Conduct of Research | 2 |
| **Seminar & Research** | | |
| Complete 37 credits as required from following: | | 37 |
| PHM SCI 931 | Pharmaceutical Sciences Seminar [1] | |
| PHM SCI 932 | Pharmaceutical Sciences Seminar [1] | |
| PHM SCI 990 | Research [2] | |

| | | |
|---|---|---|
| PHM SCI 999 | Advanced Independent Study (at least 1 credit) [3] | |
| **Additional Coursework** | | |
| Three additional credits from the Drug Action, Drug Delivery, or Drug Discovery electives | | 3 |
| Courses approved by the student's advisor that have the graduate designation in the following subject listings may be appropriate: ANATOMY, ANAT&PHYS, BIOCHEM, BSE, BIOLOGY, B M E, BMOLCHEM, B M I, BOTANY, CRB, CBE, CHEM, COMP BIO, COMP SCI, E C E, E P, FAM MED, FOOD SCI, GENETICS, H ONCOL, I SY E, M S & E, MATH, MD GENET, M M & I, MED PHYS, MED SC-M, MED SC-V, MEDICINE, MICROBIO, M&ENVTOX, MOL BIOL, NEUROL, NEURODPT, NTP, NURSING, NUTR SCI, ONCOLOGY, PATH-BIO, PATH, PHM SCI, PHMCOL-M, PHYSICS, PL PATH, PSYCH, RADIOL, SOIL SCI, SURGERY, SURG SCI, ZOOLOGY. A list of popular elective courses at this level taken by recent Pharmaceutical Sciences graduate students is maintained at https://pharmacy.wisc.edu/programs/pharmsci/curriculum/electives (https://pharmacy.wisc.edu/programs/pharmsci/curriculum/electives/)/. | | |
| **Total Credits** | | **51** |

1 Required every fall term during enrollment as a graduate student in the program.
2 Usually every semester starting in second semester; credits vary.
3 Rotations during first semester in first year.

To enhance a required core curriculum, an individualized course of study is planned with a faculty advisor. Faculty advisors have the option to require additional courses beyond the minimum requirements listed above.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 15 credits of graduate coursework from other institutions (the student must have graduate student status on the other institution's transcript at the time the courses were taken). Coursework should be presented to the Pharmaceutical Sciences Director of Graduate Studies in the first semester of enrollment for consideration. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With approval of the Pharmaceutical Sciences Director of Graduate Studies, students are allowed to transfer no more than 7 credits of UW–Madison courses numbered 500 or above (earned as a UW–Madison undergraduate) toward the PhD. Coursework should be presented to the Pharmaceutical Sciences Director of Graduate Studies in the first semester of enrollment for consideration. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements. Credits earned at other institutions do not transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 15 credits of coursework numbered 500 or above taken as a UW–Madison University Special student toward the PhD. Coursework should be presented to the Pharmaceutical Sciences Director of Graduate Studies in the first semester of enrollment for consideration. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students in the PhD program are required to have a major professor/advisor through the duration of their studies. Typically, a permanent advisor is found by the end of one's first semester.

All students are required to conduct an annual progress meeting with their thesis committee each year. The meeting should be completed by the end of August of each consecutive academic year. In years where the preliminary exam or the PhD thesis defense are scheduled, these events may substitute for the annual progress meeting. For details on the annual progress report, see the program's Student Handbook (https://students.pharmacy.wisc.edu/pharmsci-handbook/). For details on the composition requirements of the PhD preliminary exam/thesis committee, see Thesis Committee (https://students.pharmacy.wisc.edu/pharmsci-handbook/I-thesis-committee/) in the program's Student Handbook.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

It is expected that PhD major course requirements will be completed by the end of year two in the program.

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may be required to take another preliminary examination and to be admitted to candidacy a second time.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## Grievance Policy for Graduate Programs in the School of Pharmacy

Any student in a School of Pharmacy graduate program who feels that they have been treated unfairly by a faculty member, staff member, postdoc, or student has the right to have a complaint heard about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. Any student who discusses, inquires about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. The person whom the complaint is directed against must be an employee of the School of Pharmacy. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts.

### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA, and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

### Requirements for Programs

The School of Pharmacy requires that each director of graduate studies (DGS) serve as a grievance advisor for the school. The program must notify students of the grievance advisors, including posting the grievance advisor's names in the program handbook. The student will be able to select the grievance advisor of the student's choice and does not need to use the grievance advisor from the student's program.

A grievance advisor may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

### Procedures

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance. If students would like to seek guidance at this informal step, the student can contact the Associate Dean of Inclusive Excellence, the DGS for the student's program, or the UW Ombuds Office.
3. Should a satisfactory resolution not be achieved AND the complaint does not involve an academic program, the procedure outlined in Step 6 below should be followed. Should a satisfactory resolution not be achieved in step 2, the student should contact an SOP grievance advisor of one's choice to discuss the complaint. The grievance advisor should keep a record of contacts with regard to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance and should occur within 10 days of notifying the grievance advisor. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved including individuals, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 working days from the date the formal written grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
   a. The grievance advisor will convene a SOP faculty committee with at least three members to facilitate the grievance following Steps b, c, and d. The grievance advisor assumes the role of coordinator. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition will include at least one member from outside the student's home program.
   b. The faculty committee, through the grievance advisor, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor will inform this

person that their response will be shared with the student filing the grievance.

c. The grievance advisor will share the response with the student filing the grievance.

d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.

6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SOP Associate Dean for Research (ADR) or Assistant Dean for Graduate Education (ADGE) within 10 working days from the date of notification of the program's faculty committee. The following steps will occur:
   a. The grievant will be notified in writing, within five business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
   b. The ADR, ADGE, or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the ADR, ADGE, or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
   c. The ADR, ADGE, or their designee will make a final decision within 20 working days of receipt of the committee's recommendation.
   d. The ADR and ADGE must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Pharmacy decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

Professional development opportunities for Pharmaceutical Sciences graduate students include annual performance reviews by their respective thesis committee, providing feedback regarding each student's progress in coursework, research, and career development. Further, each student, beginning in one's second year, gives an annual seminar to one's research core (Drug Discovery, Drug Action, or Drug Delivery), providing an additional community of support and feedback. Moreover, the Pharmaceutical Sciences Seminar Series (https://pharmacy.wisc.edu/psd/seminars/) welcomes numerous academic and industrial scientists throughout the year; students have regular opportunities to meet such leaders in small settings. The division's annual poster session brings the community together and is another forum for research interaction.

The UW-Madison s (https://win.wisc.edu/organization/aaps/)tudent chapter of the American Association of Pharmaceutical Scientists (AAPS (https://win.wisc.edu/organization/aaps/)) (https://win.wisc.edu/organization/aaps/) also provides career development workshops and discussions with scientists and faculty. Many students attend local, regional, and national meetings related to Pharmaceutical Sciences. These include the Pharmaceutics Graduate Student Research Meeting (PGSRM), a graduate student-organized conference for graduate students across the upper Midwest and a parallel student-led medicinal chemistry-oriented conference (MIKI). Other meetings that our students commonly attend and present at include AAPS PharmSci360, American Association for Cancer Research meetings, Gordon Conferences, American Chemical Society meetings, and American Society for Mass Spectrometry Conferences.

There are a wide variety of opportunities for STEM-based graduate students to develop entrepreneurial and business skills. These include the Morgridge Enterpreneurial Bootcamp (https://business.wisc.edu/entrepreneurship/morgridge-entrepreneurial-bootcamp/), WiSolve Consulting Group (https://www.wisolve.org/), the graduate certificates (https://wsb.wisc.edu/programs-degrees/certificates/) in Entrepreneurship or Strategic Innovation, and many others, summarized by the School of Business' Insite Guide. (https://apps.wsb.wisc.edu/insite-entrepreneurship-guide/)

The program supports a graduate student retreat every other summer that includes career exploration and professional development events. Additional career development events such as informational interviews with PhD alumni and networking events with guest industry speakers are organized throughout the year. Graduate students who aspire to develop as instructors and future faculty can work with the Director of Graduate Studies to identify appropriate teaching assistant opportunities that will challenge them in this realm (complementing the ample campus resources for teaching/learning (https://teachlearn.provost.wisc.edu/)). More information about career development and other activities can be found on the Student Experience (https://pharmacy.wisc.edu/pharmsci/student-experience/) section of our webpage.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate critical knowledge and in-depth understanding of principles in the student's area of expertise.
2. Identify important research questions, formulate testable hypotheses, and design experiments to test those hypotheses.
3. Conduct original research that contributes to the student's field of study.
4. Communicate scientific knowledge and research results effectively to a range of audiences.
5. Apply ethical principles in conducting scientific research.

# PHARMACY, MS

**Admission to the MS Pharmacy Program is only accessed through the ASHP Residency Match.**

The pharmacy master's program is a two-year, combined pharmacy administrative residency (an ASHP Accredited (https://www.ashp.org/) PGY-1 and PGY-2, hosted by the UW Health Department of Pharmacy) and academic degree program, which culminates in a MS degree, emphasizing health system pharmacy management and leadership.

Applicants must be eligible for licensure as a pharmacist in the State of Wisconsin at the point of beginning the program. The program is designed to provide the pharmacy resident/graduate student with a solid academic foundation and experience in the administration of exemplary pharmaceutical services across an integrated health system.

The primary objective of the program is to develop health system pharmacy administrators who are trained and prepared to immediately assume administrative leadership positions within large, integrated health care delivery systems at the level of managers and assistant directors, and eventually as directors of pharmacy. These positions include oversight of pharmacy operations, clinical programs, medication safety, new business development, supply chain, etc. Residents complete clinical and management rotations in the first year of the program, and advanced administrative and elective rotations in the second year (chosen from a variety of settings, as desired by the resident). The curriculum's flexibility allows for specialization in administrative areas that best complement the student's career goals. Resident activities are varied in scope, depending on each individual's background and areas of interest.

See the detailed program overview (https://www.uwhealth.org/health-professionals/internships/pharmacy-administrative-residency/administrative/31907/) (including a description of rotations; program strengths; resident competency objectives; projects; presentation, teaching, and travel opportunities).

The UW Health Department of Pharmacy is a leader in the profession, and a leader within the University of Wisconsin Hospital & Clinics in the areas of technology assessment, new business development, information technology, patient safety, resource utilization and regulatory compliance. In 2006, this residency program proudly accepted the inaugural ASHP Foundation Pharmacy Residency Program Excellence Award for producing leaders across the profession.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | April 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 0 |

**Admission to the MS Pharmacy Program is only accessed through the ASHP Residency Match.** Initial applications should be entered through the Pharmacy Online Residency Centralized Application Service (PhORCAS). See instructions below.

This is a combined MS degree and post-graduate residency training program. Thus, two applications must be submitted. Applicants without a bachelor's degree may still be considered for admittance with an earned Doctor of Pharmacy or other professional graduate degree.

1. Pharmacy Online Residency Centralized Application Service (PhORCAS)
   a. **Applications are due in early January;** the exact date will be listed on the PhORCAS website.
   b. For additional details of this application process, see the area regarding "pharmacy administrative residency--applying to the program" on the UW Health website (http://www.uwhealth.org/health-professionals/internships/pharmacy-administrative-residency/applying/31924/).
2. UW-Madison Graduate School and MS Pharmacy
   a. See the above table for application due date.
   b. **Only those selected for the residency program through the PhORCAS application may apply for this program.**
   c. Applications are not reviewed at any other time during the year.
   d. Applicants to the MS program **must be eligible for licensure as a pharmacist in Wisconsin** due to the program's pharmacy residency requirements.

The program begins in mid-June and MS coursework begins in early September.

## FUNDING

# FUNDING

## PHARMACY MS STIPEND/BENEFITS

Students received an annual stipend while participating in this program. Stipends are updated annually and commensurate with other pharmacy residency positions.

Each resident receives 144 hours of PTO (paid time off) annually, inclusive of vacation, holiday, and sick time. As employees of the School of Pharmacy, residents receive health, dental, and vision insurance benefits and full access to the University of Wisconsin–Madison's recreational, educational, and cultural facilities. Tuition costs and university segregated fees are paid for by the UW Health Department of Pharmacy. Funding is available for attendance at professional meetings.

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from

the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 36 credits |
| Minimum Residence Credit Requirement | 36 credits |
| Minimum Graduate Coursework Requirement | 18 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Candidates may be dropped from the program if they receive more than 7 credits of grades at the BC level or lower. This applies to formal courses, seminars, and research credits. |
| Assessments and Examinations | A master's research project is required. |
| Language Requirements | No additional language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Fall Semester (Year 1)** | | |
| PHM PRAC 961 | Graduate Seminar in Health-System Pharmacy | 1 |
| PHM PRAC 999 | Advanced Independent Study | 1 |
| M H R 705 | Human Resource Management | 3 |
| I SY E 515 | Engineering Management of Continuous Process Improvement | 3 |
| Elective | | 2 |
| **Spring Semester (Year 1)** | | |
| PHM PRAC 962 | Graduate Seminar in Health-System Pharmacy | 1 |
| PHM PRAC 999 | Advanced Independent Study | 1 |
| S&A PHM 999 | Advanced Independent Study | 2 |
| I SY E/PSYCH 859 | Special Topics in Human Factors Engineering (Consult with Director of Graduate Studies prior to enrollment) | 1-3 |
| PHM PRAC 617 | Health System Pharmacy Data Analysis and Informatics | 2 |
| **Fall Semester (Year 2)** | | |
| PHM PRAC 961 | Graduate Seminar in Health-System Pharmacy | 1 |
| PHM PRAC 999 | Advanced Independent Study | 2 |
| ACCT I S 710 | Managerial Accounting | 3 |
| OTM 752 | Project Management (OTM 753 can be taken in place of OTM 752 if schedule conflict exists.) | 3 |
| **Spring Semester (Year 2)** | | |
| PHM PRAC 962 | Graduate Seminar in Health-System Pharmacy | 1 |
| PHM PRAC 999 | Advanced Independent Study | 2 |
| S&A PHM 716 | Advanced Hospital Pharmacy Administration | 2 |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | 3 |
| Elective | | 2 |
| **Total Credits** | | **36** |

### Elective Courses

| Code | Title | Credits |
|---|---|---|
| I SY E 520 | Quality Assurance Systems | 3 |
| I SY E 555 | Human Performance and Accident Causation | 3 |
| I SY E/PSYCH 653 | Organization and Job Design | 3 |
| I SY E/PSYCH 859 | Special Topics in Human Factors Engineering (as approved by advisor) | 1-3 |

| | | |
|---|---|---|
| I SY E/ POP HLTH 875 | Cost Effectiveness Analysis in Health and Healthcare | 3 |
| M H R 628 | Negotiations | 3 |
| M H R 700 | Leading People and Organizations | 3 |
| M H R 704 | Managing Behavior in Organizations | 3 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 722 | Entrepreneurial Management | 3 |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | 3 |
| OTM/ MARKETNG 421 | Fundamentals of Supply Chain Management | 3 |
| OTM/ MARKETNG 722 | Logistics Management | 2-3 |
| OTM 753 | Healthcare Operations Management | 3 |
| OTM 758 | Managing Technological and Organizational Change | 3 |
| POP HLTH 795 | Principles of Population Health Sciences | 1-3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH/ ECON 848 | Health Economics | 1-3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No coursework taken outside of UW–Madison may be used to fulfill course requirements in the MS degree.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No coursework taken as a UW–Madison undergraduate may be used to fulfill course requirements in the MS degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No coursework taken as a UW–Madison Special student may be used to fulfill course requirements in the MS degree.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

The UW Health Department of Pharmacy also has a disciplinary policy for its residents; contact the Department of Pharmacy for details.

## ADVISOR / COMMITTEE

Students/residents are regularly reviewed by the UW Health Senior Director of Pharmacy, the HSPAL Residency Program Director, and program preceptors.

## CREDITS PER TERM ALLOWED

15 credits; students must maintain a minimum of 8 credits per semester.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Pharmacy

Any student in a School of Pharmacy graduate program who feels that they have been treated unfairly by a faculty member, staff member, postdoc, or student has the right to have a complaint heard about the treatment and to receive a prompt hearing of the grievance, following

these grievance procedures. Any student who discusses, inquires about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. The person whom the complaint is directed against must be an employee of the School of Pharmacy. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts.

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA, and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

**Requirements for Programs**

The School of Pharmacy requires that each director of graduate studies (DGS) serve as a grievance advisor for the school. The program must notify students of the grievance advisors, including posting the grievance advisor's names in the program handbook. The student will be able to select the grievance advisor of the student's choice and does not need to use the grievance advisor from the student's program.

A grievance advisor may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance. If students would like to seek guidance at this informal step, the student can contact the Associate Dean of Inclusive Excellence, the DGS for the student's program, or the UW Ombuds Office.
3. Should a satisfactory resolution not be achieved AND the complaint does not involve an academic program, the procedure outlined in Step 6 below should be followed. Should a satisfactory resolution not be achieved in step 2, the student should contact an SOP grievance advisor of one's choice to discuss the complaint. The grievance advisor should keep a record of contacts with regard to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance and should occur within 10 days of notifying the grievance advisor. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved including individuals, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 working days from the date the formal written grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor will convene a SOP faculty committee with at least three members to facilitate the grievance following Steps b, c, and d. The grievance advisor assumes the role of coordinator. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition will include at least one member from outside the student's home program.
    b. The faculty committee, through the grievance advisor, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SOP Associate Dean for Research (ADR) or Assistant Dean for Graduate Education (ADGE) within 10 working days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within five business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The ADR, ADGE, or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the ADR, ADGE, or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The ADR, ADGE, or their designee will make a final decision within 20 working days of receipt of the committee's recommendation.
    d. The ADR and ADGE must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Pharmacy decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

## OTHER

n/a

PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

Professional development opportunities for residents/students include those in the following presentation, teaching, travel, and other categories:

### Presentation Opportunities

- Weekly resident seminars
- Resident report presentations, educational presentations and in-services on clinical rotations
- Team and staff meeting leadership
- Leadership of monthly journal club discussions
- Nursing and pharmacy student orientation to pharmacy services
- Major projects are presented at the ASHP Midyear Clinical Meeting, Great Lakes Pharmacy Resident Conference, and Pharmacy Society of Wisconsin (PSW) Annual Meeting and Educational Conference

### Teaching Opportunities

- Clinical Instructor status at the University of Wisconsin School of Pharmacy
- Lecturer and small group discussion leader for Drug Information class and participant in a Leadership Course led by our department within the UW School of Pharmacy
- Preceptorship of 4th year students on clinical rotation at UWHC
- Contribution to clinical faculty discussions with students
- Optional teaching certificate program for residents at area hospitals

### Other Activities

- Weekly resident lunch seminars with hospital administrators to discuss administrative topics
- Patient and medication safety involvement
- Participation on various patient care committees
- Participation in resident community service projects
- Opportunities to interact with residents in the pharmacy practice, community practice, ambulatory, critical care, infectious disease, medication systems and operations, oncology, transplant, and specialty pharmacy residency programs
- Monthly coffees with the Senior Director of Pharmacy for UW Health

### Travel

- ASHP Midyear Clinical Meeting
- Great Lakes Pharmacy Residents Conference
- Pharmacy Administrative Residency Exchange
- Site visits to other health systems and residency programs
- ASHP Leadership Conference
- Pharmacy Society of Wisconsin (PSW) Annual Meeting and Educational Conference

LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrates the ability to design, implement, evaluate, optimize, and manage the medication use process using technology, automation, workflow design, application, and optimal skill mix.
2. Thoroughly understands the components of an integrated health system and the role of pharmacy across the continuum of care.
3. Displays knowledge and expertise in the development and coordination of medication use policy to standardize practice, provide optimal patient care, and impact the financial performance of the organization.
4. Demonstrates the ability to manage the supply chain, including inventory analysis, contract negotiation, purchasing, and drug shortage management.
5. Comprehends medication safety principles to ensure safe medication practices.
6. Effectively monitors the financial performance of the pharmacy department, including knowledge of budgeting concepts, reporting of variances, and revenue cycle optimization.
7. Understands the principles of human resource management, including recruitment, interviewing, hiring, performance management, discipline, and effective day-to-day supervision.
8. Demonstrates personal leadership qualities essential to operate effectively within a health system and advance the profession and practice of pharmacy.

# PHILOSOPHY

DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Philosophy, Doctoral Minor (p. 1629)
- Philosophy, MA (p. 1630)
- Philosophy, PhD (p. 1633)

# PHILOSOPHY, DOCTORAL MINOR

ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on

Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

Graduate students from other fields who wish to pursue a doctoral minor in philosophy should consult with the assistant to the chair of the department. Students must complete at least three courses in PHILOS (https://guide.wisc.edu/courses/philos/) for at least 9 credits. Normally, at least two of these courses, for at least 5 credits, must be taken in residence on campus. Most courses numbered 400 and above are open to minor candidates, as are graduate courses and seminars numbered 800 and above.

# PHILOSOPHY, MA

The Department of Philosophy offers work leading to the doctor of philosophy with a major in philosophy.

The MA is granted to PhD program students when they pass their preliminary examinations and become a dissertator. When a student must leave the program early and is unable to complete a PhD, a terminal MA is granted upon satisfying the department's criteria for a master's degree.

The PhD degree is awarded in recognition of a successfully completed program of advanced studies in philosophy, culminating in a dissertation which represents a contribution to philosophy or to philosophical scholarship.

The PhD program falls into two major stages. The first consists of work that prepares the student for admission to candidacy for the PhD degree. Studies during the first stage of the program are devoted to acquiring the philosophical skills and learning needed to do philosophy in the second stage when writing a successful dissertation.

The department offers five years of support to all incoming graduate students. Support begins with the first fall semester and continues for at least nine additional semesters, provided the student makes satisfactory academic progress and carries out duties acceptably as a graduate assistant.

The department assigns a faculty member as placement officer and devotes a significant portion of staff resources to help graduates find employment.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD (p. 1633).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

We offer five years of support to all incoming graduate students, beginning their first fall semester, and continuing for at least nine additional semesters, provided the student makes satisfactory academic progress and carries out duties acceptably as graduate assistants. The support may vary from year to year between assistantships and lectureships.

### Note to International Students

Please be advised that all students who are not United States citizens must prove that they have the financial means to live and study in the U.S. before they are granted a visa. For an explanation of this policy, see International Applicant Financial Information (https://grad.wisc.edu/international-students/#financialinformation).

### Additional Financial Aid

Citizens of the United States and permanent residents should contact the Office of Student Financial Aid (https://financialaid.wisc.edu/) (608-262-3060) for more information on eligibility, how and when to apply, and types of aid.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 34 credits |
| Minimum Residence Credit Requirement | 21 credits taken in PHILOS seminars (courses numbered between 800 and 989). |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.50 GPA required. |
| Other Grade Requirements | Philosophy requires a grade of B or better in all PHILOS seminars. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. Students in the History of Philosophy area may find it important to take additional language courses in consultation with their advisor. |

## REQUIRED COURSES

Philosophy courses in our department are divided into two categories. Students are expected to complete courses in both categories:

1. Ethics, aesthetics, and social and political philosophy; and
2. Metaphysics, epistemology, logic, philosophy of language, philosophy of mind, or philosophy of science.

First year graduate students may not register for PHILOS 599 Directed Study, PHILOS 699 Directed Study, or PHILOS (https://guide.wisc.edu/courses/philos/) courses numbered 990-998. No more than one course numbered between 400-600 may satisfy the minimum credit requirements for the MA.

| Code | Title | Credits |
|---|---|---|
| **Proseminar** | | **3** |
| All students are expected to take the first year proseminar in their first semester in the program. | | |
| PHILOS 902 | Proseminar in Philosophy | |
| **Teaching Seminar** | | **1** |
| Students must take this course during the first year of teaching. | | |
| PHILOS 904 | Teaching Philosophy | |
| **Other Seminars** | | **30** |
| Students must also complete 30 credits or 10 seminars from the following: | | |
| PHILOS 701 | Reading Seminar [1] | |
| PHILOS 903 | Seminar: Epistemology | |
| PHILOS 911 | Seminar-Logic | |
| PHILOS 916 | Seminar-Philosophy of Language | |
| PHILOS 920 | Seminar-Philosophy of Science:Causation, Explanation & Probability | |
| PHILOS 941 | Seminar-Ethics | |
| PHILOS 951 | Seminar-Philosophy of Mind | |
| PHILOS 955 | Seminar Social and Political Philosophy | |
| PHILOS 960 | Metaphysics Seminar | |
| *History of Philosophy Requirement (6 credits)* | | |
| Within the 10 seminar requirement, students must complete 6 credits of History of Philosophy courses. | | |
| PHILOS 830 | Advanced History of Philosophy | |
| PHILOS 835 | Advanced History of Philosophy | |
| **Logic** | | |
| Students must select one of the three options to complete this requirement. | | |
| *Option 1* | | |
| Pass a proficiency exam administered by our Logic Committee. | | |
| *Option 2* | | |
| Pass an advanced UW logic course like those listed below. Students may apply the one of the following courses toward the seminar requirement. | | |
| PHILOS 511 | Symbolic Logic | |
| or PHILOS 512 | Methods of Logic | |
| *Option 3* | | |
| Pass a course at another institution that includes or surpasses the content of PHILOS 511 or PHILOS 512. The Logic Committee will review documentation related to the relevant course's content and determine whether the student thereby satisfies the logic requirement. | | |
| **Total Credits** | | **34** |

[1] No more than one PHILOS 701 course may satisfy the minimum credit requirement.

### Seminar Requirement

Each of the other listed seminars (except for the Proseminar and Teaching Seminar) meets with a concurrently offered PHILOS 701 Reading Seminar. Students who complete PHILOS 701 in place of the other listed seminar attend all the seminar meetings and complete the readings, but have a substantially lighter workload, determined by the professor before the beginning of the semester.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs

may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework taken as a graduate student from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 500 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's is not allowed to satisfy requirements.

## PROBATION

Students who have four or more grades of "Incomplete" may not register for further work until these Incompletes have been removed. It is the policy of the philosophy department not to give Incompletes, except when illness or events beyond the student's control prevent the completion of course work.

If a student who is not making satisfactory progress (a) has at any one time three or more Incompletes that have been on the student's record for one semester or more, or (b) has not passed the dissertation prospectus examination by the end of the ninth semester of residency, or (c) has at any time a cumulative GPA of less than 3.5 in philosophy graduate seminars (those numbered 800 and above), then the student will be placed on probation; and if after two semesters there is still a deficiency, the student will be removed from the program.

No student while on probation is eligible for appointment as a TA, PA, or RA nor will that student be recommended by the department for a fellowship.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects students to meet with their advisor on a regular basis.

The assistant to the chair serves as the advisor for the first year or so. Students then select an advisor and, as coursework and other requirements are completed, a committee of faculty is selected by the student to serve as advisors.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

The program of study that you work out will be designed for completion, normally, by the end of the sixth or seventh semester of full-time graduate studies.

To make satisfactory academic progress, a student must attempt to complete the logic requirement by the end of his or her first year. If the student does not fulfill the requirement, then another attempt must be made in the third semester. If the student fails to satisfy the requirement again, another attempt must be made in the fourth semester. If the student fails to pass the requirement by the end of his or her fourth semester, then this will constitute failure to make satisfactory academic progress. Subject to instructor's willingness, a student may attempt to pass the requirement more than once in a semester.

All entering graduate students will participate in a proseminar in their first term in residence. All graduate students must take the Teaching Philosophy course during their first year of teaching.

A student who is normally enrolled and in residence in the PhD program is making satisfactory progress unless that student:

- has not attempted to complete the logic requirement by the end of the first year in residence and continued to attempt to complete the logic requirement in each subsequent semester until completing this requirement, or
- has not completed the logic requirement by the end of the second year in residence, or
- has not satisfied the history of philosophy requirement by the end of the third year of residence, or
- as not become a dissertator by the end of the fourth year of residence, or
- has not passed the examination on the dissertation prospectus by (a) the end of the ninth semester in residence or (b) within one year after passing the prelim, whichever is later.

Moreover, failure to submit a passing prelim by the end of the seventh semester will result in dismissal from the program.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and

conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Expert ability to think critically about arguments.
2. Expert ability to interpret complex texts accurately and analyze them logically.
3. Ability to communicate very precisely and concisely in both writing and in speech.
4. In-depth familiarity with the history of Western philosophy and the major debates within that tradition.
5. Interpretative charity, and intellectual honesty, which includes appropriate attribution to others of their ideas, and recognition and frankness about the limitations of one's own ideas.

# PHILOSOPHY, PHD

The Department of Philosophy offers work leading to the doctor of philosophy with a major in philosophy.

The MA is granted to PhD program students when they pass their preliminary examinations and become a dissertator. When a student must leave the program early and is unable to complete a PhD, a terminal MA is granted upon satisfying the department's criteria for a master's degree.

The PhD degree is awarded in recognition of a successfully completed program of advanced studies in philosophy, culminating in a dissertation which represents a contribution to philosophy or to philosophical scholarship.

The PhD program falls into two major stages. The first consists of work that prepares the student for admission to candidacy for the PhD degree. Studies during the first stage of the program are devoted to acquiring the philosophical skills and learning needed to do philosophy in the second stage when writing a successful dissertation.

The department offers five years of support to all incoming graduate students. Support begins with the first fall semester and continues for at least nine additional semesters, provided the student makes satisfactory academic progress and carries out duties acceptably as a graduate assistant.

The department assigns a faculty member as placement officer and devotes a significant portion of staff resources to help graduates find employment.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

For admission to the PhD program with full graduate standing, an applicant must have completed the equivalent of a BA with a major in philosophy. Promising applicants who do not meet this requirement may be admitted with deficiencies provided that they have completed at least 12 credits in philosophy.

You must apply online by the fall deadline to be considered for admission.

The process begins with the application (https://grad.wisc.edu/apply/) to the UW–Madison Graduate School.

Answer all required questions and be sure to submit the following:

1. Reasons for Study (also called Statement of Purpose)
2. Names of at least three professors and their email addresses for letters of recommendation
3. English language proficiency test scores if your native language is not English
4. Supplemental application (questionnaire about what philosophy courses you've already taken)
5. Writing sample (4,500–6,000 words recommended, which is 15–20 pages double-spaced, devoted to a philosophical subject)

If you have questions about the process of applying, contact the graduate coordinator, uwmadisongradprogram@philosophy.wisc.edu or 608-263-5278.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

We offer five years of support to all incoming graduate students, beginning their first fall semester, and continuing for at least nine additional semesters, provided the student makes satisfactory academic progress and carries out duties acceptably as graduate assistants. The support you receive may vary from year to year between assistantships and lectureships.

### Note to International Students

Please be advised that all students who are not United States citizens must prove that they have the financial means to live and study in the U.S. before they are granted a visa. For an explanation of this policy, see International Applicant Financial Information (https://grad.wisc.edu/international-students/#financialinformation).

### Additional Financial Aid

Citizens of the United States and permanent residents should contact the office of Student Financial Aid (https://

financialaid.wisc.edu/) (608-262-3060) for more information on eligibility, how and when to apply, and types of aid.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits; 27 credits must be taken in PHILOS coursework |
| Minimum Graduate Coursework Requirement | 48 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.50 GPA required. |
| Other Grade Requirements | Philosophy requires a grade of B or better in all PHILOS seminars. |
| Assessments and Examinations | Students are required to complete the following:<br>• satisfy the preliminary exam requirement;<br>• satisfy the prospectus requirement; and<br>• satisfy the thesis and oral defense requirements. |
| Language Requirements | No language requirements. Students in the History of Philosophy area may find it important to take additional language courses chosen in consultation with their advisor. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>A minor composed only of Philosophy courses is possible. Completion of such a minor requires a student takes at least three courses, numbered 500 or above, including two graduate seminars, all of which fall outside their major area of specialization. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Proseminar** | | **3** |
| Students must complete the following course. | | |
| PHILOS 902 | Proseminar in Philosophy | |
| **Teaching Seminar** | | **1** |
| Students must complete the following course during the first year of teaching. | | |
| PHILOS 904 | Teaching Philosophy | |
| **Other Seminars** | | **30** |
| Students must complete 30 credits or 10 seminars from the following: | | |
| PHILOS 701 | Reading Seminar | |
| PHILOS 903 | Seminar: Epistemology | |
| PHILOS 911 | Seminar-Logic | |
| PHILOS 916 | Seminar-Philosophy of Language | |
| PHILOS 920 | Seminar-Philosophy of Science:Causation, Explanation & Probability | |
| PHILOS 941 | Seminar-Ethics | |
| PHILOS 951 | Seminar-Philosophy of Mind | |
| PHILOS 955 | Seminar Social and Political Philosophy | |
| PHILOS 960 | Metaphysics Seminar | |
| *History of Philosophy Requirement (6 credits)* | | |
| Within the 30-credit or 10 seminar requirement, students must complete 6-credits of History of Philosophy courses. | | |
| PHILOS 830 | Advanced History of Philosophy | |
| PHILOS 835 | Advanced History of Philosophy | |
| **Logic** | | |
| Students must select one of the three options to complete this requirement: | | |
| *Option 1* | | |
| Pass a proficiency exam administered by the Logic Committee | | |

| | | |
|---|---|---|
| *Option 2* | | |
| Pass an advanced UW logic course like those listed below. Students may apply one of the following courses toward the seminar requirement. | | |
| PHILOS 511 | Symbolic Logic | |
| or PHILOS 512 | Methods of Logic | |
| *Option 3* | | |
| Pass a course at another institution that includes or surpasses the content of PHILOS 511 or PHILOS 512. The Logic Committee will review documentation related to the relevant course's content and determine whether the student satisfies the logic requirement. | | |
| **Reading Seminar** | | **6** |
| Students must complete at least 6 credits by choosing one of the options. | | |
| *Option 1* | | |
| PHILOS 701 | Reading Seminar (taken twice) | |
| *Option 2* | | |
| Students complete an additional seminar numbered 800-900 | | |
| **Research** | | |
| Students must complete directed research or thesis-prep courses to meet the minimum credit requirement. | | |
| PHILOS 990 | Research and Thesis | 2-9 |
| **Total Credits** | | **51** |

### Seminar Requirement

Each of the other listed seminars (except for the Proseminar and Teaching Seminar) meets with a concurrently offered PHILOS 701 Reading Seminar. Students who complete PHILOS 701 in place of the other listed seminar attend all the seminar meetings and complete the readings, but have a substantially lighter workload, determined by the professor before the beginning of the semester.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework taken as a graduate student from other institutions. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 500 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Students who have four or more grades of "Incomplete" may not register for further work until these Incompletes have been removed. It is the policy of the philosophy department not to give Incompletes, except when illness or events beyond the student's control prevent the completion of course work.

If a student who is not making satisfactory progress (a) has at any one time three or more incompletes that have been on the student's record for one semester or more, or (b) has not passed the dissertation prospectus examination by the end of the ninth semester of residency, or (c) has at any time a cumulative GPA of less than 3.5 in philosophy graduate seminars (those numbered 800 and above), then the student will be placed on probation; and if after two semesters there is still a deficiency, the student will be removed from the program.

No student while on probation is eligible for appointment as a TA, PA, or RA nor will that student be recommended by the department for a fellowship.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects students to meet with their advisor on a regular basis.

The Assistant to the Chair serves as the advisor for the first year or so. Students then select an advisor and, as coursework and other requirements are completed, a committee of faculty is selected by the student to serve as advisors. The primary advisor serves as the dissertation chair. The dissertation committee members (typically 3 faculty from the Department of Philosophy) serve as readers.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

The program of study that you work out will be designed for completion, normally, by the end of the sixth or seventh semester of full-time graduate studies.

In order to make satisfactory academic progress, a student must attempt to complete the logic requirement by the end of his or her first year. If the student does not fulfill the requirement, then another attempt must be made in the third semester. If the student fails to satisfy the requirement again, another attempt must be made in the fourth semester. If the student fails to pass the requirement by the end of his or her fourth semester, then this will constitute failure to make satisfactory academic progress. Subject to instructor's willingness, a student may attempt to pass the requirement more than once in a semester.

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- has not attempted to complete the logic requirement by the end of the first year in residence and continued to attempt to complete the logic requirement in each subsequent semester until completing this requirement, or
- has not completed the logic requirement by the end of the second year in residence, or
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- as not become a dissertator by the end of the fourth year of residence, or
- has not passed the examination on the dissertation prospectus by (a) the end of the ninth semester in residence or (b) within one year after passing the prelim, whichever is later.

Moreover, failure to submit a passing prelim by the end of the seventh semester will result in dismissal from the program.

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- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
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- A faculty member declining to serve as a graduate student's advisor.
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   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to

the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.

b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.

c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.

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### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

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# LEARNING OUTCOMES

1. Expert ability to think critically about arguments.
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3. Ability to design curriculum for undergraduate courses in their areas of expertise and competence.
4. Ability to communicate very precisely and concisely in both writing and in speech.
5. In-depth familiarity with the history of Western philosophy and the major debates within that tradition.
6. Ability to write a book length manuscript which constitutes an original and valuable contribution to the field.
7. Interpretative charity, and intellectual honesty, which includes appropriate attribution to others of their ideas, and recognition and frankness about the limitations of one's own ideas.
8. Fosters ethical and professional conduct.
9. Ability to engage in high quality undergraduate instruction in their areas of expertise and competence.
10. Well-equipped to pursue continuous professional development with respect to goals.

# PHYSICS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Physics, Doctoral Minor (p. 1638)
- Physics, MA (p. 1638)
- Physics, MS (p. 1641)
- Physics, PhD (p. 1649)
- Quantum Computing, MS (p. 1653)

# PHYSICS, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

The doctoral minor in physics, for non-physics students, requires 9 credits in PHYSICS (https://guide.wisc.edu/courses/physics/) numbered 300 and above, each passed with a grade of B or better. The program must be approved by the Associate Chair for Graduate Programs before it is completed.

# PHYSICS, MA

# DEPARTMENT OVERVIEW

The Department of Physics has a strong tradition of graduate study and research in astrophysics; atomic, molecular, and optical physics; condensed matter physics; high energy and particle physics; plasma physics; quantum computing; and string theory. There are many facilities for carrying out world-class research (https://www.physics.wisc.edu/research/). We have a large professional staff: 45 full-time faculty (https://www.physics.wisc.edu/people/faculty/) members, affiliated faculty members holding joint appointments with other departments, senior scientists, and postdocs. There are over 175 graduate students in the department who come from many countries around the world. More complete information on the graduate program, the faculty, and

research groups is available at the department website (http://www.physics.wisc.edu).

Research specialties include:

### THEORETICAL PHYSICS

Astrophysics; atomic, molecular, and optical physics; condensed matter physics; cosmology; elementary particle physics; nuclear physics; phenomenology; plasmas and fusion; quantum computing; statistical and thermal physics; string theory.

### EXPERIMENTAL PHYSICS

Astrophysics; atomic, molecular, and optical physics; biophysics; condensed matter physics; cosmology; elementary particle physics; neutrino physics; experimental studies of superconductors; medical physics; nuclear physics; plasma physics; quantum computing; spectroscopy.

# MA DEGREE DETAILS

The master of arts degree is a purely academic degree, requiring graduate course work and passage of the qualifying examination at the master's level. It is designed to strengthen the student's physics background and enhance the opportunities for employment as a physicist or in physics education.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD. (p. 1649)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | All master of arts degree candidates must pass the qualifying examination at the master's level. |
| Language Requirements | Contact the program for information on any language requirements. |

### REQUIRED COURSES

All graduate degree candidates are required to take five core courses:

| Code | Title | Credits |
|---|---|---|
| **Required Core** | | |
| PHYSICS 711 | Theoretical Physics-Dynamics | 3 |
| PHYSICS 715 | Statistical Mechanics | 3 |

| | | |
|---|---|---|
| PHYSICS 721 | Theoretical Physics-Electrodynamics | 3 |
| PHYSICS 731 | Quantum Mechanics | 3 |
| PHYSICS 732 | Quantum Mechanics | 3 |
| **Additional Coursework** | | **15** |
| The remaining credits may be earned through a combination of coursework, directed study, and research, to be determined by the advisor in consultation with the student. Courses numbered 300 to 399 cannot fulfill any degree coursework requirements. | | |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Up to 7 credits in courses numbered 500 or above may be used to satisfy minimum degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 15 credits of coursework numbered 500 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Grade of B or better in all coursework and a minimum cumulative graduate GPA of 3.0 are required.

## ADVISOR / COMMITTEE

The director of graduate studies (DGS) serves as the academic advisor to all master of arts degree candidates. The DGS will meet regularly with the master's candidate to monitor progress toward the degree.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

n/a

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Students are encouraged to attend Graduate School sponsored Professional Development events and participate in Graduate School Professional Development resources, such as the Individual Development Plan (IDP).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Mastery of the core physical concepts (classical mechanics, electricity and magnetism, quantum mechanics, and statistical mechanics).
2. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in physics.
3. Evaluates or synthesizes information pertaining to questions or challenges in physics.
4. Gains rudimentary awareness of physics research execution.
5. Communicates clearly in ways appropriate to the field of physics.

# PHYSICS, MS

# DEPARTMENT OVERVIEW

The Department of Physics has a strong tradition of graduate study and research in astrophysics; atomic, molecular, and optical physics; condensed matter physics; high energy and particle physics; plasma physics; quantum computing; and string theory. There are many facilities for carrying out world-class research (https://www.physics.wisc.edu/research/). We have a large professional staff: 45 full-time faculty (https://www.physics.wisc.edu/people/faculty/) members, affiliated faculty members holding joint appointments with other departments, scientists, senior scientists, and postdocs. There are over 175 graduate students in the department who come from many countries around the world. More complete information on the graduate program, the faculty, and research groups is available at the department website (http://www.physics.wisc.edu).

Research specialties include:

### THEORETICAL PHYSICS

Astrophysics; atomic, molecular, and optical physics; condensed matter physics; cosmology; elementary particle physics; nuclear physics; phenomenology; plasmas and fusion; quantum computing; statistical and thermal physics; string theory.

### EXPERIMENTAL PHYSICS

Astrophysics; atomic, molecular, and optical physics; biophysics; condensed matter physics; cosmology; elementary particle physics; neutrino physics; experimental studies of superconductors; medical physics; nuclear physics; plasma physics; quantum computing; spectroscopy.

# MS DEGREES

The department offers the master science degree in physics, with two named options: Research and Quantum Computing. The MS Physics-Research option (p. 1646) is non-admitting, meaning it is only available to students pursuing their PhD. The MS Physics-Quantum Computing option (p. 1643) (MSPQC Program) is a professional master's

program in an accelerated format designed to be completed in one calendar year.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Physics through the named option or the PhD:

- Quantum Computing (https://guide.wisc.edu/graduate/physics/physics-ms/physics-quantum-computing-ms/)
- The Research (p. 1646) named option is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD. (p. 1649)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | n/a |

### REQUIRED COURSES

Select a Named Option (https://guide.wisc.edu/graduate/physics/physics-ms/#NamedOptions) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Physics must select one of the following named options:

View as listView as grid

- **PHYSICS: QUANTUM COMPUTING, MS (P. 1643)**
- **PHYSICS: RESEARCH, MS (P. 1646)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Quantum Computing (https://guide.wisc.edu/graduate/physics/physics-ms/physics-quantum-computing-ms/)
- Research (p. 1646)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Students are encouraged to attend Graduate School sponsored Professional Development events and participate in Graduate School Professional Development resources, such as the Individual Development Plan (IDP).

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Mastery of the core physical concepts (classical mechanics, electricity and magnetism, quantum mechanics, and statistical mechanics).
2. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in physics.
3. Evaluates or synthesizes information pertaining to questions or challenges in physics.

4. Gains rudimentary awareness of physics research execution.
5. Communicates clearly in ways appropriate to the field of physics.

# PHYSICS: QUANTUM COMPUTING, MS

**The Quantum Computing named option in the Physics, MS no longer admits new students after Spring 2026 and the program will be discontinued Fall 2029.**

**Applicants interested in Quantum Computing named option may want to consider the Quantum Computing, MS.** This new program replaces the Quantum Computing Named Option in the Physics, MS. If you have any questions, please contact the department (see contact box).

This is a named option in the Physics MS. (http://guide.wisc.edu/graduate/physics/physics-ms/)

The MS in Physics–Quantum Computing (MSPQC) is an intensive professional master's degree designed to provide flexibility to students. It can be completed in one calendar year (three semesters) or it can take up to six semesters on a part-time basis. The program provides students with a thorough grounding in the discipline of quantum information and quantum computing. It begins with a study of the relevant parts of quantum theory, and proceeds to quantum gates, measurements, algorithms, quantum error correction, and decoherence. Quantum communication theory and the secure transmission of information are also covered. The supporting areas of statistical mechanics, solid-state physics, and atomic physics form part of the classroom training. Just as important, the program gives students a mastery of advanced lab skills involved in quantum computation and participation in mentored research projects is required.

Students who graduate from this program will have the tools to succeed as researchers or program managers in a quantum computing or quantum technologies enterprise. They may also use the program as a springboard to PhD programs in physics or related areas. MSPQC students interested in applying to the PhD at UW–Madison must adhere to all PhD admission requirements and deadlines.

The program collaborates closely with faculty across campus that are involved in Quantum Information Science and Technology research.

## ADMISSIONS

# ADMISSIONS

**The Quantum Computing named option in the Physics, MS no longer admits new students after Spring 2026 and the program will be discontinued Fall 2029.**

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 15 |
| Spring Deadline | November 1* |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | GRE General Test not required.<br>GRE Physics Subject Test not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* The spring application is only open to UW-Madison undergraduate and graduate students who complete their previous program by the start of the spring semester.

Prospective applicants must apply for admission to the UW Graduate School and satisfy requirements for undergraduate GPA, bachelor's degree, English proficiency, and financial information.

## ADMISSIONS MATERIALS

- Three letters of recommendation
- Unofficial transcripts: unofficial transcripts are allowable for application review, if the applicant is recommended for admission, the Graduate School will request official transcripts.
- Resume/CV
- Statement of Purpose: Address relevant experiences and future research/industry interests and goals. Communicate motivations for pursuing the MSPQC, and convey how interests/experiences align with the strengths of the UW– Madison program

For more details about the MS in Physics–Quantum Computing, visit the FAQ page.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | n/a |
| Language Requirements | n/a |

### REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Fall** | | |
| PHYSICS 701 | Graduate Introductory Seminars | 1 |
| PHYSICS 709 | Introduction to Quantum Computing | 3 |
| PHYSICS 531 | Introduction to Quantum Mechanics | 3 |
| or PHYSICS 731 | Quantum Mechanics | |
| or PHYSICS 448 | Atomic and Quantum Physics | |
| PHYSICS elective: Any PHYSICS course numbered 300 or above. | | 3 |
| PHYSICS or other elective: Any PHYSICS course numbered 300 or above; courses outside of PHYSICS must be approved by the MS Physics-Quantum Computing program. | | 3 |
| **Spring** | | |
| PHYSICS 779 | Advanced Quantum Computing | 3 |
| PHYSICS 551 | Solid State Physics | 3 |
| or PHYSICS 545 | Introduction to Atomic Structure | |
| or PHYSICS 449 | Atomic and Quantum Physics | |
| or PHYSICS 732 | Quantum Mechanics | |
| PHYSICS or other elective: Any PHYSICS course numbered 300 or above; courses outside of PHYSICS must be approved by the MS Physics-Quantum Computing program. | | 6 |
| **Summer** | | |
| PHYSICS 707 | Quantum Computing Laboratory | 4 |
| PHYSICS 799 | Independent Study | 1 |
| **Total Credits** | | **30** |

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

## NAMED OPTION-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, students are allowed to transfer no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students will be assigned a faculty advisor upon matriculation.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
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- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and

the names and titles of any individuals contributing to or involved in the decision.

b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.

c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.

4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Students are encouraged to attend Graduate School sponsored Professional Development events and participate in Graduate School Professional Development resources, such as the Individual Development Plan (IDP). The MSPQC program is affiliated with the Wisconsin Quantum Institute (WQI) (https://wqi.wisc.edu), the home for quantum science and engineering at UW-Madison. Students also have access to professional development opportunities through UW–Madison's membership in the Chicago Quantum Exchange (https://chicagoquantum.org/), the National Science Foundation's Quantum Leap Challenge Institute, HQAN (https://news.wisc.edu/uw-madison-named-member-of-new-25-million-midwest-quantum-science-institute/), and the Department of Energy's Q-NEXT Center (https://q-next.org/).

# PHYSICS: RESEARCH, MS

This is a named option within the Physics MS (p. 1641). The master of science research degree program in physics requires the completion of a directed master's project and thesis in the student's area of interest, 30 credits of graduate work (including the core course requirements), and passage of the qualifying examination at the master's level. It is designed to strengthen the student's background and experience in physics, and enhance the opportunities for employment as a physicist or in physics education.

The research program in physics is unusually broad in scope with active experimental and theoretical research programs in astrophysics; atomic, molecular, and optical physics; biophysics; condensed matter physics; elementary particle physics; nuclear physics; particle physics theory; phenomenology; and plasma physics. This broad range of research opportunities makes the department especially attractive to beginning students who have not yet chosen a field of specialization.

Research specialties include:

### THEORETICAL PHYSICS

Astrophysics; atomic, molecular, and optical physics; condensed matter physics; cosmology; elementary particle physics; nuclear physics; phenomenology; plasmas and fusion; quantum computing; statistical and thermal physics; string theory.

### EXPERIMENTAL PHYSICS

Astrophysics; atomic, molecular, and optical physics; biophysics; condensed matter physics; cosmology; elementary particle physics; neutrino physics; experimental studies of superconductors; medical physics; nuclear physics; plasma physics; quantum computing; spectroscopy.

## ADMISSIONS

# ADMISSIONS

The MS named option in Research is offered for work leading to the PhD. Students may not apply directly for the master's, and should instead see the admissions information for the PhD (https://guide.wisc.edu/graduate/physics/physics-phd/). (https://guide.wisc.edu/graduate/physics/physics-phd/#admissionstext)

Students may also apply to the MS named option in Quantum Computing. (https://guide.wisc.edu/graduate/physics/physics-ms/physics-quantum-computing-ms/)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | All master of science degree candidates must pass the qualifying examination at the master's level.<br><br>Master of science degree candidates must write a master's thesis and defend that thesis in a seminar. |
| Language Requirements | Contact the program for information on any language requirements. |

## REQUIRED COURSES

All graduate degree candidates are required to take five core courses:

| Code | Title | Credits |
|---|---|---|
| **Required Core** | | |
| PHYSICS 711 | Theoretical Physics-Dynamics | 3 |
| PHYSICS 715 | Statistical Mechanics | 3 |
| PHYSICS 721 | Theoretical Physics-Electrodynamics | 3 |
| PHYSICS 731 | Quantum Mechanics | 3 |
| PHYSICS 732 | Quantum Mechanics | 3 |
| **Additional Coursework** | | **15** |
| The remaining credits may be earned through a combination of research and coursework, to be determined by the advisor in consultation with the student. Courses numbered 300 to 399 cannot fulfill any degree coursework requirements. | | |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Up to 7 credits in courses numbered 500 or above may be used to satisfy minimum degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 15 credits of coursework numbered 500 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Grade of B or better in all coursework and a minimum cumulative graduate GPA of 3.0 are required.

## ADVISOR / COMMITTEE

All students are assigned a temporary advisor upon matriculation. The responsibility to acquire (choose and be accepted by) a major professor (permanent advisor) is entirely with the student. Acceptance for MS Research by a professor depends on the professor's appraisal of the student's potential for research and on the ability of the professor to accept a student at that time. Usually, the major professor will be able to offer support in the form of a research assistantship, but this is not always the case, and occasionally a student may need to work as a teaching assistant while performing thesis research.

Graduate students should begin research work as early as possible. Students are encouraged to acquire a major professor (advisor) and begin research by the end of the second semester. Students who do not acquire a research advisor and begin research by the end of their third semester may be dropped from the program.

All MS candidates are required to write a master's thesis and present their research in a seminar. All master's theses must be approved a committee comprised of the student's advisor and two other members, at least one additional faculty member.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Students are encouraged to attend Graduate School sponsored Professional Development events and participate in Graduate School Professional Development resources, such as the Individual Development Plan (IDP).

# PHYSICS, PHD

# DEPARTMENT OVERVIEW

The Department of Physics has a strong tradition of graduate study and research in astrophysics; atomic, molecular, and optical physics; condensed matter physics; high energy and particle physics; plasma physics; quantum computing; and string theory. There are many facilities for carrying out world-class research (https://www.physics.wisc.edu/research/). We have a large professional staff: more than 50 full-time faculty (https://www.physics.wisc.edu/people/faculty/) members, affiliated faculty members holding joint appointments with other departments, scientists, senior scientists, and postdocs. There are over 200 graduate students in the department who come from many countries around the world. More complete information on the graduate program, the faculty, and research groups is available at the department website (http://www.physics.wisc.edu).

Research specialties include:

### THEORETICAL PHYSICS

Astrophysics; atomic, molecular, and optical physics; condensed matter physics; cosmology; elementary particle physics; nuclear physics; phenomenology; plasmas and fusion; quantum computing; statistical and thermal physics; string theory.

### EXPERIMENTAL PHYSICS

Astrophysics; atomic, molecular, and optical physics; biophysics; condensed matter physics; cosmology; elementary particle physics; neutrino physics; experimental studies of superconductors; medical physics; nuclear physics; plasma physics; quantum computing; spectroscopy.

# PHD DEGREE DETAILS

The PhD degree requires successful completion of advanced course work in physics (required core coursework), completion of a minor, and passage of the qualifying and preliminary examinations. However, the PhD is primarily a research degree, awarded only upon completion of substantial original research. This broad range of research opportunities makes the department especially attractive to beginning students who have not yet chosen a field of specialization. The program provides the background, experience, and credentials needed for employment as a professional physicist in research or education. All admitted PhD students typically receive financial support in the form of teaching or research assistantships and fellowships.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Department of Physics does not require the subject GRE for admission. However, if applicants submit the score, the admissions committee will review it as part of the application.

The general GRE will not be considered even if submitted. The subject GRE is recommended in these circumstances:

- If an applicant's transcript does not accurately reflect academic strengths.
- If including the score would significantly strengthen an applicant's application.
- If an applicant is particularly interested in pursuing Physics Theory as a research focus.

Admission is competitive. All applicants are reviewed and evaluated on the basis of previous academic record, three letters of recommendation, statement of purpose for graduate studies, and resume. All eligible applicants with complete files are considered for teaching or research assistantships and fellowships. To be considered for admission, applicants must submit all application materials via the Graduate School electronic application site (https://grad.wisc.edu/apply/) by the application deadline.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## FINANCIAL SUPPORT FOR PHD STUDENTS IN PHYSICS

All admitted PhD students are provided with a guarantee of financial support. Typically, a graduate student is first appointed as a teaching assistant. Teaching assistants assist faculty members in the introductory physics courses, generally by teaching discussion and laboratory sections. Later, as a research assistant, the student works with a major professor on a mutually agreed research program. Tuition is remitted for teaching assistant and research assistant appointments greater than one-third time or greater. However, all students must still pay the segregated fees and any additional university fees each semester.

### Teaching Assistantships

The typical first appointment for a beginning graduate student is a teaching assistantship (TA). A teaching assistantship is both a teaching position and a means of support for graduate study. It is normally advantageous for a graduate student to hold a TA position for at least a semester during graduate studies, since the teaching activity solidifies and deepens the teaching assistant's undergraduate education in physics and also helps prepare for a possible career in teaching.

### Research Assistantships

Research assistantships are made available by individual professors to students who have decided on their field of research. Most departmental RA appointments are made for an annual (12-month) period. Students who wish to be considered for an RA appointment should contact the faculty (https://www.physics.wisc.edu/people/faculty/) directly.

### Fellowships

Fellowships, including University Fellowships and Advanced Opportunity Fellowships, are awarded by the College of Letters & Science and the Graduate School upon recommendation of the Department of Physics. In addition, the department may have additional fellowships – funded by endowments from physics department alumni – available for first-year graduate students.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must have a grade of B or better in all coursework. |

| | |
|---|---|
| Assessments and Examinations | Physics doctoral students are required to pass the qualifying examination at the PhD level by the end of their fourth semester.<br><br>Students are also required to take a comprehensive preliminary/oral examination. It is recommended that this is completed by the end of the fifth semester.<br><br>All Incomplete and Progress grades (other than research and thesis) must be cleared from the student's record prior to taking the preliminary examination.<br><br>A final oral defense and deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Graduate School Breadth Requirements | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. Courses must be repeated until at least a B is earned. | | |
| PHYSICS 711 | Theoretical Physics-Dynamics | 3 |
| PHYSICS 715 | Statistical Mechanics | 3 |
| PHYSICS 721 | Theoretical Physics-Electrodynamics | 3 |
| PHYSICS 731 | Quantum Mechanics | 3 |
| PHYSICS 732 | Quantum Mechanics | 3 |
| **Seminars** | | |
| PHYSICS 701 | Graduate Introductory Seminars | 1 |
| **Additional Coursework** | | |
| In consultation with advisor, students must complete additional coursework to meet the minimum credit requirement. All Physics courses meeting degree requirements must be numbered 500 and above. | | 35 |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Up to 7 credits in courses numbered 500 or above from UW-Madison may transfer to satisfy minimum degree requirements. Credits from other institutions do not transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 15 credits of coursework numbered 500 or above taken as a UW-Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All incoming students are assigned a faculty mentoring committee upon matriculation. The responsibility to acquire (choose and be accepted by) a major professor (permanent advisor) is entirely with the student. Acceptance for PhD research by a professor depends on the professor's appraisal of the student's potential for research and on the ability/willingness of the professor to accept a student at that time. Often the major professor will offer support in the form of a research assistantship, but this is not always possible, and students may need to work as teaching assistants while performing thesis research.

Graduate students should begin research work as early as possible. Students are encouraged to acquire a major professor (advisor) and begin research by the end of the second semester. Summer is the ideal time to begin research unencumbered by coursework or teaching.

At the time of the preliminary examination, the major professor and at least two additional faculty members will form a committee that will evaluate and advise the student.

At the time of the final oral defense, the major professor and at least two additional faculty members will form a committee that will evaluate the student. All PhD Committee members will serve as readers of the student's thesis.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overloads Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

Typical funding is through 50% assistantships. Typically, all enrolled PhD students are funded for the duration of their degree. All programs are full-time and require full-time student enrollment during fall and spring terms.

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

Students are encouraged to attend Graduate School sponsored Professional Development events and participate in Graduate School Professional Development resources, such as the Individual Development Plan (IDP).

In addition, PhD students in Physics have multiple opportunities for professional development throughout their graduate careers. As an integral part of the research experience, students regularly work at places such as CERN, national laboratories (Argonne, FermiLab), and the IceCube Neutrino observatory at the South Pole to name a few.

Students are encouraged to travel to relevant conferences across the U.S. and around the world. Students regularly attend the annual American Physical Society (APS) Meeting and are encouraged to attend APS meetings in their sub-field throughout the year. Often students attend summer schools at various host institutions to expand their knowledge and to interact with fellow scientists in the field.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate mastery of the core physical concepts (Classical Mechanics, Electricity & Magnetism, Quantum Mechanics, and Statistical Mechanics).
2. Evaluates or synthesizes information pertaining to questions or challenges in physics.
3. Engages appropriately and communicates clearly with other research professionals in physics.
4. Formulates and plans original research.
5. Creates research, scholarship, or performance that makes a substantive contribution to the field of physics.
6. Gains a broad awareness of the status of contemporary research beyond the student's area of specialization.

# QUANTUM COMPUTING, MS

UW–Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

The MS in Quantum Computing (MSQC) is a professional master's degree designed to provide students with a thorough grounding in the discipline of quantum information and quantum computing.

This program builds upon the success of the first such program in the U.S.. The MSQC program explores the interdisciplinary nature of the field of Quantum Computing and offers the students the opportunity to develop specialized skills in Software/Computation or Hardware. The program examines relevant parts of quantum theory and measurement techniques and proceeds to in-depth training in quantum gates, qubit tune-up, algorithms, quantum error correction and decoherence. It combines classroom instruction, laboratory participation and opportunities for involvement in research projects.

The program is typically completed within five semesters but can be completed in one calendar year (three semesters) at an accelerated pace.

Students who graduate from this program will have the tools to succeed as researchers or program managers in a quantum computing or quantum technologies enterprise. They may also use the program as a springboard to PhD programs in physics or related areas. MSQC students interested in applying to the PhD at UW–Madison must adhere to all PhD admission requirements and deadlines.

The program collaborates closely with faculty across campus that are involved in the Wisconsin Quantum Institute.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 15 |
| Spring Deadline | The program does not admit in the spring.* |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examination) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test (s) (e.g. GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

* Current UW-Madison undergraduate and graduate students who graduate in the preceding fall semester may be eligible to apply for spring semester. Applicants should reach out to the MSQC Graduate Advisor for more information.

The program is designed so that students from various STEM fields can complete it. Previous coursework in calculus and linear algebra is highly recommended. Two semesters of introductory physics coursework and familiarity with Python or other programming languages is beneficial.

## ADMISSIONS MATERIALS

- Three letters of recommendation
- Unofficial transcripts: If you are recommended for admission, the Graduate School will reach out to request official transcripts at that time.
- Resume/CV
- Statement of Purpose: Address relevant experiences and future research/industry interests and goals. Communicate motivations for

pursuing the MS-Quantum Computing program, and convey how interests/experiences align with the program and the strengths of UW–Madison in the field of Quantum Computing.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate level coursework. Refer to the Graduate School's Minimum Graduate Coursework (50%) Requirement Policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/) |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy:https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/) |
| Other Grade Requirements | n/a |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| PHYSICS 701 | Graduate Introductory Seminars | 1 |
| PHYSICS 707 | Quantum Computing Laboratory | 4 |
| PHYSICS 709 | Introduction to Quantum Computing | 3 |
| PHYSICS 763 | Qubit Tune-Up and Programming | 3 |
| PHYSICS 779 | Advanced Quantum Computing | 3 |
| **Core Electives** | | |
| Students must complete at least 2 courses from the following: | | 6 |
| PHYSICS 448 | Atomic and Quantum Physics | |
| PHYSICS 449 | Atomic and Quantum Physics | |
| PHYSICS 531 | Introduction to Quantum Mechanics | |
| PHYSICS 545 | Introduction to Atomic Structure | |
| PHYSICS 551 | Solid State Physics | |
| PHYSICS 731 | Quantum Mechanics | |
| PHYSICS 732 | Quantum Mechanics | |
| **Pathway** [1] | | |
| Students must complete their selected pathway courses to satisfy the minimum credit requirement. Refer to the appropriate pathway table below for specific requirements. | | 10 |
| **Total Credits** | | **30** |

### Software Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Quantum Algorithms** | | |
| Students in the Software Pathway must complete the following course: | | |
| PHYSICS 765 | Quantum Algorithms and Error Correction | 3 |
| **Electives** | | |
| Students complete courses from the following: | | 7 |
| COMP SCI 319 | Data Science Programming I for Research | |
| COMP SCI 412 | Introduction to Numerical Methods | |
| COMP SCI/ E C E 506 | Software Engineering | |

| | | |
|---|---|---|
| COMP SCI/ E C E/E M A/E P/ M E 759 | High Performance Computing for Applications in Engineering | |
| PHYSICS 799 | Independent Study | |
| **Total Credits** | | **10** |

### Hardware Pathway [1]

Students must choose to complete the Atomic Molecular Optical (AMO) Option or the Solid State Option.

#### Atomic Molecular (AMO) Option

| Code | Title | Credits |
|---|---|---|
| **Fundamentals and Application** | | |
| Students in the AMO Option must complete the following courses: | | |
| PHYSICS 623 | Electronic Aids to Measurement | 4 |
| PHYSICS 625 | Applied Optics | 4 |
| **Elective** | | |
| Students complete courses from the following: | | 2-3 |
| E C E 835 | Light Interactions with Quantum Materials (Elective) | |
| PHYSICS 799 | Independent Study | |
| **Total Credits** | | **10** |

#### Solid State Option

| Code | Title | Credits |
|---|---|---|
| **Fundamentals and Properties** | | |
| Students in the Solid State Option must complete the following courses: | | |
| PHYSICS 623 | Electronic Aids to Measurement | 4 |
| PHYSICS 551 | Solid State Physics | 3 |
| **Elective** | | |
| Students complete courses from the following: | | 3-4 |
| E C E 549 | Integrated Circuit Fabrication Laboratory | |
| PHYSICS 799 | Independent Study | |
| **Total Credits** | | **10** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

## OTHER POLICY

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions:

The program does not transfer graduate credits from other institutions unless specific agreements with those institutions and the program have been put in place.

### Undergraduate Credits Earned at Other Institutions or UW-Madison:

With program approval, up to 7 credits in courses numbered 300 or above taken at UW-Madison may transfer to satisfy minimum degree requirements. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW-Madison. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. Undergraduate credits earned at other institutions are not accepted.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

With program approval, students are allowed to transfer up to 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students will be assigned a faculty advisor upon matriculation.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)

- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate understanding of the physical and mathematical concepts of quantum computing.
2. Articulate theories, experimental techniques, research methods, and technologies of quantum computing.
3. Apply quantum computing principles and techniques to develop and analyze software and hardware.
4. Communicate clearly in ways appropriate to the field of quantum computing.
5. Recognize and apply principles of ethical and professional conduct.

# PLANNING AND LANDSCAPE ARCHITECTURE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE PROFESSIONAL/ CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE PROFESSIONAL/CERTIFICATES


- Landscape Architecture, Doctoral Minor (p. 1657)
- Landscape Architecture, MS (p. 1657)
- Planning and Design Technologies, Graduate/Professional Certificate (p. 1660)
- Urban and Regional Planning, Doctoral Minor (p. 1662)
- Urban and Regional Planning, MS (p. 1662)
- Urban and Regional Planning, PhD (p. 1667)


# LANDSCAPE ARCHITECTURE, DOCTORAL MINOR

Students enrolled in other doctoral programs may pursue a doctoral minor in Landscape Architecture. Students with interest in gaining training in restoration ecology and ecological design, community and urban landscape studies, food and agriculture, natural resource management, cultural and environmental stewardship, human health and well-being, and community development to supplement their primary disciplinary program may consider an Option A minor in Landscape Architecture.

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

Graduate students who wish to pursue a doctoral minor in Landscape Architecture must have a Landscape Architecture faculty member serve as the minor professor on their research committees (oral preliminary exam committee and final exam committee).

Courses are chosen in conjunction with the minor professor and the committee to provide relevant breadth in the student's training. A student may earn a doctoral minor in Landscape Architecture with 9 graduate-level credits in Landscape Architecture. The proposed course plan to satisfy Option A minor must be approved by the minor professor.

# LANDSCAPE ARCHITECTURE, MS

The study of landscape architecture investigates how designers, planners, and restoration and preservation specialists create, conserve, and manage built and natural spaces and outdoor–indoor relationships to support thriving human cultures and communities, and ensure the survival of Earth's complex natural systems. We engage the sciences, arts, and humanities to respond to current issues in cultural, environmental, and natural systems stewardship and management; human health and well-being; and community development.

The MSLA degree offers course work providing an understanding of the scholarship and theories which underlie landscape design, preservation, restoration, and management.

Students then use this information to engage in interdisciplinary scholarships in urban, rural, or natural settings, by writing a thesis that contributes to the scholarly foundation of the field of landscape architecture and/or provides information to practitioners engaged in landscape decision-making and stewardship. Our MSLA is not an MLA, which is a professional degree that prepares students to become landscape architects. In contrast, the MSLA, by pushing the boundaries of specialty areas within landscape architecture, prepares students for a host of professions in the private and public sectors.

We currently specialize in two areas: 1) Restoration Ecology and Ecological Design, and **2) Community-Focused Design**. We welcome applicants with or without previous training in landscape architecture or related design fields. Graduates move into positions in public agencies and private firms specializing in biological/cultural/historical landscape conservation, ecological restoration, and/or community design and planning. Many also enter PhD programs in related fields to continue working in research and education, or in planning, policy, and environmental law.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | October 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applications are accepted on a rolling basis. Applications submitted by the deadlines listed above will be considered for limited Department funding.

A bachelor's degree is required of all prospective candidates. The department's Graduate Program Committee screens applicants on the basis of university transcripts for all previous work, three letters of recommendation, samples of creative work or writing, and a letter of intent describing how the student's graduate educational needs can be fulfilled by this program.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support for graduate students is available through research and teaching assistantships, and competitive Graduate School and departmental fellowships. Most teaching assistantships are awarded to students who already have professional landscape architectural design training and experience.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 36 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 18 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | Students must demonstrate their competency in the theories, methods, applications, and ethics of their chosen specialty within the multidisciplinary field of landscape architecture through the writing and defense of a thesis. |
| Language Requirements | None. |

## REQUIRED COURSES

Students pursue either a focus area in community-focused design or restoration ecology and ecological design. All students in the MS in Landscape Architecture program complete a common core, while additional courses within their focus area are chosen in consultation with their advisor and advisory committee.

| Code | Title | Credits |
|---|---|---|
| **Common Core** | | |
| All students complete the following: | | |
| LAND ARC 710 | Theories of Landscape Change | 2 |
| LAND ARC 720 | Critical Inquiry into Landscape Design Expression | 2 |

| | | |
|---|---|---|
| LAND ARC 740 | Research in Landscape Architecture [1] | 3 |
| LAND ARC 940 | Graduate Seminar [2] | 3 |
| LAND ARC 990 | Research | 6 |
| **Focus Area** | | |
| Complete an additional two courses within a focus area that are selected by the student and their advisory committee. | | 6 |
| **Supporting Courses** | | |
| Complete supporting courses numbered 300 and above, including independent studies, to satisfy minimum credit requirement. | | 14 |
| **Total Credits** | | **36** |

[1] May substitute a different course in Research Methods if approved by the student's advisor.

[2] Taken over three semesters for 1 credit each time.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from other institutions or UW–Madison undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

During the course of your graduate program, you will work closely with a Major Professor and a Faculty Advisory Committee. They will offer advice and assistance as you work your way through the program and help you to successfully achieve the two degree requirements listed above. Details can be found in the Graduate Program Handbook (link in Contact Information).

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Engage critically with the scholarship and theory of landscape architecture.
2. Demonstrate advanced critical thinking and the ability to explore ideas in depth and synthesize information with a high degree of competence.
3. Demonstrate an advanced understanding of landscape spaces, functions, and dynamics, as well as interactions between people and the built and natural environment.
4. Demonstrate a deep understanding of and the ability to critically evaluate the principles, theories, technical skills and recent research findings specific to at least one of the program's focus areas: Restoration Ecology and Ecological Design; and Community-Focused Design.
5. Design and conduct original research, and communicate the results to scholars as well as to practitioners engaged in landscape decision-making and stewardship.
6. Describe and apply principles of ethical and professional conduct.

# PLANNING AND DESIGN TECHNOLOGIES, GRADUATE/PROFESSIONAL CERTIFICATE

Contemporary advances in geospatial, information, and sensing technologies are changing the way we approach and solve planning and design problems. Employers are eager to incorporate innovative digital tools and applications that streamline measurement and analyses, enhance communication, and facilitate stakeholder engagement. Essential skills gained with this certificate will include the application of geographic information systems (GIS), remote sensing, virtual reality, building information modeling (BIM), and drones (UAS). Importantly, these applications will be enhanced by coursework in quantitative analysis and scripting to automate processes and enable evidence-based decision-making. This exciting addition to your graduate studies provides opportunities to explore increasingly in-demand technologies.

## ADVISING

We encourage you to reach out to Amy Rivera, Graduate Advisor, if you're interested in learning more about the Certificate or would like guidance as a current Certificate student. You can make an appointment via Starfish (https://wisc.starfishsolutions.com/starfish-ops/instructor/serviceCatalog.html?tenantId=9315#/connection/113689/schedule) or email (amy.rivera@wisc.edu)

## ADMISSIONS

# ADMISSIONS

The Certificate in Planning and Design Technologies welcomes applications from students in any graduate or professional degree program at UW-Madison.

### HOW TO APPLY

To declare the certificate, students must complete the online application form (https://arcg.is/0Kavve/) which includes the following elements:

- Information on prior educational attainment
- Information on degree program being pursued
- A brief statement of interest in the program

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any graduate/professional certificate. To add the certificate you must log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the Certificate in Planning and Design Technologies. The Graduate Coordinator and Program Administrator will review the online application and approve the addition if appropriate.

### DEADLINES

Applications may be submitted at any time, but applicants are encouraged to apply before the end of their first year in graduate school to ensure timely completion of certificate requirements. Students may take courses that meet certificate requirements prior to completing their application.

## REQUIREMENTS

# REQUIREMENTS

- Total credits required: 12
- Include coursework from Introductory and Applications category (at least 6 credits) and from Quantitative and Scripting category (at least 6 credits)
- Complete at least 6 credits from the Introductory and Applications category and at least 6 credits from the Quantitative and Scripting category.
- At least 6 credits must be graduate-level coursework (i.e., courses numbered 700 or above, or 300 or above with the Grad 50% designation)
- All courses must be taken for a letter grade (no pass/fail courses) and a B or better must be earned in order for the course to count towards the certificate requirements.

| Code | Title | Credits |
|---|---|---|
| **Introductory and Applications** | | **At least 6 credits** |
| CIV ENGR 392 | Building Information Modeling (BIM) | 3 |
| DS/COMP SCI 579 | Virtual Reality | 3 |
| ENVIR ST/G L E/ GEOG/GEOSCI/ LAND ARC 371 | Introduction to Environmental Remote Sensing | 3 |
| GEOG 370 | Introduction to Cartography | 4 |
| GEOG/CIV ENGR/ ENVIR ST 377 | An Introduction to Geographic Information Systems | 4 |
| GEOG 379 | Geospatial Technologies: Drones, Sensors, and Applications | 3 |
| GEOG/ENVIR ST/ LAND ARC/ URB R PL 532 | Applications of Geographic Information Systems in Planning | 3 |
| GEOG 578 | GIS Applications | 4 |
| GEOG 579 | GIS and Spatial Analysis | 4 |
| LAND ARC 311 | Introduction to Design Frameworks and Spatial Technologies | 2 |
| LAND ARC 511 | Geodesign Methods and Applications | 3 |
| LAND ARC/ CIV ENGR/ ENVIR ST 556 | Remote Sensing Digital Image Processing | 3 |
| LAND ARC/ ENVIR ST/ SOIL SCI 695 | Applications of Geographic Information Systems in Natural Resources | 3 |
| URB R PL 841 | Urban Functions, Spatial Organization and Environmental Form (Will be renamed and numbered 533) | 2-3 |
| **Quantitative and Scripting** | | **At least 6 credits** |
| COMP SCI 320 | Data Science Programming II | 4 |
| GEOG 378 | Introduction to Geocomputing | 4 |
| GEOG 560 | Advanced Quantitative Methods | 3 |
| GEOG 573 | Advanced Geocomputing and Geospatial Big Data Analytics | 4 |
| GEOG 574 | Geospatial Database Design and Development | 4 |
| GEOG 575 | Interactive Cartography & Geovisualization | 4 |
| GEOG 576 | Geospatial Web and Mobile Programming | 4 |
| SOIL SCI 585 | Using R for Soil and Environmental Sciences | 3 |
| STAT 303 | R for Statistics I | 1 |
| STAT 304 | R for Statistics II | 1 |
| STAT 305 | R for Statistics III | 1 |

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Understand and evaluate digital technologies to collect and manage data.
2. Demonstrate an introductory or intermediate proficiency in computer scripting.
3. Analyze and visualize geospatial data using geographic information systems or R statistical language.
4. Evaluate digital technologies as they apply to planning and design.

# URBAN AND REGIONAL PLANNING, DOCTORAL MINOR

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

## REQUIREMENTS

Students must complete 9 credits in Urban and Regional Planning (URB R PL (https://guide.wisc.edu/courses/urb_r_pl/)) chosen in consultation with the minor advisor. Students must meet the following requirements:

- Courses are instructed by core (departmental) faculty;
- Courses must be numbered 600 and above;
- URB R PL 699 Directed Study cannot satisfy requirements;
- Up to 3 credits of URB R PL 999 Independent Work may be applied towards requirements;
- Courses demonstrate a breadth of understanding in theory and methods;
- Maintain a 3.50 grade point average (GPA) in minor coursework.
  - In consultation with advisor, students may complete additional coursework to earn the minimum GPA.

### MINOR AGREEMENT FORM

Students must consult with their chosen faculty minor advisor or the program chair to gain approval for the plan of study. A minor agreement form (https://dpla.wisc.edu/wp-content/uploads/sites/1021/2017/06/URPL-PhD-Minor-form.pdf) is required. Upon completion of course requirements, a warrant will be signed by the program chair.

### PRIOR COURSEWORK

The PhD program committee may review requests for transfer credit for prior coursework from other institutions to satisfy minor requirements. Up to three credits may transfer to satisfy requirements.

# URBAN AND REGIONAL PLANNING, MS

The Department of Planning and Landscape Architecture (DPLA) offers an accredited Master of Science (MS) degree in Urban and Regional Planning. The degree trains students in the knowledge, theories, and skills to be leaders in their communities by making positive change through informed and reflective action. Our department centers the values of sustainability, equity and justice, and works with communities to address many of the complex challenges involving space and place that are critical to the planning profession.

The MS URPL degree is intended to prepare graduates for professional planning careers in government, nonprofit and community organizations, and the private sector, and to work at a variety of scales including rural and urban communities. The program normally requires two academic years of full-time work plus an internship. In addition to the MS program, the department offers a PhD program.

DPLA seeks students with high academic qualifications and the potential to become qualified professional planners. Since there are relatively few undergraduate planning programs in the country, students come into the field from a wide range of disciplines. In recent years, planning students have generally come from the social sciences with geography, economics, political science, and sociology among the most common undergraduate backgrounds. The range, however, runs from the arts to the sciences reflecting the multi-disciplinary character of our field.

DPLA is committed to establishing and maintaining a supportive climate of inclusion, diversity, and collegiality through our actions and policies. We envision a department in which all individuals are engaged in a vibrant learning community, where ideas, experiences, and perspectives are supported, nurtured, and developed to their highest levels. We value diversity, which we define to include race or ethnicity; sex; gender and gender identity or expression; marital status; age; sexual orientation; country of origin; language; disability; socio-economic status; and affiliations that are based on cultural, political, religious, or other identities.

Although DPLA stresses the development of general skills and mental attitudes that are common to all planning endeavors, students are required to specialize in an area of planning that is of interest to the student, such as housing, land use, food systems, environmental planning, regional economic development, transportation, public health, or urban design, among other possibilities.

The objectives of the professional MS degree are to:

1. Prepare students to engage in planning processes that recognize a complex, pluralistic and equitable democratic society. Students develop the capacity to work with diverse publics, across government agencies, and in private and nonprofit sectors. Planning processes include the identification of objectives, design of possible courses of action, and evaluation of alternatives.
2. Convey a set of planning literacies to enable students to perform effectively as planners in public, private or nonprofit sectors. These literacies include knowledge in the following areas:
   - Structure and function of cities and regions
   - History and theory of planning processes and practices
   - Administrative, legal, and political aspects of plan-making
   - Public involvement and dispute resolution techniques
   - Research design and data analysis techniques
   - Written, oral, and graphic communication skills
   - Ethics of professional practice
   - Collaborative approaches to problem solving
3. Prepare students with the substantive knowledge foundation and tools, methods, and techniques of planning associated with an area of specialization.

Details on administrative requirements for the degree are available in the MS URPL Handbook (https://dpla.wisc.edu/academics/handbooks/).

The MS program equips students with sufficient understanding of and training in the principal tools, methods, and techniques of planning to enable them to perform effectively as junior staff members from the start of their careers. UW–Madison's program in planning emphasizes concepts, perspectives, and practices that promise to be useful not only upon graduation, but even more so in later years for graduates who reach positions of major influence and responsibility. We train our graduates to be leaders of equitable change through urban and regional planning.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 1 |
| Spring Deadline | October 15 |
| Summer Deadline | This program does not admit in the summer |
| GRE (Graduate Record Examinations) | Not required |
| English Proficiency Test | Every applicant whose native language is not English, or whose undergraduate instruction was not exclusively in English, must provide an English proficiency test score earned within two years of the anticipated term of enrollment. Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

**Applications are accepted on a rolling basis. Applications submitted by the deadlines listed above will be considered for limited Department funding.**

Application for admission to the department consists of the following materials:

- Online application
- PDF of all undergraduate and graduate transcripts
- Statement of purpose
  - Applicants should submit a thoughtful, reflective one- or two-page statement discussing reasons for going into planning; applicants with an interest in a particular concentration should discuss this; applicants with planning or planning-related experience should include this.
- Three references from people familiar with the applicant's academic and/or professional work.

The success of international students enrolled in the program depends heavily on a good working knowledge of English. Prospective applicants who do not feel comfortable using the English language are strongly urged to consider further language study before applying for admission.

All applicants are required to have an introductory-level course in statistics. This requirement may be met by taking an introductory course, for no graduate credit, during the student's first semester of study.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 46 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 23 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | In addition to Graduate School requirements, the Department of Urban and Regional Planning requires that all core courses and all courses in a student's area of specialization (other than research credits) be taken on a graded (i.e., not satisfactory/unsatisfactory) basis.<br><br>In all core courses and all courses in a student's area of specialization, a minimum grade of BC is considered satisfactory. Grades of C or below in core and specialization courses may not be counted toward degree requirements, but are still counted in the cumulative GPA. If a student receives a grade of C or below in a department required core course, the student must retake the course and achieve a satisfactory grade.<br><br>In elective courses, a grade of C or above is considered satisfactory.<br><br>Any course in which a student receives a grade of D or F may not be used to satisfy any department graduation requirements. However, these courses will still be counted in the cumulative GPA. |
| Assessments and Examinations | Students must complete either a thesis or a professional project. See details in the handbook. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Planning Core** | | |
| URB R PL/ SOC WORK 721 | Methods of Planning Analysis | 3 |
| URB R PL 742 | Planning Orientation Seminar | 1 |
| URB R PL 781 | Planning Thought and Practice | 3 |
| URB R PL 833 | Planning and the Legal System | 3 |
| URB R PL 791 | Visual Communication for Planners | 3 |
| URB R PL 912 | Planning Workshop | 4 |
| **Structure and Functions of Cities and Regions** | | |
| Select one of the following to satisfy the Structure and Functions of Cities and Regions requirement: | | 3 |
| URB R PL 512 | Gentrification and Urban Restructuring | |
| URB R PL 550 | Transportation and the Built Environment | |
| URB R PL 601 | Site Planning | |
| URB R PL 611 | Urban Design: Theory and Practice | |
| URB R PL 731 | Introduction to Regional Planning | |
| URB R PL/ECON/ PUB AFFR 734 | Regional Economic Problem Analysis | |
| URB R PL 751 | Introduction to Financial Planning | |
| URB R PL 761 | Central City Planning: Issues and Approaches | |
| URB R PL 841 | Urban Functions, Spatial Organization and Environmental Form | |
| URB R PL 844 | Housing and Public Policy | |
| **Geospatial Methods** | | |
| Select one of the following to satisfy the Geospatial Methods requirement: | | 2 |
| LAND ARC 311 | Introduction to Design Frameworks and Spatial Technologies | |
| LAND ARC 511 | Geodesign Methods and Applications | |
| LAND ARC/ ENVIR ST/ SOIL SCI 695 | Applications of Geographic Information Systems in Natural Resources | |
| GEOG/ CIV ENGR/ ENVIR ST 377 | An Introduction to Geographic Information Systems | |
| GEOG 378 | Introduction to Geocomputing | |
| GEOG/ENVIR ST/ LAND ARC/ URB R PL 532 | Applications of Geographic Information Systems in Planning | |
| GEOG 578 | GIS Applications | |
| GEOG 579 | GIS and Spatial Analysis | |
| **Planning Concentration** | | **12** |
| **Electives** [1] | | **12** |
| **Professional Practice Internship** | | |
| **Total Credits** | | **46** |

[1] Students may enroll in up to 2 credits of URB R PL 999 Independent Work concurrent with work on their final professional project.

### Urban and Regional Planning and Public Affairs or International Public Affairs (MS in URPL/MPA or MIPA)

The Department of Planning and Landscape Architecture and the La Follette School of Public Affairs offer a double degree Master of Science in Urban and Regional Planning and either a Master of Public Affairs or Master of International Public Affairs.

Students completing the double degree must follow the double degree plan.

- The Department of Planning and Landscape Architecture requires 46 credits for the Master of Science in Urban and Regional Planning.

- The La Follette School requires 42 credits for the Master of Public Affairs/Master of International Public Affairs.

Per UW-Madison Graduate School policy, an overlap of 25% of credits is permitted (11 credits can count toward both degrees). Students can graduate with both degrees by completing 77 credits in three years.

Graduate coordinators for both programs have sample curricular plans that they will share with prospective or current students to assist with successful completion of all degree requirements.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

A maximum of 22 credits are allowed from Planning Accreditation Board–accredited coursework taken at other institutions may transfer. In all other fields, 25% of credits completed up to a maximum of 11 transfer credits are allowed. Special conditions for applying prior coursework may be found in the Graduate Program Handbook (link in Contact Information).

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Any course taken as part of an undergraduate degree (whether required or optional) may not be applied.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

The MS Urban and Regional Planning Program Committee will not transfer more than 12 credits of prior coursework taken as a UW–Madison University Special student. The Committee does not necessarily guarantee that all credits (up to 12) taken as a Special student will transfer. All accepted courses must have a grade of B or better. The decision as to what prior coursework may be applied will be made by the Committee on the recommendation of the student's advisor, and must be based on information indicating that the courses for which credit is given fit logically into the student's overall program.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Student should meet regularly with the advisor to plan academic career. The advisor is required to approve and sign the plan of study form, which is then submitted to the graduate coordinator prior to the student being allowed to graduate. Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credits

## TIME LIMITS

The master's program takes two full years of study.

Other time limits for the program refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress

- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

The MS in Urban and Regional Planning Program Committee will help students look for funding for their graduate study, though the program cannot guarantee funding. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information is available from the Graduate School and from the MS in Urban and Regional Planning Program Committee. Be sure to check with your program for individual policies and restrictions related to funding.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (General Planning Knowledge) Comprehension, representation, and use of ideas and information in the planning field, including appropriate perspectives from history, social science, and the design professions.
2. (Purpose and Meaning of Planning) Appreciation of why planning is undertaken by communities, cities, regions, and nations, and the impact planning is expected to have.
3. (Planning Theory) Appreciation of the behaviors and structures available to bring about sound planning outcomes.
4. (Planning Law) Appreciation of the legal and institutional contexts within which planning occurs.
5. (Human Settlements and History of Planning) Understanding of the growth and development of places over time and across space.
6. (The Future) Understanding of the relationships between past, present, and future in planning domains, as well as the potential for methods of design, analysis, and intervention to influence the future.
7. (Global Dimensions of Planning) Appreciation of interactions, flows of people and materials, cultures, and differing approaches to planning across world regions.
8. (Planning Skills) Use and application of knowledge to perform specific tasks required in the practice of planning.
9. (Research) Tools for assembling and analyzing ideas and information from prior practice and scholarship, and from primary and secondary sources.
10. (Written, Oral, and Graphic Communication) Ability to prepare clear, accurate and compelling text, graphics and maps for use in documents and presentations.
11. (Quantitative and Qualitative Methods) Data collection, analysis and modeling tools for forecasting, policy analysis, and design of projects and plans.
12. (Plan Creation and Implementation) Integrative tools useful for sound plan formulation, adoption, and implementation and enforcement.
13. (Planning Process Methods) Tools for stakeholder involvement, community engagement, and working with diverse communities.
14. (Leadership) Tools for attention, formation, strategic decision-making, team building, and organizational/community motivation.
15. (Values and Ethics) Values inform ethical and normative principles used to guide planning in a democratic society. The program shall appropriately incorporate issues of diversity and social justice into all required courses of the curriculum, including:
16. (Professional Ethics and Responsibility) Appreciation of key issues of planning ethics and related questions of the ethics of public decision-

making, research, and client representation (including principles of the AICP Code of Ethics and other related principles, as appropriate).

17. (Governance and Participation) Appreciation of the roles of officials, stakeholders, and community members in planned change.
18. (Sustainability and Environmental Quality) Appreciation of natural resource and pollution control factors in planning, and understanding of how to create sustainable futures.
19. (Growth and Development) Appreciation of economic, social, and cultural factors in urban and regional growth and change.
20. (Values and Ethics) Values inform ethical and normative principles used to guide planning in a democratic society. The program shall appropriately incorporate issues of diversity and social justice into all required courses of the curriculum, including:
21. (Professional Ethics and Responsibility) Appreciation of key issues of planning ethics and related questions of the ethics of public decision-making, research, and client representation (including principles of the AICP Code of Ethics and other related principles, as appropriate).
22. (Governance and Participation) Appreciation of the roles of officials, stakeholders, and community members in planned change.
23. (Sustainability and Environmental Quality) Appreciation of natural resource and pollution control factors in planning, and understanding of how to create sustainable futures.
24. (Growth and Development) Appreciation of economic, social, and cultural factors in urban and regional growth and change.

## ACCREDITATION

# ACCREDITATION

Planning Accreditation Board (http://www.planningaccreditationboard.org/)

Accreditation status: Accredited through December 31, 2027.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

American Institute of Certified Planners (AICP) (https://www.planning.org/certification/)

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure requirements in the following states:

Wisconsin

### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# URBAN AND REGIONAL PLANNING, PHD

The PhD is open to a limited number of quality students who intend to teach, or do research in a university, in an independent research agency, or in large planning organizations.

Generally, students spend two years of full-time coursework before being advanced to candidacy, and an additional one to two years in preparation and defense of a dissertation. Details on administrative requirements for the degree are available in the PhD URPL Handbook (https://dpla.wisc.edu/academics/handbooks/).

Although the department stresses the development of general skills and mental attitudes that are common to all planning endeavors, students are required to specialize in an area of planning that is of interest to the student.

The department seeks students with high academic qualifications and the potential to become qualified professional planners. Since there are relatively few undergraduate planning programs in the country, students come into the field from a wide range of disciplines. In recent years, planning students have generally come from the social sciences, with geography, economics, political science, and sociology the most common undergraduate backgrounds. The range, however, runs from the arts to the sciences.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched

the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 1 |
| Spring Deadline | October 15 |
| Summer Deadline | The program does not admit in the summer |
| GRE (Graduate Record Examinations) | Required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

**Applications are accepted on a rolling basis. Applications submitted by the deadlines listed above will be considered for limited Department funding.**

Application for admission to the program consists of the following materials: the online application, unofficial transcripts of all undergraduate and graduate work, statement of purpose (applicants should submit a thoughtful, reflective one- or two-page statement discussing reasons for going into planning; applicants with an interest in a particular concentration should discuss this; applicants with planning or planning-related experience should include this), and three references from people familiar with the applicant's academic and/or professional work.

In addition to requirements for admission to the Graduate School, there are **four** unique requirements unique to the PhD in Urban and Regional Planning program.

1. **Master's Degree**. Applicants to the PhD program are expected to have a master's degree.
2. **Professional Practice**. Because planning is a practice-oriented field, applicants are expected to have completed at least one year of full-time experience as a professional planner or in a related field. The PhD program is flexible and is intended to appeal to individuals from diverse academic backgrounds. Therefore, it is possible to be admitted without having met the professional practice requirements. Deficiencies may be made up once an admitted applicant is in the program.
3. **GRE.** Applicants are expected to submit a GRE test score. The GRE may be waived for anyone who has a master's degree in Planning or a closely aligned field from an accredited US institution.
4. **Faculty Advisor.** In order to be admitted into the program, a member of the faculty must agree to serve as the student's advisor. Before final admission decisions are made, applications are circulated among faculty in the department of Planning & Landscape Architecture (and our affiliates). The advisor will become the chair of the admitted applicant's PhD committee.

In reviewing applications, the department gives extra weight to planning-related work, such as Peace Corps or professional planning experience. The department also considers graduate coursework, even if it is in another field. If applicants have such experience, it should be highlighted in the application.

The success of international applicants enrolled in the program depends heavily on a good working knowledge of English. Prospective applicants who do not feel comfortable using the English language are strongly urged to consider further language study before applying for admission.

All applicants are required to have an introductory-level course in statistics. This requirement may be met by taking an introductory course, for no graduate credit, during the student's first semester of study.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The PhD URPL Program Committee will help students look for funding for their graduate study, though the program cannot guarantee funding. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information is available from the Graduate School and from the PhD URPL Program Committee. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | The minimum average GPA in courses satisfying the Structure and Processes of Cities and Regions requirement shall be 3.5. If a student does not achieve this GPA in the three courses s/he identifies, they may continue to take courses (within the general departmental PhD program policies of how long a student may be a pre-dissertator) from the list provided until they have three courses where their average GPA is 3.5. |
| Assessments and Examinations | The department administers two preliminary field examinations. The purpose of the preliminary examinations is to satisfy the department that the student is knowledgeable about the central theoretical and methodological perspectives common to the field of planning, and has sufficient knowledge about the design and conduct of research to undertake the dissertation. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>PhD students and their advisors are responsible for filing copies of executed breadth agreements with the PhD program committee. The breadth requirement must be satisfied prior to filing the warrant for the preliminary examination. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Structure and Process of Cities & Regions** | | |
| Students are required to complete three courses (9 credits) on the structure and processes of cities and regions. Refer to the list below. | | 9 |
| **Breadth** | | **9** |
| **Research Methods** | | |
| Students are required to complete 9 credits of research design and methods coursework. Requirements include at least one course in research design and at least one course in quantitative research methods. A list of approved courses is provided by the department. | | 9 |
| **Elective Courses and Dissertator Courses** | | |
| Students complete elective and/or dissertator courses. Elective credits must be graduate level coursework | | 18-20 |
| URB R PL 990 | Research and Thesis | |
| **Spring PhD Seminar** | | |
| Students in the URPL PhD Program are expected to participate in the 1 credit PhD Research Seminar (URB R PL 932) each Spring semester | | 4-6 |
| **Total Credits** | | **51** |

### Coursework Satisfying Requirement for Structure and Processes of Cities and Regions

| Code | Title | Credits |
|---|---|---|
| ECON/REAL EST/ URB R PL 420 | Urban and Regional Economics | 3 |
| URB R PL/ECON/ REAL EST 420 | Urban and Regional Economics | 3 |
| REAL EST/ECON/ URB R PL 420 | Urban and Regional Economics | 3 |
| ECON 475 | Economics of Growth | 3-4 |
| GEOG/ URB R PL 505 | Urban Spatial Patterns and Theories | 3 |
| I SY E 516 | Introduction to Decision Analysis | 3 |
| A A E/REAL EST/ URB R PL 520 | Community Economic Analysis | 3 |
| C&E SOC/SOC 541 | Environmental Stewardship and Social Justice | 3 |
| ECON 712 | Economic Theory-Macroeconomics Sequence | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| A A E 731 | Frontiers in Development Economics 2 | 3 |
| URB R PL/ECON/ PUB AFFR 734 | Regional Economic Problem Analysis | 3 |
| URB R PL 751 | Introduction to Financial Planning | 3 |
| URB R PL 781 | Planning Thought and Practice | 3 |
| PUB AFFR 873 | Introduction to Policy Analysis | 3 |
| PUB AFFR/ POLI SCI/ URB R PL 874 | Policy-Making Process | 3 |

| | | |
|---|---|---|
| POLI SCI/ PUB AFFR/ URB R PL 874 | Policy-Making Process | 3 |
| URB R PL/POLI SCI/ PUB AFFR 874 | Policy-Making Process | 3 |
| REAL EST 978 | Research Seminar in Real Estate and Urban Land Economics | 1 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Requests for prior coursework to be applied to credit requirements should be submitted to the PhD Committee for evaluation. The committee may approve up to a maximum of 19 credits of prior coursework toward program requirements. Students will be required to obtain 32 credits per the Graduate School's minimum residency requirement.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from any undergraduate degree may transfer toward the PhD program.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

A maximum of 15 credits may transfer from the UW–Madison University Special career; requests for prior coursework to be applied to credit requirements should be submitted to the PhD committee for evaluation.

## PROBATION

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full-time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

All students are required to conduct a yearly progress report meeting with their thesis committee after passing the preliminary examination.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

All courses for the Structure and Processes of Cities and Regions requirement must be taken and successfully completed within the doctoral student's first five semesters (i.e., two and one-half academic years) in the PhD program. This coursework requirement must be met before the student is advanced to candidacy (awarded dissertator, ABD status).

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

The PhD Urban and Regional Planning Program Committee will help students look for funding for their graduate study, though the program cannot guarantee funding. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information is available from the Graduate School and from the PhD Urban and Regional Planning Program Committee. Be sure to check with your program for individual policies and restrictions related to funding.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate doctoral level knowledge of planning theory.
2. Demonstrate doctoral level knowledge of social science research methods.
3. Demonstrate doctoral level knowledge of a substantive area of urban and regional planning research and practice, adequate to begin preparing their PhD dissertation.
4. Demonstrate skill in conducting academic research and scholarly inquiry that advances the field of urban and regional planning.

# PLANT AND AGROECOSYSTEM SCIENCES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Agroecology, MS (p. 1671)
- Agronomy, MS (p. 1676)
- Agronomy, PhD (p. 1679)
- Horticulture, MS (p. 1683)
- Horticulture, PhD (p. 1688)
- Plant Science and Technology, MS (p. 1692)
- Plant Science and Technology, PhD (p. 1695)


# AGROECOLOGY, MS

Created in 2007, the Agroecology MS program at UW–Madison trains students to research and analyze agricultural systems within a broader environmental and socioeconomic context. Housed in the Department of Plant and Agroecosystem Sciences, the agroecology program achieves through working with affiliated faculty members from nearly 20 departments across campus.

A typical cohort consists of 8–12 incoming students with diverse backgrounds and undergraduate majors. Agroecology MS students work with faculty on focused projects across a wide range of the traditional departments of the academy. Our core curriculum brings together these students for a multidisciplinary, agroecological analysis of agricultural systems in a broadened context.

The agroecology program is supported by the interdisciplinary agroecology cluster, which hired three faculty members in 2002: Michael Bell in community and environmental sociology, Claudio Gratton in entomology, and Randall Jackson in agronomy. These faculty, all still active in the program, were the catalyst for what is now a group of more than 50 faculty affiliates who advise agroecology students and participate in program governance.

The cluster concept is an innovation of the University of Wisconsin in which a core group of faculty is hired into an interdisciplinary area but have tenure homes in traditional departments.

# PROGRAM PATHWAYS

- The public practice pathway trains facilitators to enable broader discussion and negotiation at the interfaces of agriculture and other sectors of society. The goal of this "action-in-society" pathway is to train analysts to increase understanding about the roles of agricultural systems in multi-functional landscapes, and the public policy that shapes these roles.
- The research pathway addresses the need for continued research and scholarship in order that discussions and negotiations are well informed. Students will have the opportunity to obtain experience in the scholarship of original research, culminating in the writing of a thesis.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## ADMISSIONS AND FREQUENTLY ASKED QUESTIONS

The Agroecology program accepts applicants from a wide range of undergraduate majors, not limited to the social and natural sciences. Because the admissions process is highly competitive, applicants should have a record of strong grades, agroecology-relevant interests and experience, and a commitment to learning in a multidisciplinary program. The deadline for fall semester applications is indicated above.

The initial application process is outlined below. Prospective applicants should keep in mind, however, that this document-based application is only the first step in the admissions process. Applicants who are deemed admissible on the merits of these documents must then identify an academic advisor and a plan for funding to be fully admitted. The Agroecology program will assist admitted applicants in this endeavor. More information on the process of seeking out funding and an advisor is available in the program's Student Handbook (https://agroecology.wisc.edu/documents/agroecology-handbook/). Applicants who are interested in applying should contact the program administrator.

## SUBMIT THE FOLLOWING TO THE UW–MADISON GRADUATE SCHOOL:

- Online application and application fee.
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- Three letters of recommendation
  - When completing the online application, submit the names and email addresses of three people who will provide letters of recommendation. They will receive instructions on how to upload their letters.
- Statement of Purpose (submit electronically; one-page)
  a. Describe interests and goals and which UW–Madison faculty members student would like to work with.
  b. Identify which program pathway applicant plans to pursue—Research or Public Practice—and state why applicant is interested in this option. Knowing applicants' intentions will help the program better understand their academic and career goals.
  c. Indicate if applicant intends to pursue a PhD degree after completing the master's in Agroecology. Although funding isn't guaranteed, some fellowships require that students intend to continue at the PhD level.
- Electronically, a curriculum vitae.
- An unofficial copy of transcripts for all undergraduate work (and graduate, if relevant).
  - If recommended for admission, the Graduate School will send an email to the applicant to give directions on how to submit official transcripts.

Frequently asked questions regarding the graduate program are available on the Agroecology website (https://agroecology.wisc.edu/apply/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 34 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 23 credits of graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all core curriculum coursework. |
| Assessments and Examinations | The research pathway requires a formal thesis and public defense; the public practice pathway requires a comprehensive report and public presentation. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Students are required to satisfy the minimum graduate coursework requirement as noted in the table above, which is more stringent than the Graduate School's minimum requirement.

The pathways noted below are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Research Pathway

| Code | Title | Credits |
|---|---|---|
| **Core Curriculum** | | |
| AGROECOL 720 | Agroecology Field Study | 1 |
| AGROECOL 701 | The Farm as Socio-Environmental Endeavor | 3 |
| AGROECOL 702 | The Multifunctionality of Agriculture | 3 |
| AGROECOL 710 | Seminar in Agroecology | 3 |
| **Cross Training Electives** | | |
| Chosen in consultation with advisor, students will select courses to fulfill their cross-training electives in the categories below. By time of graduation, the student will have taken courses in: | | 12 |
| *Ecology* | | |
| The following are examples of courses in this category: | | |
| BOTANY/ ZOOLOGY 460 | General Ecology | |
| AGROECOL 370 | Grassland Ecology | |
| *Social Science* | | |
| The following are examples of courses in this category: | | |
| C&E SOC or A A E courses on food systems, agricultural technology, the agricultural environment, or agricultural policy | | |
| *Data Analysis* | | |
| The following are examples of courses in this category: | | |
| Graduate-level GIS, statistics, or qualitative methods course | | |
| *Agricultural Science* | | |
| The following are examples of courses in this category: | | |
| PLANTSCI 300 | Cropping Systems | |
| SOIL SCI 301 | General Soil Science | |

| | | |
|---|---|---|
| **Research and Thesis** | | |
| AGROECOL 990 | Research | 12 |
| **Total Credits** | | **34** |

### Public Practice Pathway

| Code | Title | Credits |
|---|---|---|
| **Core Curriculum** | | |
| AGROECOL 720 | Agroecology Field Study | 1 |
| AGROECOL 701 | The Farm as Socio-Environmental Endeavor | 3 |
| AGROECOL 702 | The Multifunctionality of Agriculture | 3 |
| AGROECOL 710 | Seminar in Agroecology | 3 |
| **Cross Training Electives** | | |
| Chosen in consultation with advisor, students will select courses to fulfill their cross-training electives in the categories below. By time of graduation, the student will have taken courses in: | | 18 |
| *Ecology* | | |
| The following are examples of courses in this category: | | |
| BOTANY/ ZOOLOGY 460 | General Ecology | |
| AGROECOL 370 | Grassland Ecology | |
| *Social Science* | | |
| The following are examples of courses in this category: | | |
| C&E SOC or A A E courses on food systems, agricultural technology, the agricultural environment, or agricultural policy | | |
| *Community Process* | | |
| The following are examples of courses in this category: | | |
| PUB AFFR/ POLI SCI/ URB R PL 874 | Policy-Making Process | |
| URB R PL/A A E/ REAL EST 520 | Community Economic Analysis | |
| *Agricultural Science* | | |
| The following are examples of courses in this category: | | |
| PLANTSCI 300 | Cropping Systems | |
| SOIL SCI 301 | General Soil Science | |
| **Project** | | |
| AGROECOL 990 | Research | 6 |
| **Total Credits** | | **34** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

The status of a student can be one of three options:

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status.
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and

conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)

- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

## OTHER

All students must have full funding. Please contact the program administrator.

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Analyze tradeoffs of different agricultural systems embedded within the greater complexity of socio-ecological systems.
2. Consider and synthesize concepts of systems, ecology, and public process.

3. Learn to engage in careful consideration of the social, economic, and environmental outcomes of different industrial and biological processes.
4. Understand the potential of inclusive participatory processes in research and analysis of agroecological systems.
5. Recognize and apply principles of ethical and professional conduct in their coursework, research, and communications in the field of agroecology.

# AGRONOMY, MS

**The Agronomy, MS no longer admits new students after Summer 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

The mission of the Agronomy program is to generate, integrate, and apply knowledge about crop plants that are grown for food, feed, and the general benefit of humankind. We find and disseminate answers to problems and discover opportunities concerning efficiency and sustainability of production, improvements in quality, and methods for safe and environmentally-sound practices.

An education in agronomy prepares graduates for professional careers in research, teaching, and extension at academic and government institutions, and for research and technical careers in industry in areas such as biotechnology, agroecology, cropping systems ecology and ecosystem modeling, crop management and protection, plant breeding, biochemistry, genetics, and genomics.

The UW–Madison Agronomy program is one of the most highly ranked and regarded programs in the nation. We are committed to integrated research, development, teaching, and outreach to address issues of food scarcity, food quality and nutrition, environmental impact, and sustainability.

The program maintains or has access to excellent facilities for research, including fully equipped laboratories, growth chambers and greenhouses, and complete field facilities at nearby agricultural research stations and throughout the state. Students have access to highly controlled plant growth facilities at the university's Biotron and to special analytical services provided by the campus Biotechnology Center. The Wisconsin Crop Innovation Center opened in 2017 and houses a cutting edge transgenic plant laboratory and 26,000 square feet of highly controlled greenhouse space and other lab facilities.

## ADMISSIONS

# ADMISSIONS

**The Agronomy, MS no longer admits new students after Summer 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

**Students interested in the Agronomy MS may want to consider the Plant Science and Technology MS, a new program as of Fall 2025. This new program replaces the Agronomy MS. If you have any questions, please contact the department.**

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Students considering graduate study in Agronomy should make inquiries to the graduate program several months before the desired enrollment date. In addition to the online application, the graduate program requires a statement of purpose, transcripts, and three letters of recommendation with two being from academic sources.

Candidates for research and teaching assistantships can be accepted twice a year, at summer/fall and spring admissions.

## REQUIRED PREPARATION

Candidates for graduate study should have a bachelor's degree in agriculture or in the biological, chemical, or physical sciences. The applicant's academic preparation should include the preparatory coursework listed below. Candidates admitted to the program who have not completed this coursework will be expected to complete it while enrolled in the MS program. Requests for deviations can be made to the graduate studies committee in consultation with the candidate's advisor. Courses taken during the MS program to meet the preparatory coursework requirement do not count towards the 50% graduate coursework minimum.

### Preparatory Courses

| Code | Title | Credits |
|---|---|---|
| 1 year of general chemistry with labs | | |
| 1 semester of organic chemistry with lab | | |
| 4 semesters of biology distributed among three of the following four areas: | | |
| | biochemistry | |
| | genetics | |
| | plant morphology, anatomy, or physiology | |
| | taxonomy, evolution, or ecology. | |

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The vast majority of our graduate students are awarded research assistantships (RA) to fund their education. These RA appointments come with tuition remission, healthcare, and a monthly stipend for living expenses. These assistantships come directly from the mentoring faculty; as a result, space in our graduate program is extremely limited. We do not support lab rotations. More details can be found here (https://pasdept.wisc.edu/agronomy-graduate/#funding).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students intending to terminate their graduate program at the UW with the MS degree are required to present an exit seminar, preferably prior to their MS oral exam. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| Choose one of the following: | | |
| PLANTSCI 920 | Seminar in Plant Science and Technology | 1 |
| PLANTSCI 957 | Seminar in Plant Breeding and Plant Genetics | 1 |

Considerable flexibility in the selection of courses is permitted to meet the needs and interests of the candidate. Remaining coursework to meet the minimum credit requirement must be approved by the candidate's advisor and committee.

Teaching experience is not required but it is highly recommended.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

If students were admitted on probation and they satisfy the conditions outlined at the time of admission, probationary status will be removed automatically. Once their studies have begun, students are expected to make satisfactory progress toward their degree.

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

The Graduate School considers full-time enrollment to be 8-15 credits numbered 300 or above, excluding pass/fail and audit, during the fall/spring semesters, and 4-12 credits during the summer term. If students elect not to enroll as full-time students as defined by the Graduate School, they are responsible for knowing about possible obligations that may require full-time status. Such obligations may include visa eligibility, fellowships, assistantships, financial aid, external funding agencies, and program satisfactory progress requirements.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at

whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.

c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.

d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The agronomy program does not require but encourages all students to complete an Individual Development Plan (IDP). As you begin your Graduate School career, an Individual Development Plan (IDP) is an essential tool to help you:

(1) Assess your current skills and strengths

(2) Make a plan for developing skills that will help you meet your academic and professional goals

(3) Communicate with your advisors and mentors about your evolving goals and related skills.

For graduate students in the natural sciences and engineering, the American Association for the Advancement of Science (AAAS) online tool provides a comprehensive set of materials and exercises that will guide you through the process of self-assessment, career exploration, goal-setting, and implementation of your plan. Set up a free account to create and monitor your IDP at myidp.sciencecareers.org (http://myidp.sciencecareers.org/).

The UW–Madison IDP template (https://grad.wisc.edu/pd/idp/), which includes instructions and examples, is flexible and appropriate for all disciplines.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates challenges and limits with respect to knowledge within the field of agronomy.
2. Formulates ideas and/or research methods to advance knowledge within the field of agronomy.
3. Conducts research that makes a substantial contribution to the field of agronomy.
4. Demonstrates understanding of the primary field of agronomy in a historical, social, or global context.
5. Communicates complex ideas in a clear and understandable manner.
6. Fosters ethical conduct and professional guidelines.
7. Fosters best practices with respect to diversity, equity, and inclusion in scientific endeavors.

# AGRONOMY, PHD

**The Agronomy, PhD no longer admits new students after Summer 2027 and the program will be discontinued Fall 2033.** If you have any questions, please contact the department (see contact box).

The mission of the Agronomy program is to generate, integrate, and apply knowledge about crop plants that are grown for food, feed, and the general benefit of humankind. We find and disseminate answers to problems and discover opportunities concerning efficiency and sustainability of production, improvements in quality, and methods for safe and environmentally-sound practices.

An education in agronomy prepares graduates for professional careers in research, teaching, and extension at academic and government institutions, and for research and technical careers in industry in areas such as biotechnology, agroecology, cropping systems ecology and ecosystem modeling, crop management and protection, plant breeding, biochemistry, genetics, and genomics.

The UW–Madison Agronomy program is one of the most highly ranked and regarded programs in the nation. We are committed to integrated research, development, teaching, and outreach to address issues of food scarcity, food quality and nutrition, environmental impact, and sustainability.

The program maintains or has access to excellent facilities for research, including fully equipped laboratories, growth chambers and greenhouses, and complete field facilities at nearby agricultural research stations and throughout the state. Students have access to highly controlled plant growth facilities at the university's Biotron and to special analytical

services provided by the campus Biotechnology Center. The Wisconsin Crop Innovation Center opened in 2017 and houses a cutting edge transgenic plant laboratory and 26,000 square feet of highly controlled greenhouse space and other lab facilities.

## ADMISSIONS

# ADMISSIONS

**The Agronomy, PhD no longer admits new students after Summer 2027 and the program will be discontinued Fall 2033.**

**Students interested in the Agronomy, PhD may want to consider the Plant Science and Technology PhD. This new program replaces the Agronomy, PhD.** If you have any questions, please contact the department.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Candidates for graduate study should have a bachelor's degree in agriculture or in the biological, chemical, or physical sciences. Students considering graduate study in Agronomy should make inquiries to the graduate program several months before the desired enrollment date. In addition to the online application, the graduate program requires a statement of purpose, transcripts, and three letters of recommendation with two from academic sources.

Candidates for research and teaching assistantships can be accepted twice a year, at summer/fall and spring admissions.

Applicants are required to have taken the following coursework to pursue a PhD in Agronomy. At the graduate program's discretion, students may be admitted with deficiencies. These deficiencies are expected to be completed within the first semester of study.

### PREPARATORY COURSEWORK

- 1 year general chemistry with labs
- 1 semester organic chemistry with labs
- 1 semester physics
- 1 semester calculus
- 1 semester statistics
- 4 semesters of biology distributed among three of the following four areas: biochemistry; genetics; plant morphology, anatomy or physiology; and taxonomy, evolution, or ecology.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

The vast majority of our graduate students are awarded research assistantships to fund their education. These RA appointments come with tuition remission and a monthly stipend for living expenses. These assistantships come directly from the mentoring faculty; as a result, space in our graduate program is extremely limited. We do not support lab rotations. More details can be found here (https://pasdept.wisc.edu/agronomy-graduate/#funding).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all incomplete and progress grades (other than research and dissertation).<br><br>As a PhD student you must take your final oral exam within five years of passing the preliminary examination or you will be required to take another preliminary examination and be admitted to candidacy for a second time. All PhD candidates are required to present an exit seminar. This often is most convenient just prior to the final examination, or you may present the seminar as part of the agronomy colloquium. The final examination ordinarily covers your dissertation and the general fields of your major and minor studies.<br><br>Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | none |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>The coursework for completion of the breadth requirement is decided at the time of certification, with approval of the minor or certificate advisor. The minor or certificate department sets the requirements for completion. In both options, one course cross-listed with the major may be used for the minor or certificate, so long as it is staffed by the minor or certificate department and is not applicable to any requirements of the major.<br><br>The type and completion of the minor or certificate is reported to the Graduate School on the preliminary examination warrant. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| Complete three semesters of one or both of the following: | | |
| PLANTSCI 920 | Seminar in Plant Science and Technology | 1 |
| PLANTSCI 957 | Seminar in Plant Breeding and Plant Genetics | 1 |

The Agronomy graduate program requires two full-time semesters in residence for a PhD. Your certification committee can petition the graduate studies committee for a deviation from the residence requirement under unique circumstances.

Teaching experience is not required, but is highly recommended and the time for completion of this recommended experience should be included on the certification form.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

If students were admitted on probation and they satisfy the conditions outlined at the time of admission, probationary status will be removed automatically. Once their studies have begun, students are expected to make satisfactory progress toward their degree.

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

The Graduate School considers full-time enrollment to be 8–15 credits taken numbered 300 or above, excluding pass/fail and audit, during the fall and spring semesters, and 4–12 credits during the summer term. If students elect not to enroll as full-time students as defined by the Graduate School, they are responsible for knowing about possible obligations that may require full-time status. Such obligations may include visa eligibility, fellowships, assistantships, financial aid, external funding agencies, and program satisfactory progress requirements.

Dissertators take exactly 3 credits per semester.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The

grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.

c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.

d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The agronomy program does not require but encourages all students to complete an Individual Development Plan (IDP). As you begin your Graduate School career, an Individual Development Plan (IDP) is an essential tool to help you:

(1) Assess your current skills and strengths

(2) Make a plan for developing skills that will help you meet your academic and professional goals

(3) Communicate with your advisors and mentors about your evolving goals and related skills.

For graduate students in the natural sciences and engineering, the American Association for the Advancement of Science (AAAS) online tool provides a comprehensive set of materials and exercises that will guide you through the process of self-assessment, career exploration, goal-setting, and implementation of your plan. Set up a free account to create and monitor your IDP at myidp.sciencecareers.org (http://myidp.sciencecareers.org/).

The UW–Madison IDP template (https://grad.wisc.edu/pd/idp/), which includes instructions and examples, is flexible and appropriate for all disciplines.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates challenges and limits with respect to knowledge within the field of agronomy.
2. Independently formulates ideas and/or research methods to advance knowledge within the field of agronomy.
3. Independently conducts research that makes a substantial contribution to the field of agronomy.
4. Demonstrates understanding of the primary field of agronomy in a historical, social, or global context.
5. Communicates complex ideas in a clear and understandable manner.
6. Fosters ethical conduct and professional guidelines.
7. Fosters best practices with respect to diversity, equity, and inclusion in scientific endeavors

# HORTICULTURE, MS

**The Horticulture, MS no longer admits new students after Summer 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

The program provides graduate training leading to the master of science in horticulture. Each MS student will have a major advisor who will supervise their program of study and their thesis research. Specializations are available in several aspects of crop science: organic and sustainable horticulture, diversified crop production for urban and regional food systems, environmental impact of horticultural practices, environmental regulation of plant growth and development, plant breeding, biochemistry and molecular biology of horticultural plants, microculture and biotechnology, weed control and herbicide physiology, and biostatistics. Students have the opportunity to develop their research projects using vegetables, fruits, trees, ornamentals, specialty crops, or model species such as *Arabidopsis thaliana*.

The MS student's thesis project will involve an in-depth mentored exploration of a research question and the development of a written thesis in conjunction with a graduate committee of three faculty members.

The department houses research labs, controlled environment chambers, and greenhouse facilities. Field-plot areas with associated storage and laboratory facilities are available at the UW–Madison Arboretum (https://arboretum.wisc.edu/), Horticulture Research Farm at Arlington (https://arlington.ars.wisc.edu/), and the Agriculture Research Stations (https://ars.wisc.edu/) managed by the College of Agricultural and Life Sciences at selected locations throughout the state. In conjunction with the farm at Sturgeon Bay, the world's largest collection of tuber-bearing Solanums

is maintained by the Inter-Regional Potato Introduction Project and is available for research use.

## ADMISSIONS

# ADMISSIONS

**The Horticulture, MS no longer admits new students after Summer 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

**Students interested in the Horticulture MS may want to consider the Plant Science and Technology MS, a new program as of Fall 2025. This new program replaces the Horticulture MS. If you have any questions, please contact the department.**

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## PROGRAM APPLICATION CHECKLIST

A complete application should include the following items:

1. Graduate School application and application fee.
2. Supplementary Application: The supplementary application will appear as a part of the Graduate School's electronic application once the applicant selects Horticulture.
3. Statement of Purpose: Your essay should be a concise description of your reasons for choosing to study horticulture at the University of Wisconsin-Madison. Please include your research interests and career goals as well as a description of your preparation for graduate study including relevant coursework, related employment, research experience, publications, presentations, awards, and honors.
4. Transcripts: We require all applicants to submit an unofficial transcript in PDF format to their online application. If an applicant is recommended for admission, then they will be required to submit their official transcript to the Graduate School. International academic records must be submitted in the original language and accompanied by an official English translation. Documents must be issued by the institution with an official seal/stamp and an official signature.
5. Three letters of recommendation.
6. Proof of English Proficiency: Applicants whose native language is not English or whose undergraduate instruction was not in English must follow the Graduate School's guidelines for proof of English proficiency.

## PREPARATORY COURSEWORK

The applicant's academic preparation should include fundamental courses in the plant sciences such as botany, bacteriology, genetics, and physiology, as well as courses in chemistry (general, organic, quantitative), physics, mathematics, and biochemistry. The academic average should be at least 3.0 (on a 4.0 scale) with evidence of proficiency in subjects related to agriculture and plant sciences.

## FACULTY ADVISORS

The Horticulture MS and PhD programs do not support lab rotations. All students are admitted directly into a faculty member's lab. Thus, we strongly encourage applicants to contact faculty members who work in their areas of interest before and during the application and admissions process.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

All applicants to the graduate program in Horticulture are automatically considered for financial support. There is no need to submit a separate application. Most of our students are supported through research assistantships, but additional sources of internal financial support include teaching assistantships, project assistantships, scholarships, and fellowships.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 18 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Contact the program for information on required assessments and examinations. |
| Language Requirements | Contact the program for information on any language requirements. |

## REQUIRED COURSES

### Program Requirements

The specific program of study towards a master's degree is developed by the student and the major professor. Considerable flexibility in the selection of courses is permitted to meet the needs and interests of the candidate. Students often complete the requirements for a master's degree in one and a half years, and three years is usually considered the maximum time necessary.

- All students must successfully complete 14 credits of plant science (https://guide.wisc.edu/courses/plantsci/) courses and 11 credits of botany (https://guide.wisc.edu/courses/botany/) courses. Courses completed as a undergraduate may count but will only count towards the minimum graduate coursework requirement if numbered 700 or higher from UW-Madison. Coursework completed at an institution other than UW-Madison must be approved by your graduate committee. See the policies tab for more information about how prior coursework can be applied to this program's requirements. No more than 3 credits of PLANTSCI 699 Special Problems may be counted towards this requirement.

Students must complete a minimum of 30 credits and 15 of these credits must be graduate level (up to 3 credits of 990 may be used to satisfy this 15 credit requirement, but PLANTSCI 699 Special Problems may not be used to satisfy this requirement.

- Students must complete at least 30 credits and write a master's thesis that is acceptable to the student's final examining committee. Under special circumstances, a student's graduate committee may, with the written approval of the department chair, allow a student to complete their MS degree with an approved report instead of a thesis or with coursework only.
- Students in the MS degree in Horticulture with emphasis in organic sustainable production must satisfy the specific course requirements outlined below. The student must also complete at least 30 credits and write a master's thesis that is acceptable to the student's final examining committee.

### Organic Sustainable Production Pathway [1]

| Code | Title | Credits |
|---|---|---|
| **Ecology** | | |
| Complete one of the following courses: | | 3 |
| BOTANY/ ZOOLOGY 460 | General Ecology | |
| AGROECOL 701 | The Farm as Socio-Environmental Endeavor | |
| AGROECOL 702 | The Multifunctionality of Agriculture | |
| **Horticulture** | | |
| PLANTSCI 370 | World Vegetable Crops | 3 |
| **Plant Pathology** | | |
| Complete one of the following courses: | | 2 |
| PL PATH 300 | Introduction to Plant Pathology | |
| PL PATH 517 | Plant Disease Resistance | |
| PL PATH 559 | Diseases of Economic Plants | |
| **Agronomy/Entomology** | | |
| ENTOM 450 | Basic and Applied Insect Ecology | 3 |
| **Soil Science** | | |
| Complete one of the following: | | 3 |
| SOIL SCI 323 | Soil Biology | |
| SOIL SCI 326 | Plant Nutrition Management | |
| **Statistics** | | |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | 4 |
| **Seminar [2]** | | |
| Complete one of the following courses: | | 1 |
| AGROECOL 710 | Seminar in Agroecology | |

| | | |
|---|---|---|
| PLANTSCI 920 | Seminar in Plant Science and Technology | |
| **Research** | | |
| Complete a total of 6 credits. | | 6 |
| PLANTSCI 990 | Research | |
| **Additional Coursework** | | |
| At the discretion of the student's major professor or master's committee, additional remedial or advanced coursework may be required to reach the 30 credit minimum. | | 5 |
| **Total Credits** | | **30** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Students may speak with their committee regarding alternative courses to complete the seminar requirement.

### Additional Coursework

At the discretion of the student's major professor or master's committee, additional remedial or advanced coursework may be required.

### Seminar Requirement

Master's degree students must enroll in a graduate level seminar class (1 credit) for at least one semester and obtain a passing grade for that class. Seminars offered by departments other than the Department of Plant and Agroecosystem Sciences may be used to satisfy this requirement.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student must have a faculty advisor (major professor) who is on the Horticulture graduate program faculty. The major professor advises the student about course work and supervises the student's research if they are writing a master's thesis. The major professor must approve the student's coursework and research direction. A student may have more than one major professor, in which case at least one of the professors must be a member of the Horticulture graduate program faculty.

Students are responsible for forming their graduate committee before the end of the second semester, in accordance with current policy of the Graduate School (https://policy.wisc.edu/library/UW-1201/) and in consultation with their advisor. The role of this committee is to provide advice, evaluate satisfactory progress, and administer the final examination (thesis defense). In addition to the student's advisor, two more committee members are needed, and the chair (or one of the co-chairs) must be Department of Plant and Agroecosystem Sciences graduate faculty.

## CREDITS PER TERM ALLOWED

15 credits maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Horticulture Graduate programs encourage students to develop Individual Development Plans (https://grad.wisc.edu/pd/idp/) in collaboration with their major advisor to facilitate professional development. Besides the extensive opportunities offered across the campus at large, students in the Horticulture programs also benefit from activities and programs provided by the Plant Sciences Graduate Council (https://win.wisc.edu/organization/psgsc/), a student-led organization for graduate students at UW–Madison interested in plant science.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates challenges and limits with respect to knowledge within the field of horticulture.
2. Formulates ideas and/or research methods to advance knowledge within the field of horticulture.
3. Conducts research that makes a substantial contribution to the field of horticulture.

4. Demonstrates understanding of the primary field of horticulture in a historical, social, or global context.
5. Communicates complex ideas in a clear and understandable manner.
6. Fosters ethical conduct and professional guidelines.
7. Fosters best practices with respect to diversity, equity, and inclusion in scientific endeavors.

# HORTICULTURE, PHD

**The Horticulture, PhD no longer admits new students after Summer 2026 and the program will be discontinued Fall 2032.** If you have any questions, please contact the department (see contact box).

The program provides graduate training leading to the doctor of philosophy in horticulture. Each doctoral student will have a major advisor who will supervise their program of study and their thesis research. Specializations are available in several aspects of crop science: organic and sustainable horticulture, diversified crop production for urban and regional food systems, environmental impact of horticultural practices, environmental regulation of plant growth and development, plant breeding, biochemistry and molecular biology of horticultural plants, microculture and biotechnology, weed control and herbicide physiology, and biostatistics. Students have the opportunity to develop their research projects using vegetables, fruits, trees, ornamentals, specialty crops, or model species such as *Arabidopsis thaliana*.

The PhD student's dissertation project will involve an in-depth mentored exploration of a research question and the development of a dissertation in conjunction with a graduate committee of at least four faculty members. A public presentation and defense of the dissertation is required.

The department houses research labs, controlled environment chambers, and greenhouse facilities. Field-plot areas with associated storage and laboratory facilities are available at the UW–Madison Arboretum (https://arboretum.wisc.edu/), Horticulture Research Farm at Arlington (https://arlington.ars.wisc.edu/), and the Agriculture Research Stations (https://ars.wisc.edu/) managed by the College of Agricultural and Life Sciences at selected locations throughout the state. In conjunction with the farm at Sturgeon Bay, the world's largest collection of tuber-bearing Solanums is maintained by the Inter-Regional Potato Introduction Project and is available for research use.

## ADMISSIONS

# ADMISSIONS

**The Horticulture, PhD no longer admits new students after Summer 2026 and the program will be discontinued Fall 2032.** If you have any questions, please contact the department (see contact box).

**Students interested in the Horticulture PhD may want to consider the Plant Science and Technology PhD, a new program as of Fall 2025. This new program replaces the Horticulture PhD. If you have any questions, please contact the department.**

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The Horticulture graduate program accepts applications for fall, spring, and summer entry. The applicant's academic preparation should include fundamental courses in the plant sciences such as botany, bacteriology, genetics, and physiology, as well as courses in chemistry (general, organic, quantitative), physics, mathematics, and biochemistry. The academic average should be at least 3.0 (on a 4.0 scale) with evidence of proficiency in subjects related to agriculture and plant sciences.

## PREPARATORY COURSEWORK

Students are expected to enter the program having taken the following coursework. Deficient courses may be taken while in the program in consultation with the student's graduate committee.

- Physical Sciences - one course in each of the following:
  - Physics, including electricity, heat, and light
  - Calculus
  - Organic Chemistry lecture
  - Organic Chemistry lab or Biochemistry lab
- Biological Sciences - one course in each of the following:
  - Crop Production
  - Plant Breeding or Genetics
  - Plant Structure, Plant Taxonomy, or Plant Physiology
  - Plant Pathology or Entomology
- One Statistics Course
- One Soil Science Course

## APPLICATION CHECKLIST

A complete application should include the following items:

1. Graduate School Application and Application Fee
2. Supplementary Application: The supplementary application will appear as a part of the Graduate School's electronic application once the applicant selects Horticulture.
3. Statement of Purpose: Your essay should be a concise description of your reasons for choosing to study horticulture at the University

of Wisconsin-Madison. Please include your research interests and career goals as well as a description of your preparation for graduate study including relevant coursework, related employment, research experience, publications, presentations, awards, and honors.

4. Transcripts: We require all applicants to submit an unofficial transcript in PDF format to their online application. If an applicant is recommended for admission, then they will be required to submit their official transcript to the Graduate School. International academic records must be submitted in the original language and accompanied by an official English translation. Documents must be issued by the institution with an official seal/stamp and an official signature.
5. Three Letters of Recommendation
6. Proof of English Proficiency: Applicants, whose native language is not English, or whose undergraduate instruction was not in English, must follow the Graduate School's guidelines for proof of English proficiency.

## FACULTY ADVISORS

The Horticulture MS and PhD programs do not support lab rotations. All students are admitted directly into a faculty member's lab. Thus, we strongly encourage applicants to contact faculty members who work in their areas of interest before and during the application and admissions process.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

All applicants to the graduate program in Horticulture are automatically considered for financial support. There is no need to submit a separate application. Most of our students are supported through research assistantships, but additional sources of internal financial support include teaching assistantships, project assistantships, scholarships, and fellowships.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

### Specific Course Requirements

The only specific course requirements for the PhD in Horticulture are PLANTSCI 799 Practicum in Plant Sciences Teaching and the seminar requirement, listed below. Apart from these, each student is required to work with the major professor and the PhD committee to design a program of coursework that best meets the individual student's needs and interests. The resulting program of coursework must satisfy the program requirements as well as the requirements specified by the Graduate School. The final determination of a student's required coursework is made by the student's PhD committee as part of the certification process.

### Seminar Requirement

During their graduate careers, students are required to present a minimum of three seminars in advanced seminar courses and receive a passing grade in each seminar. Advanced seminar courses offered by the departments other than the Department of Plant and Agroecosystem Sciences may be used to satisfy this requirement.

### Required Teaching / Outreach

All students in the Horticulture PhD program are required to enroll in PLANTSCI 799 Practicum in Plant Sciences Teaching for one semester and obtain a passing grade. Students may enroll in PLANTSCI 799 Practicum in Plant Sciences Teaching for 1 to 3 credits. Each student is expected to work with their PhD advisor to identify an opportunity within the department for the student to engage in teaching or outreach work. This requirement is broadly defined and could include assisting a Horticulture graduate program faculty member with their classroom teaching or working with a Horticulture graduate program faculty member on an extension or outreach project.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student must have a faculty advisor (major professor) who is on the Horticulture graduate program faculty. The major professor advises the student about course work and supervises the student's research. The major professor must approve the student's coursework and research direction. A student may have more than one major professor, in which case at least one of the professors must be a member of the Horticulture graduate program faculty.

Students are responsible for forming their Graduate Committee before the end of the second semester, in accordance with current policy of the Graduate School (https://policy.wisc.edu/library/UW-1201/) and in consultation with their advisor. The role of this committee is to provide advice, approve the plan of study (certification), evaluate satisfactory progress, administer the preliminary examination and the dissertation defense (final examination). In addition to the student's advisor, at least three committee members are needed, and the chair (or one of the co-chairs) must be Horticulture graduate faculty. The committee must represent more than one graduate program, including the PhD minor program when option A is selected. Many Horticulture graduate faculty are also graduate faculty in other programs (e.g., agronomy, agroecology, plant breeding & plant genetics) and therefore satisfy this requirement. Continuity in membership of the graduate committee through the student's certification, preliminary exam, and final thesis defense is strongly encouraged.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The Horticulture Graduate programs encourage students to develop Individual Development Plans (https://grad.wisc.edu/pd/idp/) in collaboration with their major advisor to facilitate professional development. Besides the extensive opportunities offered across the campus at large, students in the Horticulture programs also benefit from activities and programs provided by the Plant Sciences Graduate Council (https://win.wisc.edu/organization/psgsc/), a student-led organization for graduate students at UW–Madison interested in plant science.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates challenges and limits with respect to knowledge within the field of horticulture.
2. Independently formulates ideas and/or research methods to advance knowledge within the field of horticulture.
3. Independently conducts research that makes a substantial contribution to the field of horticulture.
4. Demonstrates understanding of the primary field of horticulture in a historical, social, or global context.
5. Communicates complex ideas in a clear and understandable manner.
6. Fosters ethical conduct and professional guidelines.
7. Fosters best practices with respect to diversity, equity, and inclusion in scientific endeavors.

# PLANT SCIENCE AND TECHNOLOGY, MS

Plant Science and Technology focuses on the scientific principles and technology underlying the cultivation of agricultural plants and their utilization for food, feed, fiber, energy, and well-being. We find and disseminate answers to problems and discover opportunities concerning efficiency and sustainability of plant production, improvements in quality, and methods for safe and environmentally-sound practices.

An advanced degree in Plant Science and Technology prepares graduates for professional careers in research, teaching, and Extension at academic and government institutions, and for research and technical careers in industry.

The Department of Plant and Agroecosystem Sciences at UW–Madison is home to some of the most highly ranked and regarded graduate programs in the nation. We are committed to integrating research, teaching, and outreach to address issues of food scarcity, food quality and nutrition, environmental impact, and sustainability.

The program maintains or has access to excellent facilities for research, including fully equipped laboratories, growth chambers and greenhouses, and complete field facilities at nearby agricultural research stations and throughout the state.

## ADMISSIONS

# ADMISSIONS

UW–Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION CHECKLIST

A complete application should include the following items:

1. Graduate School application and application fee.
2. Supplementary Application: The supplementary application will appear as a part of the Graduate School's electronic application once the applicant selects Plant Science and Technology MS.
3. Statement of Purpose: Your essay should be a concise description of your reasons for choosing to study plant science and technology at the University of Wisconsin-Madison. Please include your research interests and career goals as well as a description of your preparation for graduate study including relevant coursework, related employment, research experience, publications, presentations, awards, and honors.
4. Transcripts: We require all applicants to submit an unofficial transcript in PDF format to their online application. If an applicant is recommended for admission, then they will be required to submit their official transcript to the Graduate School. International academic records must be submitted in the original language and accompanied by an official English translation. Documents must be issued by the institution with an official seal/stamp and an official signature.
5. Three letters of recommendation.
6. Proof of English Proficiency: Applicants whose native language is not English or whose undergraduate instruction was not in English must follow the Graduate School's guidelines for proof of English proficiency.

## BACKGROUND EDUCATION

Preparatory coursework in plant science or a related discipline is required, while maintaining an academic average of at least 3.0 on a 4.0 scale.

## PREPARATORY COURSEWORK

The minimum requirements are shown below, and any deficiencies will need to be addressed in consultation with the student's graduate committee, the graduate program manager, and the faculty director of graduate studies.

- Biological Sciences – 4 semesters
- Chemistry – 2 semesters
- Statistics – 1 semester
- Math - 1 semester

## FACULTY ADVISORS

The Plant Science and Technology MS does not support lab rotations. All students are admitted directly into a faculty member's lab. Thus, we strongly encourage applicants to contact faculty members who work in their areas of interest before and during the application and admissions process.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The vast majority of our graduate students are awarded research assistantships (RA) to fund their education. These RA appointments come with tuition remission, healthcare, and a monthly stipend for living expenses. These assistantships come directly from the mentoring faculty; as a result, space in our graduate program is extremely limited. We do not support lab rotations.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students must prepare and deposit a written thesis based on their research. The final oral exam is a combined thesis defense and assessment of knowledge in the field of Plant Science and Technology. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Plant Science and Technology Foundation** | | |
| PLANTSCI 720 | Physiology of Plant Production | 3 |
| **Seminar Requirement** | | |
| PLANTSCI 920 | Seminar in Plant Science and Technology | 1 |
| **Statistics Requirement** | | |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | 4 |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | 4 |
| or AN SCI 865 | Design and Analysis of Biological Studies | |
| **Research Requirement** | | |
| Students must complete at least 6 credits of research. | | |
| PLANTSCI 990 | Research | 1-12 |
| **Plant Science and Technology Breadth** | | |

| | | |
|---|---|---|
| Students must complete at least 6 credits to satisfy the Plant Science and Technology Breadth requirement. Courses will be selected to meet the student's specific educational needs as determined through consultation with the student's advisor and members of their committee. This may come from elective courses and some common elective courses are listed below. | | 6 |
| BSE 305 | Introduction to Precision Agriculture | |
| PLANTSCI 310 | Plant Science and Technology in Cropping Systems | |
| PLANTSCI/A A E/ PL PATH 367 | Introduction to Organic Agriculture: Production, Markets, and Policy | |
| AGROECOL 370 | Grassland Ecology | |
| AGROECOL 377 | Global Food Production and Health | |
| PLANTSCI/ ATM OCN 532 | Environmental Biophysics | |
| AGROECOL/ ENVIR ST 724 | Agroecosystems and Global Change | |
| **Additional Coursework** | | |
| The remainder of the coursework to meet the minimum credit requirement and graduate coursework requirement for the MS in Plant Science and Technology will be selected to meet the student's specific educational needs as determined through consultation with their advisor and members of their committee. | | 6 |
| **Total Credits** | | **30** |

# POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by

the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.

b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.

c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.

d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Plant Science and Technology program does not require but encourages all students to complete an Individual Development Plan (IDP). As you begin your Graduate School career, an Individual Development Plan (IDP) is an essential tool to help you:

(1) Assess your current skills and strengths

(2) Make a plan for developing skills that will help you meet your academic and professional goals

(3) Communicate with your advisors and mentors about your evolving goals and related skills.

For graduate students in the natural sciences and engineering, the American Association for the Advancement of Science (AAAS) online tool provides a comprehensive set of materials and exercises that will guide you through the process of self-assessment, career exploration, goal-setting, and implementation of your plan. Set up a free account to create and monitor your IDP at myidp.sciencecareers.org (http://myidp.sciencecareers.org/).

The UW–Madison IDP template (https://grad.wisc.edu/professional-development/individual-development-plan/), which includes instructions and examples, is flexible and appropriate for all disciplines.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Understand essential characteristics of plant agricultural systems.
2. Apply principles of plant physiology in the context of agricultural systems.
3. Communicate scientific ideas and results with clarity in written and oral formats.
4. Discuss the potential impacts of their research on human society and theenvironment.
5. Conduct research with scientific integrity in the field of Plant Science and Technology.

# PLANT SCIENCE AND TECHNOLOGY, PHD

Plant Science and Technology focuses on the scientific principles and technology underlying the cultivation of agricultural plants and their utilization for food, feed, fiber, energy, and well-being. We find and disseminate answers to problems and discover opportunities concerning efficiency and sustainability of plant production, improvements in quality, and methods for safe and environmentally-sound practices.

An advanced degree in Plant Science and Technology prepares graduates for professional careers in research, teaching, and Extension at academic and government institutions, and for research and technical careers in industry.

The Department of Plant and Agroecosystem Sciences at UW–Madison is home to some of the most highly ranked and regarded graduate programs in the nation. We are committed to integrating research, teaching, and outreach to address issues of food scarcity, food quality and nutrition, environmental impact, and sustainability.

The program maintains or has access to excellent facilities for research, including fully equipped laboratories, growth chambers and greenhouses, and complete field facilities at nearby agricultural research stations and throughout the state.

## ADMISSIONS

# ADMISSIONS

UW–Madison is awaiting approval of this new academic program by the Student & Exchange Visitor Program (SEVP) before we are able to accept prospective F-1 students into this program or issue a Form I-20 for this program. International students may apply for this program but will only be considered for admission if or when the program is approved.

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | September 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation | 3 |

## APPLICATION CHECKLIST

A complete application should include the following items:

1. Graduate School application and application fee.
2. Supplementary Application: The supplementary application will appear as a part of the Graduate School's electronic application once the applicant selects Plant Science and Technology PhD.
3. Statement of Purpose: Your essay should be a concise description of your reasons for choosing to study plant science and technology at the University of Wisconsin-Madison. Please include your research interests and career goals as well as a description of your preparation for graduate study including relevant coursework, related employment, research experience, publications, presentations, awards, and honors.
4. Transcripts: We require all applicants to submit an unofficial transcript in PDF format to their online application. If an applicant is recommended for admission, then they will be required to submit their official transcript to the Graduate School. International academic records must be submitted in the original language and accompanied by an official English translation. Documents must be issued by the institution with an official seal/stamp and an official signature.
5. Three Letters of Recommendation
6. Proof of English Proficiency: Applicants, whose native language is not English, or whose undergraduate instruction was not in English, must follow the Graduate School's guidelines for proof of English proficiency.

## BACKGROUND EDUCATION

Preparatory coursework in plant science or a related discipline is required, while maintaining an academic average of at least 3.0 on a 4.0 scale.

## PREPARATORY COURSEWORK

The minimum requirements are shown below, and any deficiencies will need to be addressed in consultation with the student's graduate committee, the graduate program manager, and the faculty director of graduate studies.

- Biological Sciences – 4 semesters
- Chemistry – 2 semesters
- Statistics – 1 semester
- Math - 1 semester

## FACULTY ADVISORS

The Plant Science and Technology PhD does not support lab rotations. All students are admitted directly into a faculty member's lab. Thus, we strongly encourage applicants to contact faculty members who work in their areas of interest before and during the application and admissions process.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The vast majority of our graduate students are awarded research assistantships (RA) to fund their education. These RA appointments come with tuition remission, healthcare, and a monthly stipend for living expenses. These assistantships come directly from the mentoring faculty; as a result, space in our graduate program is extremely limited. We do not support lab rotations.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits |
| Overall Graduate GPA requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students must prepare and defend a written research proposal for their thesis committee. Students must also complete an oral preliminary exam, which is administered by the thesis committee to assess knowledge in the field of Plant Science and Technology. Students must prepare and deposit a PhD thesis based on independent research, conduct a public exit seminar, and pass a final oral exam by their thesis committee. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Plant Science and Technology Foundation** | | |
| PLANTSCI 720 | Physiology of Plant Production | 3 |
| **Seminar Requirement** | | |
| Students must complete a minimum of 3 credits to satisfy the seminar requirement. | | 3 |
| PLANTSCI 920 | Seminar in Plant Science and Technology | |
| **Statistics Requirement** | | |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | 4 |
| STAT/ F&W ECOL 572 | Statistical Methods for Bioscience II | 4 |
| or AN SCI 865 | Design and Analysis of Biological Studies | |
| **Research Requirement** | | |
| Students must complete at least 8 credits of research. | | |
| PLANTSCI 990 | Research | 1-12 |
| **Plant Science and Technology Breadth** | | |
| Students must complete at least 6 credits to satisfy the Plant Science and Technology Breadth requirement. Courses will be selected to meet the student's specific educational needs as determined through consultation with the student's advisor and members of their committee. This may come from elective courses and some common elective courses are listed below. | | 6 |
| BSE 305 | Introduction to Precision Agriculture | |
| PLANTSCI 310 | Plant Science and Technology in Cropping Systems | |
| PLANTSCI/A A E/ PL PATH 367 | Introduction to Organic Agriculture: Production, Markets, and Policy | |
| AGROECOL 370 | Grassland Ecology | |
| AGROECOL 377 | Global Food Production and Health | |
| PLANTSCI/ ATM OCN 532 | Environmental Biophysics | |
| AGROECOL/ ENVIR ST 724 | Agroecosystems and Global Change | |
| **Graduate School Breadth Requirement** | | |
| In consultation with advisor, students will select the appropriate plan of coursework to meet this requirement. | | 9 |
| **Additional Coursework** | | |
| The remainder of the coursework to meet the minimum credit requirement and graduate coursework requirement for the PhD in Plant Science and Technology will be selected to meet the student's specific educational needs as determined through consultation with their advisor and members of their committee. | | 14 |
| **Total Credits** | | **51** |

POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS ALLOWED PER TERM

15 credit maximum. Refer to Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
    a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
    b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
    a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
    b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
    c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
    d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of

the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Plant Science and Technology program does not require but encourages all students to complete an Individual Development Plan (IDP). As you begin your Graduate School career, an Individual Development Plan (IDP) is an essential tool to help you:

(1) Assess your current skills and strengths

(2) Make a plan for developing skills that will help you meet your academic and professional goals

(3) Communicate with your advisors and mentors about your evolving goals and related skills.

For graduate students in the natural sciences and engineering, the American Association for the Advancement of Science (AAAS) online tool provides a comprehensive set of materials and exercises that will guide you through the process of self-assessment, career exploration, goal-setting, and implementation of your plan. Set up a free account to create and monitor your IDP at myidp.sciencecareers.org (http://myidp.sciencecareers.org/).

The UW–Madison IDP template (https://grad.wisc.edu/professional-development/individual-development-plan/), which includes instructions and examples, is flexible and appropriate for all disciplines.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Understand essential characteristics of plant agricultural systems.
2. Apply principles of plant physiology in the context of agricultural systems.
3. Communicate scientific ideas and results with clarity in written and oral formats.
4. Discuss the potential impacts of their research on human society and the environment.
5. Conduct research with scientific integrity and independence that advances the field of Plant Science and Technology.

# PLANT PATHOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Plant Pathology, Doctoral Minor (p. 1699)
- Plant Pathology, MS (p. 1700)
- Plant Pathology, PhD (p. 1703)

# PLANT PATHOLOGY, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Please see the Department of Plant Pathology's Handbook and Forms page (linked in contact box) for additional information. Minor requirements will be discussed and agreed upon in your initial committee meeting.

## REQUIREMENTS

# REQUIREMENTS

Doctoral candidates in other majors seeking a doctoral minor in plant pathology must complete a minimum of 9 graduate-level course credits in plant pathology (a minimum of 8 at UW–Madison) including PL PATH 300 Introduction to Plant Pathology and no more than 2 credits of independent study or PL PATH 923 Seminar, while enrolled in a graduate program, and have a plant pathology faculty member serve as the minor professor on their research committees (oral preliminary exam committee and final exam committee).

Additional information can be found on the department's handbooks and forms webpage (https://plantpath.wisc.edu/graduate-study-overview/handbooks-forms/#ms-and-phd-curriculum-for-students-who-started-fall-2014-or-there-after).

PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

Students in the Department of Plant Pathology are strongly encouraged to participate in events through the Plant Pathology Graduate Council. (http://labs.russell.wisc.edu/ppgc/)

# PLANT PATHOLOGY, MS

The discipline of plant pathology is directed toward understanding and solving disease problems of plants. The field is broad and complex, integrating disciplines as varied as molecular biology, genetics, cell biology, organismal biology, population and community ecology, meteorology, statistics, computer science, chemistry, and physics. Plant pathology encompasses basic and applied research, employs both model systems and economically important plants, and requires both laboratory and field experimentation. Active research programs in the department encompass this full spectrum of questions and approaches, including research on virology, nematology, fungal genetics, tissue culture, soil microbiology and ecology, forest pathology, bacterial plant pathogens, molecular biology of parasite–host interactions, microbial ecology, epidemiology, and integrated disease management strategies.

The graduate program in plant pathology educates students in the science of plant pathology and prepares them for successful careers. Students develop the following skills required to meet diverse professional situations: excellence in research; breadth and depth in plant pathology; breadth in an allied field; strong critical and analytical thinking skills; and effective communication skills. Students become sufficiently knowledgeable in all aspects of plant pathology to identify key research questions, recognize significant discoveries, and think analytically about interpretation of data.

The level of proficiency in specific areas will vary with the student's research area and career goals, and will be appropriate to the student's degree program (MS or PhD). Specific areas of proficiency addressed by the PhD curriculum include etiology, diagnosis, and management of plant disease; ecology and epidemiology; genetics and physiology of plant–microbe interactions; and organismal biology. PhD students may elect an optional professional development experience as part of their curriculum. Graduates of the program attain positions in teaching, research in academic positions, government services, industry, extension services, and private practice.

The program is comprised of about 100 faculty members, graduate students, and research and support staff. It is housed in an eight-story wing of Russell Laboratories, a teaching and research facility on the UW–Madison campus, which is surrounded by other facilities that are also devoted to biological research. Russell Labs, together with the extensive research facilities available on the rest of the UW–Madison campus and at field research stations throughout Wisconsin, provide a rich and comprehensive environment for research and graduate studies in all branches of plant pathology.

ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION

A complete admission application acts as the application for financial support. All applicants who are admitted are offered financial support, generally in the form of a research assistantship (RA).

### Checklist

- **Graduate School Application Form and Application Fee**
  - All applicants must complete the Graduate School's online application (https://grad.wisc.edu/apply/)
  - The department is able to offer a limited number of application fee waivers. Please contact the Graduate Program Manager (https://hub.russell.wisc.edu/area-homepages/student-services/) for more information
- **Supplementary Application**
  - Applicants must submit the Plant Pathology supplementary application, which will appear as a part of the Graduate School's electronic application once the applicant selects Plant Pathology.
- **Resume or CV**
  - Applicants must submit resume or CV electronically through the online application.
- **Transcripts**
  - All applicants must upload an unofficial transcript (non-encrypted) in a PDF format to their online application.
    - Any school listed must have a transcript uploaded, otherwise the application will not be complete.

    - If an applicant is recommended for admission they will be asked to submit an official transcript to the Graduate School; official transcripts are not to be mailed to the department.
  - International academic records must be in the original language accompanied by an official English translation. Documents must be issued by the school with the official seal/stamp and an official signature.
  - The Plant Pathology department requires all applicants to have a BA/BS degree from an accredited institution.
  - A minimum undergraduate grade-point average of 3.0 (on a 4.0 scale) on the equivalent of the last 60 semester hours from the most recent bachelor's degree institution is required for regular admission. If an applicant has received a post-baccalaureate degree and the GPA for that degree is above a 3.0, then they may be admitted with full standing even if their undergraduate GPA does not meet the standards above.
- **Statement of Purpose**
  - This should describe the applicant's graduate program objectives and career focus. Since applicants are rarely admitted to our MS program without prior research experience, applicants must describe past research experiences in their statement.
  - The statement of purpose should be around two pages in length.
- **Three Letters of Recommendation**
  - These letters are preferably from people acquainted with the applicant's academic, research and/or professional qualifications.
  - Letters must be submitted online through the Graduate School's electronic format; references experiencing difficulty with the online system should contact the Graduate Program Manager (https://hub.russell.wisc.edu/area-homepages/student-services/).
- **English Proficiency Test Scores** (if applicable – refer to table above)

## BACKGROUND EDUCATION

Admitted applicants to must meet the Graduate School's minimum requirements (https://grad.wisc.edu/apply/requirements/), including completion of a bachelor's degree which typically consists of courses in biology, chemistry, mathematics, and physics.

Typically, successful applicants exceed the minimum requirement of a 3.0 GPA (on a 4.0 scale) and articulate a strong interest in the discipline in their application. Prior research experience is an asset for any applicant, and letters of recommendation from research advisors are viewed as one of the most useful means of evaluating applications. Additional information can be found on the department's application process webpage (https://plantpath.wisc.edu/application-process/).

## DEADLINE

Applications received after the deadline will be reviewed, but they are disadvantaged for admission and financial support.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The department offers stipends to the most highly qualified applicants, and students are funded throughout their programs by research assistantships, fellowships, or traineeships. The department nominates outstanding students for external fellowships and supports and assists students who apply for scholarships and other forms of financial support.

Additional information regarding funding can be found on the department's funding information webpage (https://plantpath.wisc.edu/funding-information/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students in the Plant Pathology MS must complete certification paperwork to outline their coursework and prepare, publicly present, and defend a thesis. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete at least 9 credits of plant pathology, including the following courses. | | 9 |
| PL PATH 300 | Introduction to Plant Pathology (or equivalent) | |
| PL PATH 875 | Special Topics (1 credit) | |
| PL PATH 923 | Seminar (1 credit, exit seminar) | |
| **Additional Coursework** | | |
| In consultation with advisor, students must complete coursework taken as a graduate student at UW–Madison numbered 300 or above and taken for credit. Up to 15 credits of PL PATH 990 Research may count for these remaining credits. | | 21 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With MS committee approval and Academic Affairs Committee approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Students may transfer up to 7 credits of coursework numbered 300 or above upon approval of the MS committee and the Academic Affairs Committee. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW-Madison. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With MS committee approval and Academic Affairs Committee approval, students are allowed to transfer no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy. A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)

- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Plant Pathology Grievance and Appeals Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve academic and non-academic grievances. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the Plant Pathology Department Chair, the Student Services Coordinator, or the Russell Labs Department Administrator.

Students are encouraged to also use campus resources (above) if the issue involves sexual harassment or assault, violence, discrimination, bias or hate, hostile or intimidating behavior, employment concerns, or disability accommodations.

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Plant Pathology Department Chair, the Student Services Coordinator, or the Russell Labs Department Administrator to discuss the grievance. Students can also contact any of the Russell Labs Department Chairs to discuss the grievance. Any of the above people will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary.
3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Department Chair and Student Services Coordinator in writing, within 120 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance, and will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 15 working days to file a written appeal to the College of Agricultural and Life Sciences Academic Affairs Office.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Students in the Department of Plant Pathology are strongly encouraged to participate in events through the Plant Pathology Graduate Council. (http://labs.russell.wisc.edu/ppgc/)

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an understanding of the basic biology of microorganisms that are symbiotic with plants including fungi, bacteria, viruses, oomycetes, and nematodes.
2. Demonstrate a basic understanding of: a. the basic processes of pathogenesis, plant defense, and defense circumvention at the molecular, genetic and physiological level for each of the major groups of plant pathogens and other plant associated microorganisms. b. the etiology, ecology, and epidemiology of economically significant diseases caused by the major groups of plant pathogens and be able to apply the understanding from a. and/or b. above in research.
3. Conduct project related to the discipline of Plant Pathology that requires specifying a problem, designing and conducting experiments, analyzing the resulting data, and reporting results/solutions.
4. Convey scientific knowledge to fellow scientists in a variety of formats.

# PLANT PATHOLOGY, PHD

The discipline of plant pathology is directed toward understanding and solving disease problems of plants. The field is broad and complex, integrating disciplines as varied as molecular biology, genetics, cell biology, organismal biology, population and community ecology, meteorology, statistics, computer science, chemistry, and physics. Plant pathology encompasses basic and applied research, employs both model systems and economically important plants, and requires both laboratory and field experimentation. Active research programs in the department encompass this full spectrum of questions and approaches, including research on virology, nematology, fungal genetics, tissue culture, soil microbiology and ecology, forest pathology, bacterial plant pathogens, molecular

biology of parasite–host interactions, microbial ecology, epidemiology, and integrated disease management strategies.

The graduate program in plant pathology educates students in the science of plant pathology and prepares them for successful careers. Students develop the following skills required to meet diverse professional situations: excellence in research; breadth and depth in plant pathology; breadth in an allied field; strong critical and analytical thinking skills; and effective communication skills. Students become sufficiently knowledgeable in all aspects of plant pathology to identify key research questions, recognize significant discoveries, and think analytically about interpretation of data.

The level of proficiency in specific areas will vary with the student's research area and career goals, and will be appropriate to the student's degree program (MS or PhD). Specific areas of proficiency addressed by the PhD curriculum include etiology, diagnosis, and management of plant disease; ecology and epidemiology; genetics and physiology of plant–microbe interactions; and organismal biology. PhD students may elect an optional professional development experience as part of their curriculum. Graduates of the program attain positions in teaching, research in academic positions, government services, industry, extension services, and private practice.

The program is comprised of about 100 faculty members, graduate students, and research and support staff. It is housed in an eight-story wing of Russell Laboratories, a teaching and research facility on the UW–Madison campus, which is surrounded by other facilities that are also devoted to biological research. Russell Labs, together with the extensive research facilities available on the rest of the UW–Madison campus and at field research stations throughout Wisconsin, provide a rich and comprehensive environment for research and graduate studies in all branches of plant pathology.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

# APPLICATION

A complete admission application acts as the application for financial support. All applicants who are admitted are offered financial support, generally in the form of a research assistantship (RA).

## Checklist

- **Graduate School Application Form and Application Fee**
  - All applicants must complete the Graduate School's online application: https://grad.wisc.edu/apply/.
  - The department is able to offer a limited number of fee waivers. Please contact the Graduate Program Manager (https://hub.russell.wisc.edu/area-homepages/student-services/) for more information.
- **Supplementary Application**
  - Applicants must submit the Plant Pathology supplementary application, which will appear as part of the Graduate School's electronic application once the applicant selects Plant Pathology.
- **Resume or CV**
  - Applicants must submit resume or CV electronically through the online application.
- **Transcripts**
  - All applicants must upload an unofficial transcript (non-encrypted) in a PDF format to their online application.
    - Any school listed must have a transcript uploads, otherwise the application will not be complete.
    - If an applicant is recommended for admission, they will be asked to submit an official transcript to the Graduate School; official transcripts are not to be mailed to the department.
  - International academic records must be in the original language accompanied by an official English translation. Documents must be issued by the school with the official seal/stamp and an official signature.
  - The Plant Pathology department requires all applicants to have a BA/BS degree from an accredited institution.
  - A minimum undergraduate grade-point average of 3.0 (on a 4.0 scale) on the equivalent of the last 60 semester hours from the most recent bachelor's degree institution is required for regular admission. If an applicant has received a post-baccalaureate degree and the GPA for that degree is above a 3.0, then they may be admitted with full standing even if their undergraduate GPA does not meet the standards above.
- **Statement of Purpose**
  - This should describe the applicant's graduate program objectives and career focus. Since applicants are rarely admitted to the PhD program without prior research experience, applicants must describe past research experiences in their statement.
  - The statement of purpose should be around two pages in length
- **Three Letters of Recommendation**
  - These letters are preferably from people acquainted with the applicant's academic, research and/or professional qualifications.
  - Letters must be submitted online through the Graduate School's electronic format; references experiencing difficulty with the online system should contact the Graduate Program Manager

(https://hub.russell.wisc.edu/area-homepages/student-services/).

- **English Proficiency Test Scores** (if applicable - refer to table above)

## BACKGROUND EDUCATION

Admitted applicants must meet the Graduate School's minimum requirements (https://grad.wisc.edu/apply/requirements/), including completion of a bachelor's degree. Satisfactory preparation for graduate study in plant pathology includes coursework in biology, chemistry, math, and physics (foundation coursework).

Typically, successful applicants exceed the minimum requirement of a 3.0 GPA (on a 4.0 scale) and articulate a strong interest in the discipline in their application. Prior research experience is an asset for any applicant, and letters of recommendation from research advisors are viewed as one of the most useful means of evaluating applications.

## PREPARATORY COURSEWORK

The program recommends admitted applicants enter the program having taken the foundation courses below. If an admitted applicant enters the program with foundational coursework deficiencies, their thesis committee may recommend courses be completed during the program.

### Foundation Courses

- Biology (one course in at least 3 of the following 4 areas):
  - Genetics
  - Plant anatomy/morphology
  - Plant physiology
  - General ecology
- Chemistry
  - General chemistry (two semesters)
  - Organic chemistry (including lab)
- Other preparatory courses
  - General/introductory biochemistry (one course)
  - Physics (two semesters)
  - Calculus (one course)
  - Statistics (one course)

## DEADLINE

Applications received after the deadline will be reviewed, but they are disadvantaged for admission and financial support.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The department offers stipends to the most highly qualified applicants, and students are funded throughout their programs by research assistantships, fellowships, or traineeships. The department nominates outstanding students for external fellowships and supports and assists students who apply for scholarships and other forms of financial support.

Additional information regarding funding can be found on the department's funding information webpage (https://plantpath.wisc.edu/funding-information/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students in the Plant Pathology PhD must complete certification paperwork to outline their coursework, pass a departmental written qualifying exam, pass an oral preliminary examination, and prepare, publicly present, and defend a dissertation. |
| Language Requirements | None. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Major Requirements** | | |
| PL PATH 300 | Introduction to Plant Pathology | 4 |
| PL PATH/BOTANY/ ENTOM 505 | Plant-Microbe Interactions: Molecular and Ecological Aspects | 3 |
| PL PATH 559 | Diseases of Economic Plants | 3 |
| PL PATH 602 | Ecology, Epidemiology and Control of Plant Diseases | 3 |
| PL PATH 799 | Practicum in Plant Pathology Teaching | 2 |
| PL PATH 875 | Special Topics (Must complete two semesters) | 2 |
| PL PATH 923 | Seminar (Must complete two semesters) | 2 |
| **Additional Coursework** | | |
| The remaining credits to fulfill the credit minimum are electives chosen in consultation with the student's advisor and committee. | | 32 |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Plant Pathology Grievance and Appeals Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve academic and non-academic grievances. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the Plant Pathology Department Chair, the Student Services Coordinator, or the Russell Labs Department Administrator.

Students are encouraged to also use campus resources (above) if the issue involves sexual harassment or assault, violence, discrimination, bias or hate, hostile or intimidating behavior, employment concerns, or disability accommodations.

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Plant Pathology Department Chair, the Student Services Coordinator, or the Russell Labs Department Administrator to discuss the grievance. Students can also contact any of the Russell Labs Department Chairs to discuss the grievance. Any of the above people will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary.
3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Department Chair and Student Services Coordinator in writing, within 120 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance, and will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 15 working days to file a written appeal to the College of Agricultural and Life Sciences Academic Affairs Office.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Students in the Department of Plant Pathology are strongly encouraged to participate in events through the Plant Pathology Graduate Council. (http://labs.russell.wisc.edu/ppgc/)

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate an understanding of the basic processes of pathogenesis, plant defense, and defense circumvention at the molecular, genetic and physiological level for each of the major groups of plant pathogens and other plant associated microorganisms.
2. Demonstrate an understanding of the basic biology of microorganisms that are symbiotic with plants including fungi, bacteria, viruses, oomycetes, and nematodes.
3. Demonstrate an understanding of the etiology, ecology, and epidemiology of economically significant diseases caused by the major groups of plant pathogens.
4. Construct disease management strategies for the different groups of important plant pathogens.
5. Demonstrate excellent problem solving skills and a deep conceptual understanding of the science of Plant Pathology.
6. Convey knowledge in a variety of formats to diverse audiences including the public, students, and fellow scientists.

# POLITICAL SCIENCE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Political Science, Doctoral Minor (p. 1708)
- Political Science, MA (p. 1708)
- Political Science, PhD (p. 1711)

# POLITICAL SCIENCE, DOCTORAL MINOR

## ADMISSIONS

### ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

### REQUIREMENTS

The Department of Political Science offers a doctoral minor. Students are required to complete 9 credits of graduate-level political science coursework resulting in a cohesive theme of study with grades of B or better. Graduate-level coursework includes courses that have the "Grad 50%" designation. Students seeking a doctoral minor in Political Science should meet with the associate chair following completion of the first course to discuss a proposed course list. The associate chair will approve the minor upon completion of the coursework.

# POLITICAL SCIENCE, MA

The Department of Political Science offers graduate study leading to a Doctorate of Philosophy in Political Science. The department admits students only for the PhD program, but a master's degree may be obtained en route to the PhD.

The PhD is earned through a combination of coursework and dissertation and the program is designed to provide students with both general training in political science and the opportunity to specialize in their areas of interest. UW–Madison is one of the world's top places to earn a doctorate in political science, with excellence in all subfields: American Politics, Comparative Politics, International Relations, Political Theory, and Political Methodology. As a large department, we offer training in a wide range of skills– everything from causal inference to formal modeling, Bayesian statistics, and qualitative methods. We pride ourselves on our intellectual and methodological pluralism and have a well-deserved reputation for high quality scholarship, access to faculty, and collegiality.

## ADMISSIONS

### ADMISSIONS

Students may not apply directly for the master's and should instead see the admissions information for the PhD. (p. 1711) This master's program is offered for work done en route to the PhD.

## FUNDING

### FUNDING

#### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

#### PROGRAM RESOURCES

All admitted students to the PhD program are awarded five-year funding commitments (contingent on satisfactory academic status), including full tuition remission, a generous stipend and summer funding, and health insurance at little cost (including for families). This support may come as a combination of fellowships, teaching assistantships (TA), project assistantships (PA), or lectureship (LSA) for one of our undergraduate courses.

The Department of Political Science offers graduate study leading to a Doctorate of Philosophy in Political Science. The department admits students only for the PhD program, but a master's degree may be obtained en route to the PhD. Please see admissions information for the PhD. (p. 1711)

## REQUIREMENTS

### MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

### MAJOR REQUIREMENTS

#### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

##### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | First Year Assessment: Students must meet with advisor to discuss the faculty's First Year Assessment of your progress in the program by the start of the third semester. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The MA is not offered as a standalone degree program, but is earned along the way to the PhD. To earn the MA degree, and in consultation with the program, students must complete the minimum degree requirements listed above as well as the required courses list below. The program is designed to provide students with both a general training in political science and the opportunity to specialize in their areas of interest.

Each student will select a first field and a second field. The first field is the field within which the student expects to write a doctoral dissertation. The second field complements and supports the first field and the student's intellectual and research interests. The subfields of political science found in our department are: American Politics, Comparative Politics, Political Theory, International Relations, and Political Methodology.

Students must earn at least 18 credits in Political Science (POLI SCI (https://guide.wisc.edu/courses/poli_sci/)) courses numbered 800 or above. Courses taken outside the department must be chosen in consultation with a student's advisor and must be graduate level.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| POLI SCI 800 | Political Science as a Discipline and Profession | 1 |
| POLI SCI 817 | Empirical Methods of Political Inquiry | 3 |
| **Statistical Methodology Coursework-Graduate Level** | | |
| Generally, students complete the following course to satisfy the statistical methodology requirement. Students may complete a course in another department with approval from the Department and Methods Field Chair. | | |
| POLI SCI 812 | Introduction to Statistical Methods in Political Science | 4 |
| **Breadth** | | |
| *First Field* | | |
| Students must complete any requirements specified by the student's first field. | | 9-18 |
| *Second Field* | | |
| Students must complete any requirements specified by the student's second field. | | 6-15 |
| **Research** | | |
| No more than 3 credits of POLI SCI 999 may fulfill degree requirements. | | 0-3 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No credits from graduate work from other institutions may transfer toward the degree.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

No credits from a UW–Madison University Special student career may transfer toward the degree.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students are required to meet with their advisor to discuss the first-year review.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

All admitted students are awarded five-year funding commitments (contingent on satisfactory academic status), including full tuition remission, a generous stipend and summer funding, and health insurance at little cost (including for families). This support may come as a combination of fellowships, teaching assistantships (TA), project assistantships (PA), or lectureship (LSA) for one of our undergraduate courses.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM INFORMATION

Department of Political Science PhD students are encouraged to participate in our weekly workshops and colloquia. The workshops and colloquia offered in the department are the American Politics Workshop (https://sites.google.com/view/uwpolisciapw/home/), Comparative Politics Colloquium (https://sites.google.com/wisc.edu/cpcwisc/home/), International Relations Colloquium (https://sites.google.com/view/ircwisc/), Political Economy Colloquium (https://sites.google.com/wisc.edu/pecwisc/home/), MEAD – Models and Data Workshop (https://sites.google.com/view/meadwisc/home/), and the Political Theory Workshop (https://sites.google.com/view/uwmadisonptw/home/).

Workshops are one of the most important intellectual spaces in the department, providing an opportunity to become exposed to cutting-edge research and a chance to meet with scholars from other universities. In addition to featuring faculty papers and outside speakers, the workshops are an integral part of graduate training, serving as a place for students to present papers, as well as dissertation prospectuses, grant proposals, dissertation chapters, and practice job talks.

The department also hosts the Political Science Graduate Workshop (PSGW), which focuses on personal and professional development for graduate students in the department. The PSGW's mission is to "foster communication and information-sharing among the grad students and faculty members of the political science department and to promote professional development opportunities for the grad students." The topics covered in PSGW range from topics in graduate life (health and balance, financial life) to discipline professional development (publishing, communications). This workshop convenes several times per semester each academic year.

The department also actively supports our students throughout their job search. The Director of Graduate Studies and the major advisors review all job market materials such as CVs, writing samples, and diversity and teaching statements. In addition, the department arranges special informational sessions, mock interviews, and practice job talks to prepare students for the kinds of questions they will face from potential employers. This support complements other departmental activities designed to professionalize graduate students, including brown bag discussions about attending professional conferences, publishing opportunities, and seeking grant funding.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop an appreciation of the diverse subfields of political science.
2. Learn to articulate questions of importance to the field that can be answered using the methods of political science.
3. Learn to select and utilize methods of political inquiry appropriate to particular research questions.
4. Learn to constructively critique existing work in political science.
5. Develop an understanding of political science from an historical context.
6. Recognize and apply principles of ethical and professional conduct in research, teaching, and service.

# POLITICAL SCIENCE, PHD

The Department of Political Science offers graduate study leading to a Doctorate of Philosophy in Political Science. The department admits students only for the PhD program, but a master's degree may be obtained en route to the PhD.

The PhD is earned through a combination of coursework and dissertation and the program is designed to provide students with both general training in political science and the opportunity to specialize in their areas of interest. UW–Madison is one of the world's top places to earn a doctorate in political science, with excellence in all subfields: American Politics, Comparative Politics, International Relations, Political Theory, and Political Methodology. As a large department, we offer training in a wide range of skills– everything from causal inference to formal modeling, Bayesian statistics, and qualitative methods. We pride ourselves on our intellectual and methodological pluralism and have a well-deserved reputation for high quality scholarship, access to faculty, and collegiality.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). Political Science has higher English proficiency requirements for applicants who need to prove proficiency through a valid English proficiency test:<br>• TOEFL (before January 21, 2026): 100<br>• TOEFL (on or after January 21, 2026): 5.0<br>• IELTS: not accepted<br>• Duolingo: not accepted |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants to the Political Science PhD program must apply online (https://grad.wisc.edu/apply/) by the deadline for admission the following fall. The online application requires you to complete the Graduate School application, Political Science supplemental application, and provide the names and email addresses of three references who can attest to your success as a graduate student. In addition, you must also upload a statement of reasons for graduate study that is two pages in length, a resume or CV, scanned unofficial transcripts, and one research paper with an abstract.

It is the candidate's responsibility to ensure that all materials are delivered on time.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

All admitted students are awarded five-year funding commitments (contingent on satisfactory academic status), including full tuition remission, a generous stipend and summer funding, and health insurance at little cost (including for families). This support may come as a combination of fellowships, teaching assistantships (TA), project assistantships (PA), or lectureship (LSA) for one of our undergraduate courses.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 51 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |

| | |
|---|---|
| Assessments and Examinations | • First Year Assessment: Students must meet with advisor to discuss the faculty's First Year Assessment of your progress in the program by the start of the third semester.<br>• General Prelims: Take and pass two general prelims from the specified list (International Relations, American Politics, Comparative Politics, Political Theory, Political Methodology) in June following your fourth semester.<br>• Dissertation Ideas Presentation: Students must present one or more possible dissertation ideas to a committee with a minimum of two faculty members no later than September 15th of the fifth semester.<br>• Conference Level Research Paper: Students must submit a conference level research paper for review by January 15 before start of sixth semester.<br>• Doctoral students must complete exams in two subfields before the end of the sixth semester.<br>• Dissertation Proposal: Produce an approved dissertation proposal before the start of the seventh semester, which must be defended prior to the start of the seventh semester in the program.<br>• Dissertation: Write, defend and deposit a dissertation of an acceptable standard that makes an original contribution to knowledge. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Students are expected to consult with their advisors concerning the breadth requirement. At the time the student requests the preliminary exam warrant, a summary should be prepared of the effort in interdisciplinary coursework and training.<br><br>All Option B minors require the approval of the student's advisor and the associate chair.<br><br>With program approval, students may be allowed to count 9 credits of graduate coursework from other institutions toward fulfillment of the minor Option B requirement. |

## REQUIRED COURSES

The PhD is earned through a combination of coursework and dissertation. The program is designed to provide students with both a general training in political science and the opportunity to specialize in their areas of interest.

Each student will select a first field and a second field. The first field is the field within which the student expects to write a doctoral dissertation. The second field complements and supports the first field and the student's intellectual and research interests.

The subfields of political science found in our department are:

1. American politics (https://polisci.wisc.edu/american-politics/),
2. Comparative politics (https://polisci.wisc.edu/comparative-politics/),
3. Political Theory (https://polisci.wisc.edu/political-theory/),
4. International Relations (https://polisci.wisc.edu/international-relations/), and
5. Political Methodology (https://polisci.wisc.edu/political-methodology/).

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| POLI SCI 800 | Political Science as a Discipline and Profession (Must be done in the first semester) | 1 |
| POLI SCI 817 | Empirical Methods of Political Inquiry | 3 |
| POLI SCI 801 | Dissertation Proposal Research and Writing Seminar | 3 |
| **Statistical Methodology Coursework-Graduate Level** | | |
| Generally, students complete the following course to satisfy the statistical methodology requirement. Students may complete a course in another department with approval from the Department and Methods Field Chair. | | |
| POLI SCI 812 | Introduction to Statistical Methods in Political Science | 4 |
| **Breadth** | | **9** |
| **First Field** | | |
| Students must complete any requirements specified by the student's first field. | | 9-18 |
| **Second Field** | | |
| Students must complete any requirements specified by the student's second field. | | 6-15 |
| **Dissertation** | | |
| Students may complete research credits to satisfy the minimum 51-credit requirement. | | 16 |
| POLI SCI 990 | Research and Thesis | |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may be allowed to substitute prior coursework from other institutions to satisfy breadth. While satisfying the breadth requirement, these courses will not be applied toward the

minimum credit requirement. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an undergraduate degree are allowed to transfer or fulfill breadth requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

With program approval, students may be allowed to substitute prior coursework earned as a professional student at UW-Madison to satisfy breadth. While satisfying the breadth requirement, these courses will not be applied toward the minimum credit requirement. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Credits Earned as a University Special Student at UW–Madison

No credits from a UW–Madison University Special student career are allowed to transfer or fulfill breadth requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students are required to meet with their advisor to discuss the first-year review and must meet with their advisor at the start of each semester.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy. There are also time limits related to preliminary examinations and other program requirements that are documented in the Graduate Program Handbook (see Contact Information box).

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the

student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.

a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.

4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

All admitted students are awarded five-year funding commitments (contingent on satisfactory academic status), including full tuition remission, a generous stipend and summer funding, and health insurance at little cost (including for families). This support may come as a combination of fellowships, teaching assistantships (TA), project assistantships (PA), or lectureship (LSA) for one of our undergraduate courses.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM INFORMATION

Department of Political Science PhD students are encouraged to participate in our weekly workshops and colloquia. The workshops and colloquia offered in the department are the American Politics Workshop (https://sites.google.com/view/uwpolisciapw/home/), Comparative Politics Colloquium (https://sites.google.com/wisc.edu/cpcwisc/home/), International Relations Colloquium (https://sites.google.com/view/ircwisc/), Political Economy Colloquium (https://sites.google.com/wisc.edu/pecwisc/home/), MEAD – Models and Data Workshop (https://sites.google.com/view/meadwisc/home/), and the Political Theory Workshop (https://sites.google.com/view/uwmadisonptw/home/).

Workshops are one of the most important intellectual spaces in the department, providing an opportunity to become exposed to cutting-edge research and a chance to meet with scholars from other universities. In addition to featuring faculty papers and outside speakers, the workshops are an integral part of graduate training, serving as a place for students to present papers, as well as dissertation prospectuses, grant proposals, dissertation chapters, and practice job talks.

The department also hosts the Political Science Graduate Workshop (PSGW), which focuses on personal and professional development for graduate students in the department. The PSGW's mission is to "foster communication and information-sharing among the grad students and faculty members of the political science department and to promote professional development opportunities for the grad students." The topics covered in PSGW range from topics in graduate life (health and balance, financial life) to discipline professional development (publishing, communications). This workshop convenes several times per semester each academic year.

The department also actively supports our students throughout their job search. The Director of Graduate Studies and the major advisors review all job market materials such as CVs, writing samples, and diversity and teaching statements. In addition, the department arranges special informational sessions, mock interviews, and practice job talks to prepare students for the kinds of questions they will face from potential employers. This support complements other departmental activities designed to professionalize graduate students, including brown bag discussions about attending professional conferences, publishing opportunities, and seeking grant funding.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Master the state of existing research in two or more subfields of political science.
2. Acquire expert knowledge of methods of political inquiry.
3. Design, conduct, and complete original research of substantive value to the field of political science that makes and original contribution to knowledge.
4. Master the communication of complex concepts to a range of audiences.
5. Demonstrate and foster ethical and professional conduct in research, teaching, and service.

# POPULATION HEALTH SCIENCES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES


- Epidemiology, MS (p. 1716)
- Epidemiology, PhD (p. 1720)
- Population Health, Doctoral Minor (p. 1725)
- Population Health, MS (p. 1725)
- Population Health, PhD (p. 1736)

# EPIDEMIOLOGY, MS

Epidemiology is the scientific discipline primarily concerned with identifying the distribution and causes of disease in populations. It encompasses a rich methodology including observational and experimental study designs, statistical methods, an understanding of pathogens, environmental and behavioral risk factors, and human biology. Epidemiological methods have evolved to meet threats of global infectious diseases and the complex health challenges presented by an aging population, as well as to capitalize on the expanding understanding of human genetics. As the fundamental discipline of public health, epidemiology provides essential knowledge to design, implement, and assess approaches to effectively prevent disease and improve quality of life in the population.

The research-oriented degree programs are designed to provide rigorous training to develop students' abilities to synthesize knowledge and skills needed to address today's health-related problems. Faculty, staff, and students in the Department of Population Health Sciences engage in a wide variety of world-class epidemiological and health services research projects. The interdisciplinary focus allows students the flexibility to work with a wide array of research/faculty on campus.

The department offers two graduate degree programs: an MS and a PhD in epidemiology and an MS and PhD in population health. While the program is based on a sequence of core courses, students, in consultation with their major professor, have some flexibility to design advanced study and research that best prepares them for their chosen area of interest.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants with diverse academic backgrounds are welcome. Applicants with strong quantitative skills and academic preparation in the biological sciences are strongly encouraged to apply. New admitted applicants start in the fall semester of each school year. Applications are due by the fall deadline listed above of each year. Late applications are not accepted.

## MINIMUM REQUIREMENTS

- Applicants must have an undergraduate degree with a grade point average of 3.0 (on a 4.0 scale), although successful applicants generally have GPAs above 3.0.
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- A personal statement and three letters of recommendation are required.
- Applicants must meet both departmental admission requirements and the Graduate School admission requirements.
- Upon entry to the graduate program, admitted applicants are matched with a faculty advisor. Faculty advisors help students hone their interests, assist with identifying research projects, provide support for career development, and link students to the greater campus community. Students have the benefit of regular dialogues with faculty members. Seminars and integrated discussion groups allow for increased interaction with core faculty and community lecturers. Finally, the work of students is valued as evidenced by their entries in the annual department poster session, participation in public health symposia, authorship of publications, and involvement in community/research projects.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students admitted to our degree programs are automatically considered for any available scholarships, traineeships, or graduate assistant positions in the department. The most common forms of funding support for our students are assistantships, traineeships, and fellowships.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 18 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | Students must maintain a cumulative GPA of at least 3.25 in all graduate work (including transfer credits) unless conditions for probationary status require higher grades. Students must also maintain a cumulative GPA of 3.25 or better in all coursework completed while enrolled in the graduate program. No grade of BC or lower in required courses will be accepted for the degree. |
| Other Grade Requirements | Students may maintain no more than 6 credits of Incomplete (I) grades during any semester. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **General Core** | | |
| POP HLTH/B M I 551 | Introduction to Biostatistics for Population Health | 4 |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | 4 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 798 | Epidemiologic Methods | 3 |
| POP HLTH 805 | Advanced Epidemiology: Causal Inference in Epidemiological Studies | 3 |
| POP HLTH 820 | Graduate Research Seminar | 1 |
| **Responsible Conduct of Research** | | |
| Complete a minimum of 1 credit from following: | | 1 |
| B M I 738 | Ethics for Data Scientists | |
| MED HIST 545 | Ethical and Regulatory Issues in Clinical Investigation (Offered in Fall. MED HIST 545 does not fulfill all the NIH requirements for training in the responsible conduct of research for certain T and F awards.) | |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | |
| MED HIST 950 | Responsible Conduct of Research | |
| NURSING 802 | Ethics and the Responsible Conduct of Research (Offered in Spring) | |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students (Offered in Fall) | |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics | |
| Other course(s) may be substituted as approved by the advisor and the Director of Graduate Studies. | | |
| **Epidemiology Specialization** | | |
| Complete at least 3 courses from following: | | 6-8 |
| POP HLTH 650 | Special Topics (Epidemiology of Aging) | |
| POP HLTH 750 | Cancer Epidemiology | |
| POP HLTH/ KINES 791 | Physical Activity Epidemiology | |
| POP HLTH 801 | Epidemiology of Infectious Diseases | |
| POP HLTH 806 | Advanced Epidemiology: Practice of Epidemiology | |
| POP HLTH 810 | Epidemiology and Global One Health | |
| POP HLTH 847 | Cardiovascular Epidemiology | |

| | | |
|---|---|---|
| POP HLTH/ AN SCI/ GENETICS 849 | Genomic Epidemiology | |
| **Research** | | |
| Students may use up to 5 credits of POP HLTH 990 Research toward the MS requirements in consultation with their advisor. | | 0-5 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer a maximum of 12 credits of graduate coursework taken from other institutions as a graduate student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from another institution or UW–Madison undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 12 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

A student not meeting guidelines for satisfactory progress will be placed on probation for one semester and will be reviewed by the Steering Committee following the probationary semester. Students may be dropped or allowed to continue by the committee based on review of progress during the probationary semester.

## ADVISOR / COMMITTEE

Students must meet with their advisor at least once each semester for academic advising. Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Thesis required. Approval of a written proposal for thesis research is required before beginning thesis. MS candidates must submit master's thesis to advisor within two years of completing all coursework.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain

about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and

the person or persons toward whom the grievance is directed.

d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.

e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.

7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate, critique, and elaborate the methodological, biostatistical, and biologic foundations of research and practice of Epidemiology.
2. Identify literature and data sources, assemble, evaluate and synthesize evidence through critical review and data analysis pertaining to questions and challenges about causes and distribution of diseases and other factors related to health .
3. Demonstrate understanding of Epidemiology in its subject matter, historical and social context.
4. Select and utilize the most appropriate study designs and statistical methods for answering questions in Epidemiology.
5. Communicate clearly both in writing and orally in ways appropriate to Epidemiology.
6. Advance contributions to society of the methods and knowledge base of Epidemiology.
7. Recognize and apply principles of ethical professional conduct in their scholarship.

# EPIDEMIOLOGY, PHD

The Epidemiology, PhD program is a member of the **Interdisciplinary Biological and Health Sciences Consortium (IBHSC)**. The consortium fosters a collaborative environment for research and study in the biological and health sciences. Click here for more information on the IBHSC. (https://www.med.wisc.edu/education/graduate-programs/biological-health-sciences-consortium/)

Epidemiology is the scientific discipline primarily concerned with identifying the distribution and causes of disease in populations. It encompasses a rich methodology including observational and experimental study designs, statistical methods, an understanding of pathogens, environmental and behavioral risk factors, and human biology. Epidemiological methods have evolved to meet threats of global infectious diseases and the complex health challenges presented by an aging population, as well as to capitalize on the expanding understanding of human genetics. As the fundamental discipline of public health, epidemiology provides essential knowledge to design, implement, and assess approaches to effectively prevent disease and improve quality of life in the population.

The research-oriented degree programs are designed to provide rigorous training to develop students' abilities to synthesize knowledge and skills needed to address today's health-related problems. Faculty, staff, and students in the Department of Population Health Sciences engage in a wide variety of world-class epidemiological and health services research projects. The interdisciplinary focus allows students the flexibility to work with a wide array of research/faculty on campus.

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## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants with diverse academic backgrounds are welcome. Applicants with strong quantitative skills and academic preparation in the biological sciences are strongly encouraged to apply. New admitted applicants start in the fall semester of each school year. Applications are due by the fall deadline listed above of each year. Late applications are not accepted.

## MINIMUM REQUIREMENTS

- Applicants must have an undergraduate degree with a grade point average of 3.0 (on a 4.0 scale), although successful applicants generally have GPAs above 3.0.
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- A personal statement and three letters of recommendation are required.
- Applicants must meet both departmental admission requirements and the Graduate School admission requirements.
- Upon entry to the graduate program, applicants are matched with a faculty advisor. Faculty advisors help students hone their interests, assist with identifying research projects, provide support for career development, and link students to the greater campus community. Students have the benefit of regular dialogues with faculty members. Seminars and integrated discussion groups allow for increased interaction with core faculty and community lecturers. Finally, the work of students is valued as evidenced by their entries in the annual department poster session, participation in public health symposia, authorship of publications, and involvement in community/research projects.

# FUNDING

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## GRADUATE SCHOOL RESOURCES

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## PROGRAM RESOURCES

Students admitted to our degree programs are automatically considered for any available scholarships, traineeships, or graduate assistant positions in the department. The most common forms of funding support for our students are assistantships, traineeships, and fellowships.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 39 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | Students must maintain a cumulative GPA of at least 3.25 in all graduate work (including transfer credits) unless conditions for probationary status require higher grades. Students must also maintain a cumulative GPA of 3.25 or better in all coursework completed while enrolled in the graduate program. No grade of BC or lower in required courses will be accepted for the degree. |
| Other Grade Requirements | Students may maintain no more than 6 credits of Incomplete (I) grades during any semester. |

| | |
|---|---|
| Assessments and Examinations | Full-time students have up until the end of their third year to pass the Qualifying Exam and their first sitting must occur no later than the end of their second year. Part-time students are expected to pass the exam before the end of their fourth year (regardless of whether the student is continuously enrolled) and their first sitting must occur no later than the end of their third year. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| POP HLTH/B M I 551 | Introduction to Biostatistics for Population Health | 4 |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | 4 |
| POP HLTH/B M I 651 | Advanced Regression Methods for Population Health | 3 |
| POP HLTH/B M I 661 | Causal Inference, Surveys and Missing Data for Population Health | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 798 | Epidemiologic Methods | 3 |
| POP HLTH 805 | Advanced Epidemiology: Causal Inference in Epidemiological Studies | 3 |
| POP HLTH 806 | Advanced Epidemiology: Practice of Epidemiology | 2 |
| *Seminar* | | |
| PhD students must complete the following course twice: | | 2 |
| POP HLTH 820 | Graduate Research Seminar | |
| *Independent Reading* | | |
| In consultation with advisor, students may complete up to 6 credits of the following course: | | 0-6 |
| POP HLTH 699 | Independent Reading | |
| *Research* | | |
| In consultation with advisor, students may complete up to 11 credits of the following course to satisfy requirements: | | 0-11 |
| POP HLTH 990 | Research | |
| **Responsible Conduct of Research** | | |
| Select a minimum of 1 credit of course work in "the responsible conduct of research" | | 1 |
| B M I 738 | Ethics for Data Scientists | |
| MED HIST 545 | Ethical and Regulatory Issues in Clinical Investigation (Offered in Fall. MED HIST 545 does not fulfill all the NIH requirements for training in the responsible conduct of research for certain T and F awards.) | |
| MED HIST 950 | Responsible Conduct of Research | |
| NURSING 802 | Ethics and the Responsible Conduct of Research (Offered in Spring) | |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students (Offered in Fall) | |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics | |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | |
| Other courses may be substituted as approved by the advisor and the Director of Graduate Studies. | | |
| **Epidemiology Specialization** | | |
| PhD students must complete at least 4 courses of specialization work from the following: | | 7-9 |
| POP HLTH 650 | Special Topics (Special Topics: Epidemiology of Aging) | |
| POP HLTH 750 | Cancer Epidemiology | |
| POP HLTH/ KINES 791 | Physical Activity Epidemiology | |
| POP HLTH 801 | Epidemiology of Infectious Diseases | |
| POP HLTH 810 | Epidemiology and Global One Health | |
| POP HLTH 847 | Cardiovascular Epidemiology | |
| POP HLTH/ AN SCI/ GENETICS 849 | Genomic Epidemiology | |
| **Breadth Requirement** | | **9** |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer a maximum of 12 credits of graduate coursework taken from other institutions as a graduate student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from another institution or UW–Madison undergraduate degree are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 12 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

A student not meeting guidelines for satisfactory progress will be placed on probation for one semester and will be reviewed by the Steering Committee following the probationary semester. Students may be dropped or allowed to continue by the committee based on review of progress during the probationary semester.

## ADVISOR / COMMITTEE

Students must meet with their advisor at least once each semester for academic advising.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulate research problems, potentials, and limits with respect to theory, knowledge, and practice of Epidemiology based on understanding of its methodological, biostatistical, and biologic foundations.

2. Assemble, evaluate and synthesize evidence from literature and data sources to formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge about causes, distribution, and prognosis of diseases and other factors related to health.
3. Demonstrate breadth and depth of knowledge of Epidemiology in a specific substantive area, such as, but not limited to, infectious diseases, genetics, sleep, chronic diseases, environmental, and social epidemiology.
4. Create research that makes a substantive contribution to the knowledge base of Epidemiology.
5. Develop mastery of scholarship in Epidemiology relevant to generate knowledge useful to inform research needs and public health and patient care policies
6. Communicate complex ideas both in writing and orally in a clear and understandable manner.
7. Recognize and apply principles of ethical and professional conduct in their scholarship.

# POPULATION HEALTH, DOCTORAL MINOR

Many, if not all, research endeavors have implications for health. The doctoral minor in population health provides the methodological foundations for understanding how health is evaluated, how to assess influences on health and how to critically evaluate health related research. In addition, students completing the minor enhance their general understanding of research design and statistical interpretation.

The coursework encompasses the methodological cornerstones of population health and clinical research: epidemiology, health services research, and biostatistics. The electives allow students to emphasize epidemiology or health services research.

## ADMISSIONS

# ADMISSIONS

## APPLICATIONS

Students must receive approval to pursue the doctoral minor. Students must send their request to the Population Health Sciences graduate program manager. The request should include a plan of study with the sequence of courses a student plans to complete with course completion dates.

A student's plan will be approved via email. Students must email the graduate program manager to request a warrant signature.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## PREREQUISITES

A one-semester course in biostatistics (such as POP HLTH/B M I 551, B M I/STAT 541 or STAT/F&W ECOL 571) is required or can be taken simultaneously (prior to B M I/POP HLTH 552) with coursework for the doctoral minor.

## REQUIREMENTS

# REQUIREMENTS

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| Students must complete the following courses. | | |
| POP HLTH 752 | Principles of Population Health: Determinants of Health and Health Disparities | 2 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 796 | Introduction to Health Services Research | 3 |
| or POP HLTH 798 | Epidemiologic Methods | |
| **Elective(s)** | | **2-3** |
| Students are strongly encouraged to take one of the following as an elective. However, other POP HLTH courses can be considered: | | |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | |
| POP HLTH/ B M I 651 | Advanced Regression Methods for Population Health | |
| **Total Credits** | | **10** |

## SAMPLE PLAN OF STUDY

| Fall | Credits | Spring | Credits |
|---|---|---|---|
| POP HLTH 752 | 2 | POP HLTH 796 or 798 | 3 |
| POP HLTH/SOC 797 | 3 | POP HLTH Elective | 2 |
| | **5** | | **5** |

**Total Credits 10**

## COURSE SUBSTITUTION APPEALS

Course substitutions for doctoral minor requirements must be submitted to the program. An appeal must include a proposed minor program plan approved and signed by the graduate program director. Contact the graduate program manager for information.

# POPULATION HEALTH, MS

The Department of Population Health Sciences, part of the School of Medicine and Public Health, strives to provide leadership in the emerging, integrative field of population health. Its mission is to create, integrate, disseminate, and apply knowledge promoting the most efficient, equitable, and effective possible use of resources to maintain and improve the health of populations.

The department offers two graduate degree programs: an MS and a PhD in population health and an MS and PhD in epidemiology. The MS and PhD in Population Health can be taken with either a named option in Epidemiology (p. 1727) or a named option in Population Health (p. 1731).

The research-oriented degree programs are designed to provide rigorous, interdisciplinary training to develop students' abilities to synthesize knowledge and skills needed to address today's health-related problems. Methodological and analytical training is grounded in biostatistics, epidemiology, and health services research, but also emphasizes methods employed in the social sciences and econometrics that contribute to the study of health in populations. While the program is based on a sequence of core courses, students, in consultation with their major professor, have the flexibility to design advanced study and research that best prepares them for their chosen area of interest.

Individuals choose this program because of its innovative approach, strong research focus, and personal attention to students. It is an ideal option for those considering a broad array of fields including epidemiology, public health, health policy, health economics, health services research, environmental health, industrial engineering, demography, and more. UW–Madison ranks as one of the most prolific research universities in the world, consistently placing in the top five among American public universities for research expenditures. The program's interdisciplinary focus allows students the flexibility to work with a wide array of research/faculty on campus. For instance, program faculty include members from a number of other departments, such as business, family medicine, industrial engineering, law, medical history and bioethics, medicine, nursing, ophthalmology, public affairs, sociology, and veterinary medicine. The multidisciplinary faculty coupled with the diverse backgrounds of the students provides a rich and stimulating training environment.

Faculty, staff, and students in the Department of Population Health Sciences engage in a wide variety of world-class epidemiological and health services research projects to understand determinants of health and health problems in populations, analyze public and clinical health policies, and improve the effectiveness and efficiency of healthcare. Research topics may include (but are not limited to) chronic, infectious, and environmental disease epidemiology; public health; studies of medical outcomes; health economics; maternal and childhood health; the determinants and measurement of population health status; and health administration and policy. These multidisciplinary research programs may include (but are not limited to) the study of the effects and interactions of genetic traits; biologic and metabolic processes; pathogens; pollutants; lifestyles; behaviors; economic social and physical environments; and public health and health care systems on the health of populations. Methods employed involve developing and maintaining long-term cohort studies, disease registries, population surveys, and retrospective analyses of large observational databases. Researchers in the department also work to advance methodology in health economics, population health evaluation, and statistical analyses.

For more information, see the graduate program Academic Guide (https://pophealth.wisc.edu/degree-programs/academic-guide/).

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Population Health through one of the named options:

- Epidemiology (p. 1727)
- Population Health (p. 1731)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students admitted to our degree programs are automatically considered for any available scholarships, traineeships, or graduate assistant positions in the department. The most common forms of funding support for our students are assistantships, traineeships, and fellowships.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 18 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | Students must maintain a cumulative GPA of at least 3.25 in all graduate work (including transfer credits) unless conditions for probationary status require higher grades. Students must also maintain a cumulative GPA of 3.25 or better in all coursework completed while enrolled in the population health graduate program. No grade of BC or lower in epidemiology required courses will be accepted for the degree. |
| Other Grade Requirements | Maintain no more than 6 credits of Incomplete (I) grades during any semester. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (p. 1727) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Population Health must select one of the following named options:

View as listView as grid

- **POPULATION HEALTH: EPIDEMIOLOGY, MS (P. 1727)**
- **POPULATION HEALTH: POPULATION HEALTH, MS (P. 1731)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Epidemiology (p. 1727)
- Population Health (p. 1731)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulate, critique, and elaborate the health services, health assessment, microeconomic, biostatistical, and epidemiologic foundations of Population Health research and practice.
2. Identify literature and data sources, assemble, evaluate and synthesize evidence through critical review and data analysis pertaining to questions and challenges in Population Health.
3. Demonstrate understanding of Population Health in its subject matter, historical and social context.
4. Select and utilize the most appropriate study designs and statistical methods for answering questions in Population Health.
5. Communicate clearly both in writing and orally in ways appropriate to Population Health.
6. Advance contributions to society of the methods and knowledge base of Population Health and Health Services Research.
7. Recognize and apply principles of ethical professional conduct in their scholarship.

# POPULATION HEALTH: EPIDEMIOLOGY, MS

This is a named option in the Population Health MS. (p. 1725)

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants with diverse academic backgrounds are welcomed to apply. Those with strong academic preparation in the biological/medical sciences, quantitative analysis, and/or population health related social sciences are strongly encouraged to apply. Historically, many applicants who have succeeded in our program have come to the program with backgrounds in fields as diverse as microbiology, genetics, nutritional sciences, medicine, nursing, pharmacy, veterinary medicine, environmental sciences, political sciences, business, sociology, education, engineering, psychology, and economics.

Applicants are admitted to start in the fall semester of each school year. Applications are due by the fall deadline. Late applications are not accepted.

### APPLICATION MATERIALS

Minimum requirements are:

1. Applicants must fulfill all Graduate School requirements.
2. Applicants must have an undergraduate degree with a grade point average of 3.0 (on a 4.0 scale). Successful applicants generally have GPAs well above 3.0.

3. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
4. At least one semester of advanced quantitative preparation (calculus is **strongly** preferred) with a grade of B or better.
5. A personal statement is required.
6. Three letters of recommendation are to be submitted electronically.

## PROGRAM INFORMATION

Admitted applicants are matched with a faculty advisor. Faculty advisors help hone interests, assist with identifying research projects, provide support for career development, and link admitted applicants to the greater campus community. Admitted applicants have the benefit of regular dialogues with faculty members. Seminars and integrated discussion groups allow for increased interaction with core faculty and community lecturers. Finally, the work of admitted applicants is valued as evidenced by their entries in the annual department poster session, participation in public health symposia, authorship of publications, and involvement in community/research projects.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students admitted to our degree programs are automatically considered for any available scholarships, traineeships, or graduate assistant positions in the department. The most common forms of funding support for our students are assistantships, traineeships, and fellowships.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 18 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | Students must maintain a cumulative GPA of at least 3.25 in all graduate work (including transfer credits) unless conditions for probationary status require higher grades. Students must also maintain a cumulative GPA of 3.25 or better in all coursework completed while enrolled in the graduate program. No grade of BC or lower in required courses will be accepted for the degree. |
| Other Grade Requirements | Students may maintain no more than 6 credits of Incomplete (I) grades during any semester. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **General Core** | | |
| POP HLTH/B M I 551 | Introduction to Biostatistics for Population Health | 4 |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | 4 |
| POP HLTH 752 | Principles of Population Health: Determinants of Health and Health Disparities | 2 |
| POP HLTH 753 | Principles of Population Health: Population Health and Healthcare Systems | 2 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 798 | Epidemiologic Methods | 3 |

| | | |
|---|---|---|
| POP HLTH 805 | Advanced Epidemiology: Causal Inference in Epidemiological Studies | 3 |
| or POP HLTH 806 | Advanced Epidemiology: Practice of Epidemiology | |
| POP HLTH 820 | Graduate Research Seminar | 1 |
| **Responsible Conduct of Research** | | |
| Complete a minimum of 1 credit from the "Responsible Conduct of Research Courses" list below. Course(s) not listed must be approved by advisor or Graduate Program Chair. | | 1 |
| **Electives** [1] | | |
| Complete two courses from approved "Epidemiology Electives" list below. | | 3-5 |
| **Research** | | |
| Complete research credits or elective(s) approved by advisor or Graduate Program Chair to reach 30 credits. | | 2-4 |
| POP HLTH 699 | Independent Reading | |
| POP HLTH 990 | Research | |
| **Total Credits** | | **30** |

[1] Students may apply up to 5 credits of POP HLTH 990 Research toward the electives requirement, though they may enroll in more than 5. In addition, students may apply up to 3 credits of POP HLTH 699 Independent Reading toward the electives requirement, though they may enroll in more than 3.

### Responsible Conduct of Research Courses

| Code | Title | Credits |
|---|---|---|
| B M I 738 | Ethics for Data Scientists | 1 |
| MED HIST 545 | Ethical and Regulatory Issues in Clinical Investigation (Offered in Fall. Med Hist 545 does not fulfill all the NIH requirements for training in the responsible conduct of research for certain T and F awards.) | 1 |
| MED HIST 950 | Responsible Conduct of Research | 1-2 |
| NURSING 802 | Ethics and the Responsible Conduct of Research (Offered in Spring) | 1 |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | 2 |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students (Offered in Fall) | 2 |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics | 1 |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | 2 |

### Epidemiology Electives

| Code | Title | Credits |
|---|---|---|
| POP HLTH 650 | Special Topics (Topic: Epidemiology of Aging) | 1 |
| POP HLTH 750 | Cancer Epidemiology | 2 |
| POP HLTH/ KINES 791 | Physical Activity Epidemiology | 3 |
| POP HLTH 801 | Epidemiology of Infectious Diseases | 2 |
| POP HLTH 805 | Advanced Epidemiology: Causal Inference in Epidemiological Studies | 3 |
| POP HLTH 806 | Advanced Epidemiology: Practice of Epidemiology | 2 |
| POP HLTH 810 | Epidemiology and Global One Health | 2 |
| POP HLTH 847 | Cardiovascular Epidemiology | 2 |
| POP HLTH/AN SCI/ GENETICS 849 | Genomic Epidemiology | 2 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer a maximum of 12 credits of graduate coursework taken from other institutions as a graduate student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from other institutions or UW–Madison may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer a maximum of 12 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

A student not meeting guidelines for satisfactory progress will be placed on probation for one semester and will be reviewed by the steering committee following the probationary semester. Students may be dropped or allowed to continue by the committee based on review of progress during the probationary semester.

## ADVISOR / COMMITTEE

Students must meet with their advisor at least once each semester for academic advising.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Thesis required. Approval of a written proposal for thesis research is required before beginning thesis. MS candidates must submit master's thesis to advisor within two years of completing all coursework.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the

date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.

5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# POPULATION HEALTH: POPULATION HEALTH, MS

This is a named option within the Population Health MS. (p. 1725)

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |

| | |
|---|---|
| GRE (Graduate Record Examinations) | Not Required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants with diverse academic backgrounds are welcomed to apply. Those with strong academic preparation in the biological/medical sciences, quantitative analysis, and/or population health related social sciences are strongly encouraged to apply. Historically, many applicants who have succeeded in our program have come to the program with backgrounds in fields as diverse as microbiology, genetics, nutritional sciences, medicine, nursing, pharmacy, veterinary medicine, environmental sciences, political sciences, business, sociology, education, engineering, psychology, and economics.

Applicants are admitted to the fall semester of each school year. Applications are due by the fall deadline. Late applications are not accepted.

## APPLICATION MATERIALS

Minimum requirements are:

1. Applicants must fulfill all Graduate School requirements.
2. Applicants must have an undergraduate degree with a grade point average of 3.0 (on a 4.0 scale). Successful applicants generally have GPAs well above 3.0.
3. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
4. At least one semester of advanced quantitative preparation (calculus is **strongly** preferred) with a grade of B or better.
5. A personal statement is required.
6. Three letters of recommendation are to be submitted electronically.

## PROGRAM INFORMATION

Admitted applicants are matched with a faculty advisor. Faculty advisors help hone interests, assist with identifying research projects, provide support for career development, and link admitted applicants to the greater campus community. Admitted applicants have the benefit of regular dialogues with faculty members. Seminars and integrated discussion groups allow for increased interaction with core faculty and community lecturers. Finally, the work of admitted applicants is valued as evidenced by their entries in the annual department poster session, participation in public health symposia, authorship of publications, and involvement in community/research projects.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 18 credits |

| | |
|---|---|
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | Students must maintain a cumulative GPA of at least 3.25 in all graduate work (including transfer credits) unless conditions for probationary status require higher grades. Students must also maintain a cumulative GPA of 3.25 or better in all coursework completed while enrolled in the graduate program. No grade of BC or lower in required courses will be accepted for the degree. |
| Other Grade Requirements | Students may maintain no more than 6 credits of Incomplete (I) grades during any semester. |
| Assessments and Examinations | No formal examination required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **General Core** | | |
| POP HLTH/B M I 551 | Introduction to Biostatistics for Population Health | 4 |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | 4 |
| POP HLTH 752 | Principles of Population Health: Determinants of Health and Health Disparities | 2 |
| POP HLTH 753 | Principles of Population Health: Population Health and Healthcare Systems | 2 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 820 | Graduate Research Seminar | 1 |
| **Methods Core** | | |
| Complete one of following options: | | 6 |
| *Option 1* | | |
| POP HLTH 796 | Introduction to Health Services Research | |
| or POP HLTH 798 | Epidemiologic Methods | |
| Course from "Methods Core Courses" list below. | | |
| *Option 2* | | |
| POP HLTH 796 | Introduction to Health Services Research | |
| POP HLTH 798 | Epidemiologic Methods | |
| **Responsible Conduct of Research** | | |
| Complete a minimum of 1 credit from the "Responsible Conduct of Research Courses" list below. | | 1 |
| **Electives** | | **7** |
| POP HLTH 699 | Independent Reading [1] | |
| POP HLTH 990 | Research [2] | |
| Other courses in consultation with advisor. | | |
| **Total Credits** | | **30** |

[1] Students may apply up to 3 credits of POP HLTH 699 Independent Reading toward the electives requirement, though they may enroll in more than 3.

[2] Students may apply up to 5 credits of POP HLTH 990 Research toward the electives requirement, though they may enroll in more than 5.

### Methods Core Courses

| Code | Title | Credits |
|---|---|---|
| POP HLTH/B M I 651 | Advanced Regression Methods for Population Health | 3 |
| POP HLTH 709 | Translational and Outcomes Research in Health and Health Care | 3 |
| POP HLTH 796 | Introduction to Health Services Research | 3 |
| POP HLTH 798 | Epidemiologic Methods | 3 |
| POP HLTH 805 | Advanced Epidemiology: Causal Inference in Epidemiological Studies | 3 |
| POP HLTH 806 | Advanced Epidemiology: Practice of Epidemiology | 2 |
| POP HLTH/ I SY E 875 | Cost Effectiveness Analysis in Health and Healthcare | 3 |
| POP HLTH 876 | Measuring Health Outcomes | 3 |
| POP HLTH/ A A E/ENVIR ST/ PUB AFFR 881 | Benefit-Cost Analysis | 3 |

### Responsible Conduct of Research Courses

| Code | Title | Credits |
|---|---|---|
| B M I 738 | Ethics for Data Scientists | 1 |
| MED HIST 545 | Ethical and Regulatory Issues in Clinical Investigation (Offered in Fall. MED HIST 545 does not fulfill all the NIH requirements for training in the responsible conduct of research for certain T and F awards.) | 1 |
| MED HIST 950 | Responsible Conduct of Research | 1-2 |
| NURSING 802 | Ethics and the Responsible Conduct of Research (Offered in Spring) | 1 |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | 2 |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students (Offered in Fall) | 2 |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics | 1 |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | 2 |

Other courses may be substituted as approved by the advisor and director of grad studies

POLICIES

# GRADUATE SCHOOL POLICIES

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# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer a maximum of 12 credits of graduate coursework taken from other institutions as a graduate student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from other institutions or UW–Madison may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer a maximum of 12 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

A student not meeting guidelines for satisfactory progress will be placed on probation for one semester and will be reviewed by the steering committee following the probationary semester. Students may be dropped or allowed to continue by the committee based on review of progress during the probationary semester.

## ADVISOR / COMMITTEE

Students must meet with their advisor once each semester for academic advising.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Thesis is required. Approval of a written proposal for thesis research is required before beginning thesis. MS candidates must submit master's thesis to advisor within two years of completing all coursework.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

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- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
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- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

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**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.

7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# POPULATION HEALTH, PHD

The Population Health, PhD program is a member of the **Interdisciplinary Biological and Health Sciences Consortium (IBHSC)**. The consortium fosters a collaborative environment for research and study in the biological and health sciences. Click here for more information on the IBHSC. (https://www.med.wisc.edu/education/graduate-programs/biological-health-sciences-consortium/)

The Department of Population Health Sciences, part of the School of Medicine and Public Health, strives to provide leadership in the emerging, integrative field of population health. Its mission is to create, integrate, disseminate, and apply knowledge promoting the most efficient, equitable, and effective possible use of resources to maintain and improve the health of populations.

The department offers two graduate degree programs: an MS and PhD in population health and an MS and PhD in epidemiology. The MS and PhD in Population Health can be taken with either a named option in Epidemiology (p. 1738) or a named option in Population Health (p. 1742).

The research-oriented degree programs are designed to provide rigorous, interdisciplinary training to develop students' abilities to synthesize knowledge and skills needed to address today's health-related problems. Methodological and analytical training is grounded in biostatistics, epidemiology, and health services research, but also emphasizes methods employed in the social sciences and econometrics that contribute to the study of health in populations. While the program is based on a sequence of core courses, students, in consultation with their major professor, have the flexibility to design advanced study and research that best prepares them for their chosen area of interest.

Individuals choose this program because of its innovative approach, strong research focus, and personal attention to students. It is an ideal option for those considering a broad array of fields including epidemiology, public health, health policy, health economics, health services research, environmental health, industrial engineering, demography, and more. UW–Madison ranks as one of the most prolific research universities in the world, consistently placing in the top five among American public universities for research expenditures. The program's interdisciplinary focus allows students the flexibility to work with a wide array of research/faculty on campus. For instance, program faculty include members from a number of other departments such as business, family medicine, industrial engineering, law, medical history and bioethics, medicine, nursing, ophthalmology, public affairs, sociology, and veterinary medicine. The multidisciplinary faculty coupled with the diverse backgrounds of the students provides a rich and stimulating training environment.

Faculty, staff, and students in the Department of Population Health Sciences engage in a wide variety of world-class epidemiological and health services research projects to understand determinants of health and health problems in populations, analyze public and clinical health policies, and improve the effectiveness and efficiency of healthcare. Research topics may include (but are not limited to) chronic, infectious, and environmental disease epidemiology; public health; studies of medical outcomes; health economics; maternal and childhood health; the determinants and measurement of population health status; and health administration and policy. These multidisciplinary research programs may include (but are not limited to) the study of the effects and interactions of genetic traits; biologic and metabolic processes; pathogens; pollutants; lifestyles; behaviors; economic social and physical environments; and public health and health care systems on the health of populations. Methods employed involve developing and maintaining long-term cohort studies, disease registries, population surveys, and retrospective analyses of large observational databases. Researchers in the department also work to advance methodology in health economics, population health evaluation, and statistical analyses.

For more information, see the graduate program Academic Guide (https://pophealth.wisc.edu/degree-programs/academic-guide/).

## ADMISSIONS

# ADMISSIONS

Students apply to the PhD in Population Health through one of the named options:

- Epidemiology (p. 1727)
- Population Health (p. 1742)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Students admitted to our degree programs are automatically considered for any available scholarships, traineeships, or graduate assistant positions in the department. The most common forms of funding support for our students are assistantships, traineeships, and fellowships.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 39 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | Students must maintain a cumulative GPA of at least 3.25 in all graduate work (including transfer credits) unless conditions for probationary status require higher grades. Students must also maintain a cumulative GPA of 3.25 or better in all coursework completed while enrolled in the population health graduate program. No grade of BC or lower in epidemiology required courses will be accepted for the degree. |
| Other Grade Requirements | See Named Options for policy information. |
| Assessments and Examinations | Full-time students have up until the end of their third year to pass the qualifying exam and their first sitting must occur no later than the end of their second year. Part-time students are expected to pass the exam before the end of their fourth year (regardless of whether the student is continuously enrolled) and their first sitting must occur no later than the end of their third year. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirements | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

### REQUIRED COURSES

Select a Named Option (p. 1737) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the PhD in Population Health must select one of the following named options:

View as listView as grid

- **POPULATION HEALTH: EPIDEMIOLOGY, PHD (P. 1738)**
- **POPULATION HEALTH: POPULATION HEALTH, PHD (P. 1742)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Epidemiology (p. 1727)
- Population Health (p. 1742)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate research problems, potentials, and limits with respect to theory, knowledge, and practice of Population Health, based on understanding of its health services, health assessment, microeconomic, biostatistical and epidemiologic foundations.
2. Assemble, evaluate and synthesize evidence from literature and data sources to formulate ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within Population Health.
3. Demonstrate breadth of knowledge of Population Health in its subject matter, historical and social context.
4. Create research that makes a substantive contribution to the knowledge base of Population Health.
5. Develop mastery of scholarship in Population Health relevant to academia, for-profit and non-profit organization and/or government.
6. Communicate complex ideas both in writing and orally in a clear and understandable manner.
7. Recognize and apply principles of ethical professional conduct in their scholarship.

# POPULATION HEALTH: EPIDEMIOLOGY, PHD

This is a named option within the Population Health PhD. (p. 1736)

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants with diverse academic backgrounds are welcomed to apply. Those with strong academic preparation in the biological/medical sciences, quantitative analysis, and/or population health related social sciences are strongly encouraged to apply. Historically, many applicants who have succeeded in our program have come to the program with backgrounds in fields as diverse as microbiology, genetics, nutritional sciences, medicine, nursing, pharmacy, veterinary medicine, environmental sciences, political sciences, business, sociology, education, engineering, psychology, and economics.

Applicants are admitted to start in the fall semester of each school year. Applications are due by the fall deadline. Late applications are not accepted.

### APPLICATION MATERIALS

Minimum requirements are:

1. Applicants must fulfill all Graduate School requirements.
2. Applicants must have an undergraduate degree with a grade point average of 3.0 (on a 4.0 scale). Successful applicants generally have GPAs well above 3.0.
3. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/)
4. At least one semester of advanced quantitative preparation (calculus is **strongly** preferred) with a grade of "B" or better.
5. A personal statement is required.
6. Three letters of recommendation are to be submitted electronically.

### PROGRAM INFORMATION

Admitted applicants are matched with a faculty advisor. Faculty advisors help hone interests, assist with identifying research projects, provide support for career development, and link admitted applicants to the greater campus community. Admitted applicants have the benefit of regular dialogues with faculty members. Seminars and integrated discussion groups allow for increased interaction with core faculty and community lecturers. Finally, the work of admitted applicants is valued as evidenced by their entries in the annual department poster session, participation in public health symposia, authorship of publications, and involvement in community/research projects.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Students admitted to our degree programs are automatically considered for any available scholarships, traineeships, or graduate assistant positions in the department. The most common forms of funding support for our students are assistantships, traineeships, and fellowships.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 39 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | Students must maintain a cumulative GPA of at least 3.25 in all graduate work (including transfer credits) unless conditions for probationary status require higher grades. Students must also maintain a cumulative GPA of 3.25 or better in all coursework completed while enrolled in this graduate program. No grade of BC or lower in required courses will be accepted for the degree. |
| Other Grade Requirements | PhD candidates should maintain a 3.5 GPA in all core curriculum courses and may not have any more than two Incompletes on their academic record at any one time. Students may maintain no more than 6 credits of Incomplete (I) grades during any semester. |
| Assessments and Examinations | Full-time students have up until the end of their third year to pass the qualifying exam and their first sitting must occur no later than the end of their second year. Part-time students are expected to pass the exam before the end of their fourth year (regardless of whether the student is continuously enrolled) and their first sitting must occur no later than the end of their third year. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **General Core** | | |
| POP HLTH/B M I 551 | Introduction to Biostatistics for Population Health | 4 |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | 4 |
| POP HLTH/B M I 651 | Advanced Regression Methods for Population Health | 3 |
| POP HLTH 752 | Principles of Population Health: Determinants of Health and Health Disparities | 2 |
| POP HLTH 753 | Principles of Population Health: Population Health and Healthcare Systems | 2 |
| POP HLTH 796 | Introduction to Health Services Research | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 798 | Epidemiologic Methods | 3 |
| POP HLTH 805 | Advanced Epidemiology: Causal Inference in Epidemiological Studies | 3 |
| POP HLTH 820 | Graduate Research Seminar [1] | 2 |
| POP HLTH 830 | Grant Writing for Population Health Sciences | 2 |
| Complete a minimum of 1 credit of course work in "the responsible conduct of research" | | 1 |
| Complete a biostatistics course in consultation with advisor and the Director of Graduate Studies. | | 3 |
| Complete at least three classes of approved epidemiology electives (see the list below). | | 5-8 |
| **Breadth** | | **9** |
| **Research** | | |
| Students must take at least 2 credits of research or independent study to reach the program minimum requirement, but are allowed to enroll in more. [2] | | 2 |
| POP HLTH 699 | Independent Reading | |
| POP HLTH 990 | Research | |
| **Total Credits** | | **51** |

[1] PhD students must take POP HLTH 820 Graduate Research Seminar twice.

[2] Students may count up to 11 credits of POP HLTH 990 Research and 6 credits of POP HLTH 699 Independent Reading toward program requirements.

### Responsible Conduct of Research Courses

| Code | Title | Credits |
|---|---|---|
| B M I 738 | Ethics for Data Scientists | 1 |
| MED HIST 545 | Ethical and Regulatory Issues in Clinical Investigation (Offered in Fall. Med Hist 545 does not fulfill all the NIH requirements for training in the responsible conduct of research for certain T and F awards.) | 1 |
| MED HIST 950 | Responsible Conduct of Research | 1-2 |
| NURSING 802 | Ethics and the Responsible Conduct of Research (Offered in Spring) | 1 |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | 2 |

| | | |
|---|---|---|
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students (Offered in Fall) | 2 |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics | 1 |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | 2 |

Other courses may be substituted as approved by the advisor and the director of graduate studies.

### Epidemiology Electives

| Code | Title | Credits |
|---|---|---|
| POP HLTH 650 | Special Topics (Topic: Epidemiology of Aging) | 1 |
| POP HLTH 750 | Cancer Epidemiology | 2 |
| POP HLTH/ KINES 791 | Physical Activity Epidemiology | 3 |
| POP HLTH 801 | Epidemiology of Infectious Diseases | 2 |
| POP HLTH 806 | Advanced Epidemiology: Practice of Epidemiology | 2 |
| POP HLTH 810 | Epidemiology and Global One Health | 2 |
| POP HLTH 847 | Cardiovascular Epidemiology | 2 |
| POP HLTH/AN SCI/ GENETICS 849 | Genomic Epidemiology | 2 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer a maximum of 12 credits of graduate coursework taken from other institutions as a graduate student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from other institutions or UW–Madison may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 12 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

A student not meeting guidelines for satisfactory progress will be placed on probation for one semester and will be reviewed by the steering committee following the probationary semester. Students may be dropped or allowed to continue by the committee based on review of progress during the probationary semester.

## ADVISOR / COMMITTEE

Students must meet with their advisor once each semester for academic advising.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Dissertation required. Doctoral students have a maximum of five years from the date of passing the preliminary examination to take the final oral examination and deposit the dissertation.

Doctoral degree students who have been absent for five or more consecutive years lose all degree requirements that they have earned before their absence.

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)

- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

### Requirements for Programs

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

### Procedures

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
    a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
    b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.
    c. The grievance advisor or program director will share the response with the student filing the grievance.
    d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.

b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.

7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# POPULATION HEALTH: POPULATION HEALTH, PHD

This is a named option within the Population Health PhD (p. 1736).

# ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants with diverse academic backgrounds are welcomed to apply. Those with strong academic preparation in the biological/medical sciences, quantitative analysis, and/or population health related social sciences are strongly encouraged to apply. Historically, many applicants who have succeeded in our program have come to the program with backgrounds in fields as diverse as microbiology, genetics, nutritional sciences, medicine, nursing, pharmacy, veterinary medicine, environmental sciences, political sciences, business, sociology, education, engineering, psychology, and economics.

Applicants are admitted to the fall semester of each school year. Applications are due by the fall deadline. Late applications are not accepted.

## APPLICATION MATERIALS

Minimum requirements are:

1. Applicants must fulfill all Graduate School requirements.
2. Applicants must have an undergraduate degree with a grade point average of 3.0 (on a 4.0 scale). Successful applicants generally have GPAs well above 3.0.
3. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
4. At least one semester of advanced quantitative preparation (calculus is **strongly** preferred) with a grade of "B" or better.

5. A personal statement is required.
6. Three letters of recommendation are to be submitted electronically.

## PROGRAM INFORMATION

Admitted applicants are matched with a faculty advisor. Faculty advisors help hone interests, assist with identifying research projects, provide support for career development, and link admitted applicants to the greater campus community. Admitted applicants have the benefit of regular dialogues with faculty members. Seminars and integrated discussion groups allow for increased interaction with core faculty and community lecturers. Finally, the work of admitted applicants is valued as evidenced by their entries in the annual department poster session, participation in public health symposia, authorship of publications, and involvement in community/research projects.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 39 credits |
| Minimum Graduate Coursework Requirement | 51 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | Students must maintain a cumulative GPA of at least 3.25 in all graduate work (including transfer credits) unless conditions for probationary status require higher grades. Students must also maintain a cumulative GPA of 3.25 or better in all coursework completed while enrolled in the graduate program. No grade of BC or lower in required courses will be accepted for the degree. |
| Other Grade Requirements | Students may maintain no more than 6 credits of Incomplete (I) grades during any semester. |
| Assessments and Examinations | Full-time students have up until the end of their third year to pass the qualifying exam and their first sitting must occur no later than the end of their second year. Part-time students are expected to pass the exam before the end of their fourth year (regardless of whether the student is continuously enrolled) and their first sitting must occur no later than the end of their third year. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **General Core** | | |
| POP HLTH/B M I 551 | Introduction to Biostatistics for Population Health | 4 |
| POP HLTH/ B M I 552 | Regression Methods for Population Health | 4 |
| POP HLTH/B M I 651 | Advanced Regression Methods for Population Health | 3 |
| POP HLTH/B M I 661 | Causal Inference, Surveys and Missing Data for Population Health | 3 |
| POP HLTH 752 | Principles of Population Health: Determinants of Health and Health Disparities | 2 |
| POP HLTH 753 | Principles of Population Health: Population Health and Healthcare Systems | 2 |

| | | |
|---|---|---|
| POP HLTH 796 | Introduction to Health Services Research | 3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 798 | Epidemiologic Methods | 3 |
| POP HLTH 820 | Graduate Research Seminar | 1 |
| POP HLTH 830 | Grant Writing for Population Health Sciences | 2 |
| Complete a minimum of 1 credit of course work in "the responsible conduct of research" | | 1 |
| **Breadth** | | **9** |
| **Electives** [1] | | **11** |
| POP HLTH 699 | Independent Reading | |
| POP HLTH 990 | Research | |
| Other courses in consultation with advisor. | | |
| **Total Credits** | | **51** |

[1] Students may count up to 11 credits of POP HLTH 990 Research toward the electives requirement, though they may enroll in more than 11. In addition, students may count up to 6 credits of POP HLTH 699 Independent Reading toward the electives requirement, though they may enroll in more than 6.

### Responsible Conduct of Research Courses

| Code | Title | Credits |
|---|---|---|
| B M I 738 | Ethics for Data Scientists | 1 |
| MED HIST 545 | Ethical and Regulatory Issues in Clinical Investigation (Offered in Fall. MED HIST 545 does not fulfill all the NIH requirements for training in the responsible conduct of research for certain T and F awards.) | 1 |
| MED HIST 950 | Responsible Conduct of Research | 1-2 |
| NURSING 802 | Ethics and the Responsible Conduct of Research (Offered in Spring) | 1 |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | 2 |
| OBS&GYN 955 | Responsible Conduct of Research for Biomedical Graduate Students (Offered in Fall) | 2 |
| MED PHYS 701 | Ethics and the responsible conduct of research and practice of Medical Physics | 1 |
| PATH 755 | Responsible Conduct in Research: Research Ethics, Rigor, Reproducibility and Transparency | 2 |
| Other courses may be substituted as approved by the advisor and director of grad studies | | |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer a maximum of 12 credits of graduate coursework taken from other institutions as a graduate student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from other institutions or UW–Madison may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer a maximum of 12 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

A student not meeting guidelines for satisfactory progress will be placed on probation for one semester and will be reviewed by the steering committee following the probationary semester. Students may be dropped or allowed to continue by the committee based on review of progress during the probationary semester.

## ADVISOR / COMMITTEE

Students must meet with their advisor once each semester for academic advising.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Dissertation is required. Doctoral students have a maximum of five years from the date of passing the preliminary examination to take the final oral examination and deposit the dissertation.

Doctoral degree students who have been absent for five or more consecutive years lose all degree requirements that they have earned before their absence.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)

- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## Grievance Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquiries about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program's grievance advisor is listed on the "Research" tab of the SMPH intranet (https://intranet.med.wisc.edu/).

**Exclusions**

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

**Requirements for Programs**

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member, and will request the name of the grievance advisor annually. The program director will serve as the alternate grievance advisor in the event that the grievance advisor is named in the grievance. The program must notify students of the grievance advisor, including posting the grievance advisor's name on the program's Guide page and handbook.

The grievance advisor or program director may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (https://grad.wisc.edu/current-students/#reporting-incidents) on identifying and reporting other issues have been compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student should contact the program's grievance advisor or program director to discuss the complaint. The student may approach the grievance advisor or program director alone or with a UW-Madison faculty or staff member. The grievance advisor or program director should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor or program director in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 business days from the date the grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
   a. The grievance advisor or program director will convene a faculty committee composed of at least three members to manage the grievance. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition should reflect diverse viewpoints within the program.
   b. The faculty committee, through the grievance advisor or program director, will obtain a written response from the person or persons toward whom the grievance is

directed. The grievance advisor or program director will inform this person that their response will be shared with the student filing the grievance.

c. The grievance advisor or program director will share the response with the student filing the grievance.

d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor or program director will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.

6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SMPH senior associate dean for basic research, biotechnology and graduate studies within 10 business days from the date of notification of the program's faculty committee. The following steps will occur:
    a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
    b. The senior associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the senior associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    c. The senior associate dean or their designee will assemble an ad hoc committee of faculty from outside of the student's graduate program and ask them to prepare a written recommendation on whether to uphold or reverse the decision of the program on the student's initial grievance. The committee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the committee will meet with both the grievant and the person or persons toward whom the grievance is directed.
    d. The senior associate dean or their designee will make a final decision within 20 business days of receipt of the committee's recommendation.
    e. The SMPH Office of Basic Research, Biotechnology, and Graduate Studies must store documentation of the grievance for seven years. Grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and Public Health decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within the designated time periods except when modified by mutual consent. If the student fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# PSYCHOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Psychology, Doctoral Minor (p. 1746)
- Psychology, MS (p. 1747)
- Psychology, PhD (p. 1754)

# PSYCHOLOGY, DOCTORAL MINOR

The Department of Psychology offers broad training aimed at better understanding human behavior, both typical and atypical. At the graduate level, the department provides training in five key areas in the field of psychological science: biological, clinical, cognitive, developmental, and social and personality. The primary goal is to develop critical thinking as it relates to interpretation of experimental observations. This includes an emphasis on quantitative tools used to analyze experimental data.

## ADMISSIONS

# ADMISSIONS

Please contact the graduate program coordinator at gradinfo@psych.wisc.edu or 608-262-2079.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

REQUIREMENTS

## REQUIREMENTS

Students must complete 9 credits of graduate-level coursework, which are courses with the "Grad 50%" designation in Psychology (PSYCH (https://guide.wisc.edu/courses/psych/)). Proseminars and research credits do not satisfy doctoral minor requirements. Students must confirm with the Department of Psychology Director of Graduate Studies or the Graduate Program Manager that a given course will satisfy requirements prior to enrolling in the course.

# PSYCHOLOGY, MS

The Department of Psychology has fostered excellence in research and scholarship for more than 100 years. The department provides graduate students with the best available training to prepare them for a variety of professional careers in academic, clinical, research, and other settings. Emphasis is on both extensive academic training in general psychology and intensive research training in the student's area of concentration.

The department expects students to become creative scientists and to exhibit an early and continuing commitment to research and scholarship. All students initiate a first-year research project and present the results to the entire department in the fall of the second year. Typically, students are admitted for graduate study in psychology only for the PhD program; however, students admitted to psychology may obtain a master's degree after they have completed their first-year research project if they find it necessary to have a degree as formal evidence of progress toward the PhD.

Faculty members and graduate students have many affiliations with other departments, institutes, and training programs: Institute on Aging, Waisman Center, Wisconsin Regional Primate Research Center, Health Emotions Center, Neuroscience Training Program, Keck Neuroimaging Center, Hearing Training Program, Women's Studies Research Center, Institute for Research on Poverty, NSF National Consortium on Violence Research, Mass Communications Research Center, and Survey Research Laboratory. There are strong ties to the departments of Anatomy, Anthropology, Communicative Disorders, Educational Psychology, Entomology, Forest and Wildlife Ecology, Medical Microbiology and Immunology, Industrial Engineering, Ophthalmology, Psychiatry, Sociology, and Zoology.

## FACILITIES

The department has an extraordinary array of research facilities. Virtually all laboratories are fully computer controlled, and the department's general purpose computing facilities are freely available to all graduate students. The Brogden Building and the Harlow Primate Laboratory have special facilities for housing animals, as well as for behavioral, pharmacological, anatomical, immunological, and physiological studies. The department is well-equipped for studies of visual, auditory, and language perception and other areas of cognitive psychology. In addition, the Psychology Department Research and Training Clinic is housed in the Brogden Building. See Research Labs (http://psych.wisc.edu/research-centers/) for further information about individual faculty research labs and facilities. Connections with other departments and research institutes on campus (e.g., W.M. Keck Laboratory for Functional Brain Imaging and Behavior, and others) have been described above.

ADMISSIONS

## ADMISSIONS

Students apply to the Master of Science in Psychology through one of these paths:

- MS Named Option in Data Science in Human Behavior (p. 1748)
- PhD in Psychology (p. 1754)

FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | See Named Option for policy information. |
| Minimum Residence Credit Requirement | See Named Option for policy information. |
| Minimum Graduate Coursework Requirement | See Named Option for policy information. |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | See Named Option for policy information. |
| Assessments and Examinations | None. |
| Language Requirements | None. |

### REQUIRED COURSES

Select a Named Option (p. 1748) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MS in Psychology must select one of the following named options:

View as listView as grid

- **PSYCHOLOGY: DATA SCIENCE IN HUMAN BEHAVIOR, MS (P. 1748)**
- **PSYCHOLOGY: RESEARCH, MS (P. 1751)**

## POLICIES

## POLICIES

Students should refer to one of the named options below for policy information:

- MS Named Option in Data Science in Human Behavior (p. 1748)
- MS Named Option in Research (p. 1751) (non-admitting)
- PhD in Psychology (p. 1754)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Develop a proficiency in statistical analysis and experimental design relevant to research on human behavior
2. Develop critical thinking skills for research in human behavior
3. Develop skills communicating experimental results
4. Develop a broad understanding of the field of Psychology

# PSYCHOLOGY: DATA SCIENCE IN HUMAN BEHAVIOR, MS

This is a named option within the Psychology, MS. (p. 1747)

This program is designed to train students who have an undergraduate degree in a core behavioral science (e.g., Psychology, Economics, Sociology) to use modern data-science tools to address questions regarding human behavior. These skills are highly in demand by business, government and non-profit organizations to better understand how people act and interact with products, advertisement and societal policies. The program is designed to be completed in four semesters of full-time study. It culminates in one semester of placement with companies or other organizations to conduct an applied capstone project.

Graduate students in this program are not permitted to accept any research, project, or teaching assistantship positions that would waive tuition or provide tuition remission.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | March 31 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 1 |

Applicants holding a bachelor's degree in the social sciences, a strong statistics, and behavioral science research background are encouraged to apply for admission to the graduate program in data science in human behavior. Previous computational experience will enhance your application, but is not required.

Apply via the Graduate School online application (https://grad.wisc.edu/apply/).

### APPLICATION CHECKLIST

A complete application includes the following items:

1. Statement of purpose: Your essay should be a concise description of your reasons for choosing Data Science in Human Behavior at the University of Wisconsin-Madison (not to exceed two pages). Please include your behavioral data science interests and career goals as well as a description of your preparation for graduate study including relevant coursework, related employment, research experience, publications, presentations, awards, honors as well

as any demonstrated interest in computational techniques and computational experience. For more information about the statement of purpose and application process, see the program website (https://datascience.psych.wisc.edu/admissions/).

2. Supplementary application: You will be asked to provide any previous research experiences; provide course details (grade earned, semester completed, course title(s)) for any math and statistics courses, research methods courses, and any computational courses. For additional information about the supplemental application, see the program website (https://datascience.psych.wisc.edu/admissions/).
3. Unofficial transcripts (https://datascience.psych.wisc.edu/admissions/): Unofficial transcripts from all previous postsecondary studies are required. International academic records must be submitted in the original language and accompanied by an English translation. If an applicant is recommended for admission, the Graduate School will ask applicants to request official transcripts be sent to the Graduate School from the undergraduate institution.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 33 credits |
| Minimum Residence Credit Requirement | 30 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None. |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Design and Analysis** | | |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | 4 |
| PSYCH 710 | Design and Analysis of Psychological Experiments II | 4 |
| **Proseminar** | | |
| Students must complete the following course in their first two semesters (Fall and Spring). | | 2 |
| PSYCH 709 | Proseminar in Data Science in Human Behavior | |
| **Tools and Application** | | |
| PSYCH 750 | Programming for Human Behavioral Data Science | 3 |
| PSYCH 752 | Applied Machine Learning for Behavioral Data Science | 3 |
| PSYCH 755 | Environments and Tools for Large-Scale Behavioral Data Science | 3 |
| **Capstone** | | |
| PSYCH 790 | Capstone I | 5 |
| PSYCH 791 | Capstone II | 3 |
| **Electives** | | |

| | | |
|---|---|---|
| Students must complete at least 6 credits from the following courses: | | 6 |
| PSYCH 711 | Current Topics in Psychology | |
| PSYCH 704 | Proseminar in Clinical Psychology | |
| PSYCH 701 | Proseminar in Perception, Cognition, and Cognitive Neuroscience | |
| PSYCH 720 | Essentials of Cognitive Neuroscience | |
| PSYCH/ COMP SCI/ ED PSYCH 770 | Human-Computer Interaction | |
| PSYCH/B M I/ COMP SCI 841 | Computational Cognitive Science | |
| COMP SCI 564 | Database Management Systems: Design and Implementation | |
| COMP SCI 744 | Big Data Systems | |
| COMP SCI/ E C E 763 | Trustworthy Artificial Intelligence | |
| COMP SCI 765 | Data Visualization | |
| COMP SCI 784 | Foundations of Data Management | |
| COMP SCI 838 | Topics in Computing | |
| ECON 410 | Introductory Econometrics | |
| E C E 379 | Special Topics in Electrical and Computer Engineering (Topic: Data Science and Engineering) | |
| **Total Credits** | | **33** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Students are not allowed to transfer credits of graduate coursework from other institutions.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, no more than 3 credits of coursework numbered 300 or above from a UW–Madison undergraduate degree are allowed to transfer in fulfillment of the 6 credit elective course requirement. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW- Madison. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. Credits from other undergraduate institutions will not be allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer up to 3 credits of coursework numbered 300 or above taken as a University Special student that can be applied towards the 6 credit elective course requirement. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Credits earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and

conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# PSYCHOLOGY: RESEARCH, MS

This is a named option within the Psychology, MS. (p. 1747)

This is a non-admitting program that will continue to serve as the standard research-oriented MS program associated with the doctoral program in Psychology. Any students who are on track to be awarded the standard/research MS upon exit from the doctoral program, or who wish to be awarded this degree upon completion of the requirements as they proceed to doctoral study, may be moved into this option when it is available.

# ADMISSIONS

## ADMISSIONS

This master's degree is offered for work leading to the PhD. Students may not apply directly for the named option in Research and should instead see the admissions information for the PhD (p. 1754).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students are required to take PSYCH 610 and PSYCH 710. Students must earn a grade of B or better in both PSYCH 610 and PSYCH 710. |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

Students are required to take two semesters of statistics/methods (PSYCH 610 and PSYCH 710). Two of the six additional courses should be outside the student's area of research expertise. Students must also complete a required First-Year Project. Students must register and attend a Proseminar meeting each academic year semester (fall/spring) during their first three years. Students are encouraged to continue to register and attend a proseminar in later years while in residence. Students must reach 30 credits to earn the masters.

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | 4 |
| PSYCH 710 | Design and Analysis of Psychological Experiments II | 4 |
| PSYCH 621 | Mentored Research and Seminar ("Meet the Faculty") | 1 |
| PSYCH 990 | Research (1 credit every semester ) | 1-8 |
| **Proseminar** | | |
| Attend Area Group Weekly Meeting | | 1-4 |
| PSYCH 701 | Proseminar in Perception, Cognition, and Cognitive Neuroscience | |
| PSYCH 704 | Proseminar in Clinical Psychology | |
| PSYCH 703 | Proseminar in Social Psychology | |
| PSYCH 706 | Proseminar in Developmental Psychology | |
| PSYCH 707 | Proseminar in Biological Psychology | |
| **Additional Coursework** | | |
| Additional courses chosen with faculty advisor: See examples below | | 1-9 |
| PSYCH 711 | Current Topics in Psychology | |
| PSYCH 728 | Classic Issues in Social Psychology | |
| PSYCH 733 | Perceptual and Cognitive Sciences | |
| **Total Credits** | | **30** |

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Applying prior coursework toward the graduate degree is allowed only in exceptional circumstances. In total, only 6 credits maximum may be applied from prior coursework, including any prior coursework from graduate credits earned at other institutions. Coursework earned ten or more years prior to admission to the program may not be used to satisfy master's degree requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Applying prior coursework toward the graduate degree is allowed only in exceptional circumstances. In total, only 6 credits maximum may be applied from prior coursework, including any prior coursework from undergraduate credits earned at other institutions or UW–Madison. Coursework earned ten or more years prior to admission to the program may not be used to satisfy master's degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Applying prior coursework toward the graduate degree is allowed only in exceptional circumstances. In total, only 6 credits maximum may be applied from prior coursework, including any prior coursework earned as a University Special student at UW–Madison. Coursework earned ten or more years prior to admission to the program may not be used to satisfy master's degree requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

12 credits

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress

- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# PSYCHOLOGY, PHD

Psychology offers six areas of concentration (known as area groups): biological, clinical, cognitive and cognitive neuroscience, developmental, perception, and social and personality. Although there is a good deal of collaboration and interaction across groups, each area of concentration has its own requirements for graduate study and students are typically admitted into one of these areas of concentration.

Although most incoming graduate students' interests fall within these six areas of concentration, some do not. That some students' interests cut across disciplinary area groups and/or interface with other programs on campus is to be expected in a top-notch department because the boundaries of psychology itself are in flux. An innovative feature of the program is the Individualized Graduate Major designed for those graduate students who do not find a niche in the current area group structure and, instead, wish to cross area group lines and/or incorporate substantial training from other programs in their psychology graduate work. It is important to emphasize that the Individualized Graduate Major leads to a psychology PhD and is not appropriate for students whose graduate study does not emphasize psychological science. Such students are advised to pursue a PhD in another program or a committee degree.

Faculty members and graduate students have many affiliations with other departments, institutes, and training programs: Institute on Aging, Waisman Center, Wisconsin Regional Primate Research Center, Health Emotions Center, Neuroscience Training Program, Keck Neuroimaging Center, Hearing Training Program, Center for Research on Gender and Women, Institute for Research on Poverty, NSF National Consortium on Violence Research, Mass Communications Research Center, and Survey Research Laboratory. There are strong ties to the departments of Anatomy, Anthropology, Communicative Disorders, Educational Psychology, Entomology, Forest and Wildlife Ecology, Medical Microbiology and Immunology, Industrial Engineering, Ophthalmology, Psychiatry, Sociology, and Zoology.

## BIOLOGY OF BRAIN AND BEHAVIOR

The *biological psychology* area encompasses the subdisciplines of behavioral neuroscience and animal behavior. Students sponsored by faculty in this area are trained in theory and methods required for understanding the biological bases of behavior. The doctoral track in behavioral neuroscience provides research training in specific methods and techniques needed to assess brain and peripheral physiological mechanisms. Topic areas investigated by program faculty include psychoneuroimmunology, hormone–behavior relationships, neurobiology of stress and arousal, sensory processes, and the neural organization of the cerebral cortex. Age-related changes during development, and the impact of stress on health and behavior are also important foci. Students learn modern surgical, neuroanatomical, neurophysiological, neuroimaging

(PET, MRI), immunohistochemical, pharmacological, and behavioral techniques. Training in hormone and immune assays, or cellular recording, are also provided when required for the student's research. Conceptual issues, such as experimental design, and the relevance to human clinical and social conditions are emphasized.

Students sponsored by faculty in this area are trained in theory and methods required for understanding the biological bases of behavior. The doctoral track in behavioral neuroscience provides training in specific research methods and techniques needed to assess brain and peripheral physiological mechanisms. Our students can also pursue training in theories and methodologies involved in the study of animal behavior. Coursework and research provide a unique interdisciplinary experience with a strong emphasis on evolutionary/ecological principles and proximate mechanisms, including communication and the role of hormones and social relationships underlying the expression of behavior. Our goal is to train outstanding students with a special interest in integrating knowledge across traditional discipline lines.

Many facilities are available for graduate training, including the department's Harlow Primate Laboratory, internationally known for its studies of primate development and learning. Many primate projects also take advantage of the neuroimaging resources at UW and benefit from the Wisconsin National Primate Research Center with its large rhesus monkey and marmoset colonies. Within the Brogden Psychology Building, research programs utilize many other small animal species.

Our program continues to grow and incorporate new perspectives. Our students and faculty interact and collaborate with the Departments of Anthropology, Comparative Biosciences, Psychiatry, Wildlife Ecology, and Zoology, as well as the Neurosciences Training Program, Institute on Aging, and Center for Excellence in Women's Health Research. The University of Wisconsin provides a diverse and stimulating academic environment for training in Biological Psychology.

# CLINICAL PSYCHOLOGY

The training model for the UW–Madison doctoral program in clinical psychology is that of a scientist–practitioner. Based on the program's endorsement of a scientist–practitioner model, the educational plan focuses on two major and interrelated goals that integrate science and practice:

1. to produce graduates who have the requisite knowledge, skills, and experience to create and disseminate new knowledge about the processes and mechanisms underlying psychopathology; and
2. to produce graduates who have the requisite knowledge and skills for entry into the practice of professional clinical psychology and who understand and appreciate the importance of an empirical basis to clinical practice.

The program uses a mentor model for research training; applicants are admitted to the program based in part on how closely their research interests are aligned with that of current faculty. The close working relationship between the faculty mentor and the graduate student is one of the mechanisms that serves to integrate theory and research with the applied training. Coursework and practicum experiences comprise the other mechanisms that foster the integration of science and practice.

The interests of and methods utilized by faculty vary widely but all share the common goal of pursuing innovative, cutting edge analyses of major forms of psychopathology. The program also offers excellent clinical training and in the course of their tenure in the program, graduate students in clinical psychology develop expertise in both assessment and treatment of psychopathology. However the student who is not deeply committed to research and scholarship will, in all likelihood, not be satisfied with the Wisconsin Clinical Program.

During their stay, clinical graduate students complete courses in assessment, clinical research methods, and a sequence of clinical core courses covering the etiology and treatment of psychopathology, in addition to statistics/methodology courses and coursework in nonclinical areas both in and outside of the department. The required curriculum may take more than five years to complete. The clinical program is situated in a world-class department that includes area groups in biology of brain and behavior, cognitive and cognitive neuroscience, developmental, perception, and social and personality. In addition, an Emotion Training Program within the department cuts across all other area groups and is supported by an NIMH training grant. Many clinical students and faculty are involved in various aspects of the Emotion Training Program. Clinical students have access to an extensive range of opportunities through collaborations with other units on campus including the Waisman Center, an interdisciplinary research institute for developmental research; the Institute on Aging; the Waisman Laboratory for Brain Imaging and Behavior; the Department of Psychiatry; and other departments in the Medical School, College of Letters & Science, and the School of Education.

A major goal of the program is to integrate students' clinical and research activities. Students begin their clinical practicum in the Psychology Department Research and Training Clinic (https://psych.wisc.edu/graduate-program/clinical-psychology-program/research-and-training-clinic/) during their third year in the program and typically continue such practicum training throughout the remainder of their graduate careers. An important component of clinical training is the "Small Group Practicum" in which various clinical professors supervise practicum activities on topics related to their own areas of interest. In the summer following the third academic year, the student is appointed to a clerkship in one of the several agencies that cooperate with the department in providing practicum training. Finally, all clinical students obtain at least one full year of full-time clinical experience in an approved internship facility. Whereas many students obtain internships at various of the better-known training centers around the country, other students complete their internships at one of the excellent local sites. Virtually all clinical graduate students have received financial support while in residence in the graduate program.

# COGNITIVE AND COGNITIVE NEUROSCIENCE (CCN)

The study of cognition and perception has undergone explosive growth during the past decade with exciting developments in psychology and related fields and with new techniques for studying mind and brain. The *cognitive and perceptual sciences* (CPS) area group provides a unique and stimulating graduate school experience for students interested in an interdisciplinary approach to cognition and perception. Faculty members combine expertise in cognition and perception with a broad arsenal of methods including experimental, developmental, computational, and biological approaches. This breadth in methodologies is paralleled by breadth across disciplines of communicative disorders, educational psychology, and neuroscience. Areas of exceptional strength in cognition include language development, speech perception, neural representation of language and memory, gesture, higher-level comprehension, music cognition, problem solving, and embodied cognition. Research in hearing and vision includes perceptual development, perception of complex sounds, perception of 3-D layout and auditory space, attention, and neural processing of auditory and visual objects and events. Laboratory

facilities are comprehensive and fully state of the art, enhanced by unique opportunities for training in neuroimaging at the Keck Laboratory for Functional Brain Imaging and in developmental methods at the Waisman Center. The program is committed to maintaining a collegial environment in which students collaborate with faculty in developing their research programs. Graduates with a PhD from the program maintain careers as university or college professors, or as researchers at public or corporate laboratories.

# DEVELOPMENTAL PSYCHOLOGY

Research in the *developmental* area group focuses on the interrelationships of biological, environmental, and behavioral processes throughout the life span, and on the mechanisms and processes of change. The program emphasizes interdisciplinary studies and allows graduate students flexibility in designing a program of study consonant with their goals and interests. One central part of the developmental program is a weekly lunch meeting, in which students and faculty present ongoing research and discuss current topics in the field. Students in the program focus on cognitive, emotional, language, perceptual, personality, social development, or relations between these areas. Within these content domains, students and faculty conduct research on both typical and atypical development, and work with individuals representing a wide range of ages, including infants, preschool and school-age children, adolescents, adults, and the elderly. Specific faculty research interests include the development of mathematical reasoning and problem solving, development of visual perception and attention, developmental behavioral genetics, gender role development, developmental psychopathology, resiliency in adulthood and aging, and language acquisition.

Participants in research studies are drawn from an unusually wide variety of sources, including local preschools and day care centers; public, and private schools in the Madison area; the Dane County Division of Children, Youth, and Families; the Wisconsin Longitudinal Survey; University of Wisconsin Hospitals and Clinics; and the Institute on Aging. Many developmental faculty are affiliated with the Waisman Center on Human Development, which provides a database of typically developing infants and children with developmental disabilities.

# SOCIAL AND PERSONALITY PSYCHOLOGY

The program is designed to train students for research on the cutting edge of the fields of *social and personality psychology*. The curriculum consists of a series of courses and seminars designed to provide students with a thorough introduction to the fields of social and personality psychology. This coursework is complemented by courses that provide the methodological and statistical skills necessary for several kinds of research. The primary emphasis is on experimental laboratory research, but training is also provided in field research, longitudinal studies, observational methods, and archival research. There are also opportunities to pursue theoretical issues in various applied areas (e.g., education, health psychology). The goal is to train students for productive academic careers in university settings. Students are provided with the opportunity to work collaboratively with one or more faculty members on a variety of research topics, including acculturation, achievement behavior, attitudes, competition, culture and cognition, emotion, goals and self-regulation, interest and intrinsic motivation, social cognition, social perception, social neuroscience, and stereotypes, prejudice and intergroup relations. Students are also encouraged to develop their own independent lines of research.

Additional resources are available to students from outside the psychology department. The social psychology program in the sociology department shares faculty members and courses with the program in psychology and offers seminars that supplement those taught in psychology. In addition, resources are provided by the Mass Communications Research Center, the Institute for Research on Poverty, and the Survey Research Laboratory.

# FACILITIES

The department has an extraordinary array of research facilities. Virtually all laboratories are fully computer controlled, and the department's general purpose computing facilities are freely available to all graduate students. The Brogden Building and the Harlow Primate Laboratory have special facilities for housing animals, as well as for behavioral, pharmacological, anatomical, immunological, and physiological studies. The department is well-equipped for studies of visual, auditory, and language perception and other areas of cognitive psychology. In addition, the Psychology Department Research and Training Clinic is housed in the Brogden Building. See Research Labs (http://psych.wisc.edu/research-centers/) for further information about individual faculty research labs and facilities. Connections with other departments and research institutes on campus (e.g., W.M. Keck Laboratory for Functional Brain Imaging and Behavior, and others) have been described above.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

An applicant is admitted into the program by an individual faculty member or by an area group (i.e., a group of faculty members associated with a major area of concentration) and not by the department as a whole, nor by an admissions committee. Because these programs tend to

be small, they may not admit students in a particular year. Applicants interested in a particular program or working with a particular faculty member should reference graduate program (http://psych.wisc.edu/graduate-program/) on the psychology website or contact individual faculty members to determine if admissions are likely for that year.

Each faculty member and area group give preference to applicants who have a high potential for success in graduate school and who also share research interests with the prospective faculty sponsor. Applicants should consider carefully the description of faculty research interests, read several of their publications, and consult with faculty and advisors at the undergraduate institution before applying to the program. Whereas most applicants have majored in psychology, the department gives full consideration to applicants with undergraduate majors in other relevant areas.

Given its commitment to students, the Department of Psychology takes seriously its responsibility when admitting an applicant. Every piece of information is considered carefully. Students are selected on the basis of record of academic achievement, references, evidence of motivation and ability to do research, and also the fit between faculty and student research interests.

Information regarding application deadlines is on the program website (http://psych.wisc.edu/graduate-program/admission-and-requirements/). Applicants should have a completed application in by the deadline to ensure full consideration. Most applicants admitted into the program are supported by either a research or project assistantship, teaching assistantship, or fellowship.

### ADMISSION SELECTION CRITERIA

Although individual faculty members and area groups decide who will be admitted, the psychology department sets certain minimum standards that must be met by those admitted to the graduate program. These are an undergraduate grade point average (GPA) of at least 3.0 on a 4.0 scale.

Consideration for admission is highly competitive. The department receives approximately 700 applications each year and less than 3% percent are admitted to the program. Applicants who fall below the minimum standards set by the department may still be admitted where there is clear justification.

Undergraduate research experience is highly valued in applicants to the program and greatly enhances their chances of admission. Such research experience provides an opportunity to discover whether research is of interest and provides evidence of motivation and ability to do research.

Three references are required and are read very carefully. Good letters in favor of the applicant are essential and should be provided by faculty who know the applicant fairly well. The references should provide information that will evaluate potential for graduate work beyond that revealed by the GPA. For example, a reference from a professor who writes about a student's unique skills, research abilities, and motivation is more influential than a reference that says the student received an "A" and was "very pleasant." Thus, references from faculty the applicant has worked with on a research project or senior thesis carry more weight in making a decision to admit.

In addition to references and grades, the faculty also consider carefully the personal statement. Applicants should describe in the personal statement any prior research experience and their role in that research.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Many students also receive NSF or NIH predoctoral fellowships and other awards during their course of study within the program. To support professional development, small grants fund student research and travel to present work at national conferences. The department hosts two training grants from NIH, one focused on Emotion and one focused on Language, that each support several predoctoral students.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 60 credits |
| Minimum Residence Credit Requirement | 54 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students are required to take PSYCH 610 and PSYCH 710. Students must earn a grade of B or better in both PSYCH 610 and PSYCH 710. |
| Assessments and Examinations | Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | Contact the program for information on any language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

Students are required to take two semesters of statistics/methods (PSYCH 610 and PSYCH 710) and six additional courses. Two of the six additional courses should be outside the student's area of research expertise. Students must also complete a required First-Year Project. Students must register for and attend a Proseminar meeting each academic year semester (fall/spring) during their first three years. Students are encouraged to continue to register for and attend a proseminar in later years while in residence.

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| PSYCH 610 | Design and Analysis of Psychological Experiments I | 4 |
| PSYCH 710 | Design and Analysis of Psychological Experiments II | 4 |
| PSYCH 621 | Mentored Research and Seminar ("Meet the Faculty") | 1 |
| **Proseminar** | | |
| Register and attend area group weekly meeting. | | 6-12 |
| PSYCH 701 | Proseminar in Perception, Cognition, and Cognitive Neuroscience | |
| PSYCH 704 | Proseminar in Clinical Psychology | |
| PSYCH 707 | Proseminar in Biological Psychology | |
| PSYCH 703 | Proseminar in Social Psychology | |
| PSYCH 706 | Proseminar in Developmental Psychology | |
| PSYCH 709 | Proseminar in Data Science in Human Behavior | |
| **Additional Required Courses** | | |
| At minimum, complete 6 courses chosen with faculty advisor, including two courses outside of area of research expertise. Example of courses include the following: | | 18-24 |
| PSYCH 711 | Current Topics in Psychology | |
| PSYCH 733 | Perceptual and Cognitive Sciences | |
| PSYCH 740 | Clinical I: Assessment, Etiology, and Treatment (Clinical Psychological Science pathway) | |
| PSYCH 741 | Clinical II: Assessment, Etiology, and Treatment (Clinical Psychological Science pathway) | |
| PSYCH 800 | Cognitive & Neuropsychological Assessment for Diagnosis (Clinical Psychological Science pathway) | |
| PSYCH 930 | Seminar-Social Psychology | |
| **Breadth** | | **9** |
| **Research** | | |
| At minimum, complete 1 credit every semester of the following: | | 6-32 |
| PSYCH 990 | Research | |
| **Total Credits** | | **60** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Applying prior coursework toward the graduate degree is allowed only in exceptional circumstances. In total, only 6 credits maximum may be applied from prior coursework, including any prior coursework from graduate work from other institutions, from a UW–Madison undergraduate degree or from the UW–Madison University Special career. Coursework earned ten or more years prior to admission to the program may not be used to satisfy doctoral degree requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Applying prior coursework toward the graduate degree is allowed only in exceptional circumstances. In total, only 6 credits maximum may be applied from prior coursework, including any prior coursework from graduate work from other institutions, from a UW–Madison undergraduate degree or from the UW–Madison University Special career. Coursework

earned ten or more years prior to admission to the program may not be used to satisfy doctoral degree requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Applying prior coursework toward the graduate degree is allowed only in exceptional circumstances. In total, only 6 credits maximum may be applied from prior coursework, including any prior coursework from graduate work from other institutions, from a UW–Madison undergraduate degree or from the UW–Madison University Special career. Coursework earned ten or more years prior to admission to the program may not be used to satisfy doctoral degree requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the

chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Develop a broad understanding of the field of Psychology.
2. Develop a deep understanding of the theory and literature combined with critical thinking skills.
3. Develop a proficiency in experimental design and statistical analyses relevant to psychological research.
4. Acquire expertise in the oral and written communication of experimental findings.
5. Clinical students will receive broad training in the theory and practice of clinical psychology.

## ACCREDITATION

# ACCREDITATION

American Psychological Association (http://www.apa.org/)

Accreditation status: Accredited. Next accreditation review: 2029.

Psychological Clinical Science Accreditation System (https://www.pcsas.org/)

Accreditation status: Accredited. Next accreditation review: 2034.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

### CLINICAL PSYCHOLOGICAL SCIENCE PATHWAY [1]

Students pursuing the limited enrollment accredited Clinical Psychological Science pathway in the program complete the requirements for the doctoral program with specified coursework comprising Foundations in Clinical Psychological Science within the first two years of matriculation, as well as Advanced Clinical Psychological Science. Coursework includes the etiology and treatment of psychopathology, the theory and application of clinical assessment, clinical research methods, statistics/methodology courses, as well as other coursework in nonclinical areas both in and outside of the department. Working from this foundation, students may complete an approved internship or engage in further research.

To achieve this, students generally complete the following:

Requirements:

- Three required doctoral program courses as noted in the Requirements tab
- Weekly area proseminar for at least their first three years (students on the Clinical Psychological Science pathway students must take the CPS area group meeting)
- Area of specialization credit (in CPS area courses)
- Research Credit to complete doctoral study/thesis

Students pursuing licensure also complete (see course list below for corresponding coursework):

1. Breadth requirement with the following American Psychological Association (APA) approved breadth coursework.
2. Clinical Placement
3. Predoctoral Internship

| Code | Title | Credits |
|---|---|---|
| **Breadth Requirement** | | |
| PSYCH 711 | Current Topics in Psychology | 2-3 |
| PSYCH 720 | Essentials of Cognitive Neuroscience | 3 |
| ED PSYCH/ HDFS 725 | Theory and Issues in Human Development | 3 |
| PSYCH 728 | Classic Issues in Social Psychology | 3 |
| COUN PSY/ ED PSYCH/ RP & SE 737 | Seminar in History and Systems of Psychology | 3 |
| **Clinical Placement** | | |
| PSYCH 805 | Field Work in Clinical Psychology | 1-3 |
| **Predoctoral Internship** | | |
| PSYCH/COUN PSY/ ED PSYCH 995 | Predoctoral Internship | 0 |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

# REAL ESTATE AND URBAN LAND ECONOMICS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE PROFESSIONAL/ CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Business: Real Estate and Urban Land Economics, MBA (p. 1761)
- Business: Real Estate and Urban Land Economics, MS (p. 1766)

# BUSINESS: REAL ESTATE AND URBAN LAND ECONOMICS, MBA

**The Business: Real Estate and Urban Land Economics, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. Together Forward!

Wisconsin's two-year MBA in Business: Real Estate and Urban Land Economics offers a holistic and in-depth real estate graduate education you won't get anywhere else: world-class faculty in the classroom, hands-on projects and case studies, and domestic and international travel opportunities. Students have the opportunity to pursue a specialization such as Applied Real Estate Investment (AREIT), Private Equity (PE), or Affordable Housing and Sustainable Development or focus on development and complementary approved electives through the Core path. You'll interact with cutting-edge real estate faculty and influential alumni and other leaders in the real estate industry. Together, they make up a powerful network that connects and complements your experience in the program and beyond. *U.S. News & World Report* ranks Wisconsin MBA in real estate in the top five in the U.S. See the program website (https://business.wisc.edu/graduate/mba/full-time/specializations/real-estate/) for more information.

## ADMISSIONS

# ADMISSIONS

**The Business: Real Estate and Urban Land Economics, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/mba/full-time/admissions (https://business.wisc.edu/graduate/mba/full-time/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), or the Intensive English as a Second Language (IELTS). A minimum iBT TOEFL score of 100 or equivalent, computer-based PTE score of 73 or equivalent, or IELTS score of 7.5 or equivalent, obtained within two years of the intended start term, is required. International applicants who have completed a degree at an institution whose primary language of instruction was English may request a waiver of this requirement on the application. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 1* |

* Submission of a second letter of recommendation is optional.

Admission consideration for the MBA program requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. The School of Business prefers a minimum of two years of professional work experience along with a strong undergraduate performance. In addition to academic credentials, a GMAT or GRE score, and work experience, personal achievements, motivation, communication skills (written and oral), and recommendation letters are all considered in the admission process at the Master's and doctoral levels.

**Note:** The Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) must have been taken within five years prior to receiving an offer of admission or the student must apply for a waiver.

## HOW TO APPLY

Students interested in Business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/mba/full-time/admissions/)

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 52 credits |
| Minimum Residence Credit Requirement | 46 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

This degree allows students to select one or more areas of focus as they pursue their degree. The paths are as follows:

- Path I - Core
- Path II - Applied Real Estate Investment
- Path III - Private Equity Investment
- Path IV - Affordable Housing and Sustainable Development

These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Path I - Core

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Specialization Courses** | | |
| REAL EST 411 | Real Estate Excel Modeling | 1 |
| REAL EST 412 | Real Estate ARGUS Modeling | 1 |

| | | |
|---|---|---|
| REAL EST 710 | Real Estate Finance | 3 |
| REAL EST 715 | Techniques of Real Estate Valuation | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| REAL EST 750 | Commercial Property Development | 3 |
| REAL EST 760 | Lawyering the Development Deal: A Practical Guide to Real Estate Law | 3 |
| or REAL EST 425 | Real Estate Law | |
| Approved Electives (see list below for possible course options)* | | 18 |
| **Total Credits** | | **52** |

## Path II - Applied Real Estate Investment

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Specialization Courses** | | |
| REAL EST 411 | Real Estate Excel Modeling | 1 |
| REAL EST 412 | Real Estate ARGUS Modeling | 1 |
| REAL EST 540 | Public Real Estate Equity Investment | 3 |
| REAL EST 710 | Real Estate Finance | 3 |
| REAL EST 715 | Techniques of Real Estate Valuation | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| REAL EST 750 | Commercial Property Development | 3 |
| REAL EST 760 | Lawyering the Development Deal: A Practical Guide to Real Estate Law | 3 |
| or REAL EST 425 | Real Estate Law | |
| REAL EST 841 | Applied Real Estate Investment Track (AREIT) I | 6 |
| REAL EST 842 | Applied Real Estate Investment Track (AREIT) II | 3 |
| Approved Electives (see list below for possible course options)* | | 6 |
| **Total Credits** | | **52** |

## Path III - Private Equity Investment

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Specialization Courses** | | |
| REAL EST 411 | Real Estate Excel Modeling | 1 |
| REAL EST 412 | Real Estate ARGUS Modeling | 1 |
| REAL EST 550 | Private Real Estate Equity Investment I: Analysis and Structures | 3 |
| REAL EST 710 | Real Estate Finance | 3 |
| REAL EST 715 | Techniques of Real Estate Valuation | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| REAL EST 750 | Commercial Property Development | 3 |
| REAL EST 760 | Lawyering the Development Deal: A Practical Guide to Real Estate Law | 3 |
| or REAL EST 425 | Real Estate Law | |
| REAL EST 851 | Private Real Estate Equity Investment II: Underwriting and Investment Processes | 6 |
| REAL EST 852 | Private Real Estate Equity Investment III: Guidelines, Governance, and Portfolios | 3 |
| Approved Electives (see list below for possible course options)* | | 6 |
| **Total Credits** | | **52** |

## Path IV - Affordable and Sustainable Housing Development

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Specialization Courses** | | |
| REAL EST 411 | Real Estate Excel Modeling | 1 |
| REAL EST 412 | Real Estate ARGUS Modeling | 1 |
| REAL EST 560 | Affordable Housing | 3 |
| REAL EST 710 | Real Estate Finance | 3 |
| REAL EST 715 | Techniques of Real Estate Valuation | 3 |

| | | |
|---|---|---|
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| REAL EST 760 | Lawyering the Development Deal: A Practical Guide to Real Estate Law | 3 |
| or REAL EST 425 | Real Estate Law | |
| REAL EST 651 | Green - Sustainable Development | 3 |
| REAL EST 765 | Contemporary Topics | 3 |
| Approved Electives (see list below for possible course options)* | | 12 |
| **Total Credits** | | **52** |

### *Approved Electives

| Code | Title | Credits |
|---|---|---|
| REAL EST 425 | Real Estate Law | 3 |
| REAL EST 530 | Real Estate Investment Analysis | 3 |
| REAL EST 540 | Public Real Estate Equity Investment | 3 |
| REAL EST 550 | Private Real Estate Equity Investment I: Analysis and Structures | 3 |
| REAL EST 611 | Residential Property Development | 3 |
| REAL EST 640 | Real Estate Capital Markets | 3 |
| REAL EST 651 | Green - Sustainable Development | 3 |
| REAL EST 661 | Real Estate Investment Analysis and Presentation | 3 |
| REAL EST 750 | Commercial Property Development | 3 |
| REAL EST 760 | Lawyering the Development Deal: A Practical Guide to Real Estate Law | 3 |
| REAL EST 765 | Contemporary Topics | 1-3 |
| REAL EST 799 | Reading and Research-Urban Land Economics | 1-6 |
| ACCT I S 603 | Financial Statement Analysis | 3 |
| CIV ENGR 451 | Architectural Design | 3 |
| CIV ENGR 461 | Construction Project Management | 3 |
| CIV ENGR 571 | Urban Transportation Planning | 3 |
| FINANCE 635 | Business Valuation | 3 |
| FINANCE 757 | Entrepreneurial Finance | 2-3 |
| PUB AFFR 820 | Community Economic Analysis | 3 |
| PUB AFFR 891 | State and Local Government Finance | 3 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | 3 |
| OTM 752 | Project Management | 1-3 |
| OTM 770 | Sustainable Approaches to System Improvement | 4 |
| R M I 660 | Risk Analytics and Behavioral Science | 3 |
| URB R PL 411 | Marketplaces and Entrepreneurship | 3 |
| URB R PL 512 | Gentrification and Urban Restructuring | 3 |
| URB R PL 601 | Site Planning | 3 |
| URB R PL/ C&E SOC/SOC 617 | Community Development | 3 |
| URB R PL/LAW 830 | Land Use Controls | 3 |
| URB R PL 844 | Housing and Public Policy | 3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program and department approval, students may transfer up to 6 credits of graduate coursework completed two years prior to admission at an AACSB accredited institution, in which a grade of B or better was earned.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

On a case-by-case basis the program and department may transfer coursework, but students must still meet the minimum credit requirements. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No credits earned as a University Special Student at UW-Madison are allowed to transfer toward the degree.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

## OTHER

Students are expected to be enrolled full-time for all semesters. Exceptions may be granted in the final semester.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Gather, process and analyze market, linkage and macroeconomic data for the purpose of forecasting real estate trends, communicating the big picture and making prudent investment decisions.
2. Understand how to optimally source capital to execute on growth and development opportunities, prepare for and manage the crises and contingencies that pervade real estate ventures, and improve efficiencies in the operation of revenue generating properties.
3. Apply appropriate structures, techniques, and processes to manage or lead a real estate group or enterprise.
4. Recognize, measure, and create value in real estate in the strict respect of all ethical and legal norms and with full awareness of their responsibility to the communities, investors, public policy makers and users they aspire to serve as real estate professionals.
5. Develop a deeper network with local, regional and international professionals to gather market data, perspectives, investment ideas and employment leads.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026-2027.

# BUSINESS: REAL ESTATE AND URBAN LAND ECONOMICS, MS

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive WSB alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. Together Forward!

# NAMED OPTION IN REAL ESTATE AND URBAN ECONOMICS

The MS–Business: Real Estate and Urban Economics offers a holistic and in-depth real estate graduate education you won't get anywhere else: world-class faculty in the classroom, hands-on projects and case studies, internships, and domestic and international travel opportunities. Students have the opportunity to pursue a specialization such as Applied Real Estate Investment (AREIT), Private Equity (PE), or Affordable and Sustainable Housing Development, or focus on development and complementary electives through the Core path. With support from the James A. Graaskamp Center for Real Estate (https://business.wisc.edu/centers/graaskamp/), you will gain knowledge and make industry connections to pursue the real estate career path of your choice. See the Guide page (p. 1771) for more information.

# NAMED OPTION IN GLOBAL REAL ESTATE (GREM)

The Global Real Estate Master (GREM) program brings together students from top international business programs and the best in real estate education to provide the unique preparation needed to become a global leader. The GREM program is designed for those who would like to work anywhere in the real estate industry. Students will learn principles of real estate, finance, and development that apply universally and will be exposed to the variety of opportunities the global real estate industry offers. See the Guide page (p. 1768) for more information.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Real Estate and Urban Land Economics through one of the named options:

- Global Real Estate (p. 1768)
- Real Estate and Urban Economics (p. 1771)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Select a N (p. 1767)amed Option (http://guide.wisc.edu/graduate/real-estate-urban-land-economics/business-real-estate-urban-land-economics-ms/#NamedOptions) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the MS in Business: Real Estate and Urban Land Economics must select one of the following named options:

View as listView as grid

- **BUSINESS: REAL ESTATE AND URBAN LAND ECONOMICS: GLOBAL REAL ESTATE, MS (P. 1768)**
- **BUSINESS: REAL ESTATE AND URBAN LAND ECONOMICS: REAL ESTATE AND URBAN ECONOMICS, MS (P. 1771)**

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Gather, process, and analyze market, linkage, and macroeconomic data for the purpose of forecasting real estate trends and making prudent decisions.
2. Source capital to execute on growth and development opportunities, prepare for and risk manage the crises and contingencies that pervade real estate ventures, and improve efficiencies in the operation of revenue generating properties
3. Recognize, measure, and create value in real estate with the strict respect of all ethical and legal norms and with a full awareness of the responsibility to the communities, investors and users they aspire to serve as real estate professionals.
4. Successfully communicate the merits of beneficial real estate projects to its various stakeholders.
5. Develop a deeper network with local, regional and international professionals to gather market data, perspectives, investment ideas and employment leads.

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Global Real Estate (p. 1768)
- Real Estate and Urban Economics (p. 1771)

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# BUSINESS: REAL ESTATE AND URBAN LAND ECONOMICS: GLOBAL REAL ESTATE, MS

This is a named option in the Business: Real Estate and Urban Land Economics MS. (p. 1766)

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | This program does not admit in the fall. |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | See program webpage: https://business.wisc.edu/graduate/masters/global-real-estate/admissions (https://business.wisc.edu/graduate/masters/global-real-estate/admissions/)/ |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT not required but may be considered if available. |
| Letters of Recommendation Required | 0 |

The Business: Real Estate and Urban Land Economics: Global Real Estate Master Program (GREM) is **intended only for non-US graduate-level students and alumni from top international business schools** who meet the eligibility requirements below.

### BACHELOR'S DEGREE

Applicants must have a degree comparable to an accredited US bachelor's degree. Certified copies of transcripts from the institution where the degree was conferred, as well as copies of transcripts from all undergraduate institutions attended, are required in English.

Applicants are required to have a minimum grade point average (GPA) of 3.0 on a 4.0 scale for their undergraduate courses. Evidence of undergraduate GPA should be displayed on the transcript.

### PREREQUISITE REQUIREMENTS

Applicants must have completed 14 credits of graduate-level study in Accounting, Finance or Economics, including any necessary prerequisite courses and electives, from a non-US university recognized as a leading academic institution within the country of origin. Additionally, the enrollment criteria of the non-US institution must be comparable to that of the University of Wisconsin - Madison MBA Program. Official transcripts are required in English.

### ADMISSIONS TESTING

If submitting GRE scores, please direct the testing service to forward results to the University of Wisconsin–Madison (institution code: 1846).

GMAT scores can be submitted directly by asking the testing service to forward test results to the University of Wisconsin-Madison (institution code: 79K-2S-72).

### HOW TO APPLY

Applicants interested in Business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/masters/global-real-estate/admissions/)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| REAL EST 411 | Real Estate Excel Modeling | 1 |
| REAL EST 640 | Real Estate Capital Markets | 3 |
| REAL EST 710 | Real Estate Finance | 3 |
| REAL EST 715 | Techniques of Real Estate Valuation | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| REAL EST 750 | Commercial Property Development | 3 |
| Electives: At least 14 credits of graduate-level coursework. | | 14 |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 14 credits of graduate coursework from other institutions. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an other institution or UW–Madison undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 14 credits of coursework numbered 400 or above taken as a UW–Madison University Special student. Coursework earned seven or more years prior to the master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, responsible for providing advice regarding graduate studies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and

conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)

- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
    a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

## OTHER

Students are not allowed to enroll in double or dual degrees while they are enrolled in the Global Real Estate program.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# BUSINESS: REAL ESTATE AND URBAN LAND ECONOMICS: REAL ESTATE AND URBAN ECONOMICS, MS

The MS–Business: Real Estate and Urban Economics offers a holistic and in-depth real estate graduate education you won't get anywhere else: world-class faculty in the classroom, hands-on projects and case studies, internships, and domestic and international travel opportunities. Students have the opportunity to pursue a specialization such as Applied Real Estate Investment (AREIT), Private Equity (PE), or Affordable and Sustainable Housing Development, or focus on development and complementary electives through the Core path. With support from the James A. Graaskamp Center for Real Estate (https://business.wisc.edu/centers/graaskamp/), you will gain knowledge and make industry connections to pursue the real estate career path of your choice.

This is a named option in the Business: Real Estate and Urban Land Economics MS. (p. 1766)

## ADMISSIONS

# ADMISSIONS

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/masters/real-estate/admissions (https://business.wisc.edu/graduate/masters/real-estate/admissions/)/ |
| Spring Deadline | See program webpage: https://business.wisc.edu/graduate/masters/real-estate/admissions (https://business.wisc.edu/graduate/masters/real-estate/admissions/)/ |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 0* |

* Submission of up to two letters of recommendation is optional.

To be considered, all candidates must complete an admissions application. Candidates must submit personal information (address, birth date, demographics, etc), and the items listed below:

- Documentation of undergraduate university degree, or expected completion of such a degree prior to starting the MS-Business: Real Estate and Urban Land Economics, Named Option: Real Estate and Urban Economics
- Demonstrated knowledge of business fundamentals (or specific plan for acquiring prior to the start of the program); some possible ways of satisfying this include:
  - Undergraduate degree with business major or minor
  - Completion of Certificate in Business (http://guide.wisc.edu/undergraduate/business/school-wide/business-certificate/)at UW-Madison
  - Completion of Certificate of Entrepreneurship (http://guide.wisc.edu/undergraduate/business/management-human-resources/entrepreneurship-certificate/) at UW-Madison
  - College course work including the following:
    - Micro Economics Course
    - GEN BUS 310 Fundamentals of Accounting and Finance for Non-Business Majors or equivalent
- REAL EST/A A E/ECON/URB R PL 306 The Real Estate Process
- Undergraduate transcript
- Resume
- Response to essay question
- We reserve the right to interview any prospective applicant

All undergraduate and master's degree transcripts from schools outside the United States must be verified by WES at the individual class level.

### HOW TO APPLY

Students interested in Business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page (https://business.wisc.edu/graduate/masters/real-estate/admissions/).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

While tuition remission is not available, students are eligible to receive a stipend and health insurance should they accept a graduate assistantship appointment.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirements | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

This degree allows students to select one or more areas of focus as they pursue their degree. The four paths are as follows:

- Path I - Core MS
- Path II - Applied Real Estate Investment
- Path III - Private Equity Investment
- Path IV - Affordable and Sustainable Housing Development

These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### Path I - Core MS

Students must take the following courses:

| Code | Title | Credits |
|---|---|---|
| REAL EST 411 | Real Estate Excel Modeling | 1 |
| REAL EST 412 | Real Estate ARGUS Modeling | 1 |
| REAL EST 710 | Real Estate Finance | 3 |
| REAL EST 715 | Techniques of Real Estate Valuation | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| REAL EST 750 | Commercial Property Development | 3 |
| REAL EST 760 | Lawyering the Development Deal: A Practical Guide to Real Estate Law | 3 |
| REAL EST 540 | Public Real Estate Equity Investment | 3 |
| or REAL EST 550 | Private Real Estate Equity Investment I: Analysis and Structures | |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | 3 |
| Approved Electives (see list below for possible course options)* | | 7 |
| **Total Credits** | | **30** |

### Path II - Applied Real Estate Investment

Students must take the following courses:

| Code | Title | Credits |
|---|---|---|
| REAL EST 411 | Real Estate Excel Modeling | 1 |
| REAL EST 412 | Real Estate ARGUS Modeling | 1 |
| REAL EST 540 | Public Real Estate Equity Investment [1] | 3 |
| REAL EST 710 | Real Estate Finance | 3 |
| REAL EST 715 | Techniques of Real Estate Valuation | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| REAL EST 750 | Commercial Property Development | 3 |
| REAL EST 760 | Lawyering the Development Deal: A Practical Guide to Real Estate Law | 3 |
| REAL EST 841 | Applied Real Estate Investment Track (AREIT) I | 6 |
| REAL EST 842 | Applied Real Estate Investment Track (AREIT) II | 3 |
| Approved Electives (see list below for possible course options)* | | 1 |
| **Total Credits** | | **30** |

[1] If you would like to complete this path of the degree in one year this course must be completed prior to starting the program.

### Path III - Private Equity Investment

Students must take the following courses:

| Code | Title | Credits |
|---|---|---|
| REAL EST 411 | Real Estate Excel Modeling | 1 |
| REAL EST 412 | Real Estate ARGUS Modeling | 1 |

| | | |
|---|---|---|
| REAL EST 550 | Private Real Estate Equity Investment I: Analysis and Structures [1] | 3 |
| REAL EST 710 | Real Estate Finance | 3 |
| REAL EST 715 | Techniques of Real Estate Valuation | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| REAL EST 750 | Commercial Property Development | 3 |
| REAL EST 760 | Lawyering the Development Deal: A Practical Guide to Real Estate Law | 3 |
| REAL EST 851 | Private Real Estate Equity Investment II: Underwriting and Investment Processes | 6 |
| REAL EST 852 | Private Real Estate Equity Investment III: Guidelines, Governance, and Portfolios | 3 |
| Approved Electives (see list below for possible course options)* | | 1 |
| **Total Credits** | | **30** |

[1] If you would like to complete this path of the degree in one year this course must be completed prior to starting the program.

### Path IV - Affordable and Sustainable Housing Development

Students must take the following courses:

| Code | Title | Credits |
|---|---|---|
| REAL EST 411 | Real Estate Excel Modeling | 1 |
| REAL EST 412 | Real Estate ARGUS Modeling | 1 |
| REAL EST 560 | Affordable Housing | 3 |
| REAL EST 651 | Green - Sustainable Development | 3 |
| REAL EST 710 | Real Estate Finance | 3 |
| REAL EST 715 | Techniques of Real Estate Valuation | 3 |
| REAL EST/ URB R PL 720 | Urban Economics | 3 |
| REAL EST 760 | Lawyering the Development Deal: A Practical Guide to Real Estate Law | 3 |
| REAL EST 765 | Contemporary Topics | 3 |
| Approved Electives (see list below for possible course options)* | | 7 |
| **Total Credits** | | **30** |

### *Approved Electives

This list includes approved electives for all four paths. If a course on this list is required in your selected path, it cannot also count as an approved elective.

| Code | Title | Credits |
|---|---|---|
| REAL EST 540 | Public Real Estate Equity Investment | 3 |
| REAL EST 550 | Private Real Estate Equity Investment I: Analysis and Structures | 3 |
| REAL EST 611 | Residential Property Development | 3 |
| REAL EST 640 | Real Estate Capital Markets | 3 |
| REAL EST 651 | Green - Sustainable Development | 3 |
| REAL EST 715 | Techniques of Real Estate Valuation | 3 |
| REAL EST 750 | Commercial Property Development | 3 |
| REAL EST 765 | Contemporary Topics | 1-4 |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | 3 |
| OTM 752 | Project Management | 1-3 |
| URB R PL 512 | Gentrification and Urban Restructuring | 3 |
| URB R PL 601 | Site Planning | 3 |
| CIV ENGR 451 | Architectural Design | 3 |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

No credits of graduate coursework from other institutions is allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 6 credits of applicable coursework numbered 500 or above where a grade of B or better was earned will be allowed to apply toward the minimum graduate degree credit requirement. Coursework earned seven or more years prior to admission to a master's degree is not allowed to satisfy requirements. The following required courses, REAL EST 411 and REAL EST 412, may be satisfied if the student has already taken the undergraduate equivalent course and received a grade of B or better. REAL EST 710 and REAL EST 715 can be satisfied if the student has already taken the undergraduate equivalent course (REAL EST 410 or REAL EST 415) and received a grade of B or better. These courses can be satisfied but the credits related to these courses will not apply toward the minimum graduate degree requirement, so students will need to take additional electives to meet the minimum graduate degree credit requirement.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 14 credits of coursework numbered 500 or above taken as a UW–Madison University Special student. Coursework earned seven or more years prior to the master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

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- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
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- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

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1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.
6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color,*

*creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students must be enrolled full-time.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# REHABILITATION PSYCHOLOGY AND SPECIAL EDUCATION

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Clinical Rehabilitation Counseling, MS (p. 1775)
- Rehabilitation Counselor Education, PhD (p. 1780)
- Special Education, MS (p. 1785)
- Special Education, PhD (p. 1795)

# CLINICAL REHABILITATION COUNSELING, MS

The MS degree program in Clinical Rehabilitation Counseling prepares rehabilitation counselors at the master's degree level to serve adolescents and adults with disabilities, including short-term or chronic illness, substance use disorders, and mental health disorders, in both private and public rehabilitation agencies and programs through counseling, assessment, job placement, case management, and advocacy.

The program's mission centers on improving the quality of life and fostering inclusion for individuals with disabilities in community settings. The range of disabilities served by graduates includes physical and psychiatric disabilities, alcohol and drug abuse, traumatic brain injury and other neurological impairments, learning and intellectual disabilities, sensory disabilities, and aging. The program places a strong emphasis on field experiences including practical training in supervised placements in rehabilitation counseling settings. Students benefit from opportunities to take courses from faculty in both the rehabilitation counseling and counseling psychology programs to develop expertise in counseling skills, foundations of psycho-social aspects of disability, assessment techniques, socio-cultural aspects of counseling, and career development, among other topics.

As part of one of the nation's top schools of education and most highly ranked universities in the world, students have access to interdisciplinary perspectives, a wide range of professional development resources, and emerging research in the field of rehabilitation counseling.

The MS program is accredited by the Council for the Accreditation of Counseling and Related Programs (CACREP). Graduates also meet the educational qualifications for the national Certified Rehabilitation Counselor (CRC) credential as well as the educational requirements to apply for a training license as a professional counselor in the state of Wisconsin (Licensed Professional Counselor-In Training). Please visit the program website (https://rpse.education.wisc.edu/about/accreditation/) for updates on CACREP accreditation.

Financial support (https://rpse.education.wisc.edu/admissions-and-aid/funding-and-financial-aid/) is available to some qualified graduate students and may include scholarships, traineeships, teaching assistantships, and/or research/project assistantships.

Employment opportunities following graduation include nonprofit rehabilitation programs, state vocational rehabilitation programs, private rehabilitation and employment support agencies, mental health agencies, substance abuse treatment agencies, corrections settings, and educational settings including high schools, colleges, and universities.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 15 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Complete application information is available on the program website (https://rpse.education.wisc.edu/admissions-and-aid/). Applicants are expected to meet general requirements for admission to the Graduate School. The following factors will be considered by the admissions committee: aptitude for graduate-level study, relevance of prior academic work and career goals, stated goals for graduate study, employment history, potential success in forming effective counseling relationships, respect for cultural differences, evidence of writing and research skill, and letters of recommendation.

This program may require direct client or patient contact; therefore, this program may not be suitable for students on a J-1 visa. Federal regulations prevent J-1 visa holders from participating in direct client or patient contact. J-1 visa holders admitted to this program will need to work closely with the program and their visa sponsor (ISS, Fulbright, IIE, etc.) to fulfill any degree requirements related to clinical activity.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is available to qualified graduate students and may include scholarships, traineeships, teaching assistantships, and/or research/project assistantships. For current funding and financial support, please visit the department website (https://rpse.education.wisc.edu/admissions-and-aid/funding-and-financial-aid/).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 60 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 30 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Successful completion of the Certified Rehabilitation Counselor (CRC) national certification exam. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Required Core** | | |
| RP & SE 700 | Research Methods in Rehabilitation, Mental Health, & Special Education | 3 |
| RP & SE 720 | Clinical Rehabilitation & Mental Health Counseling - Assessment | 3 |

| | | |
|---|---|---|
| RP & SE 721 | Addictions Counseling | 3 |
| RP & SE 725 | Clinical Rehabilitation Counseling - Career Development & Interventions | 3 |
| RP & SE 732 | Clinical Rehabilitation Counseling - Foundations | 3 |
| RP & SE 740 | Professional Rehabilitation Counseling Orientation | 3 |
| RP & SE 750 | Clinical Rehabilitation Counseling - Medical & Psychosocial Aspects | 3 |
| RP & SE 810 | Clinical Rehabilitation Counseling - Counseling Techniques | 3 |
| RP & SE 820 | Clinical Rehabilitation Counseling - Counseling Theories | 3 |
| RP & SE 830 | Clinical Rehabilitation Counseling - Diagnosis & Treatment Planning | 3 |
| RP & SE 840 | Clinical Rehabilitation Counseling - Group Counseling | 3 |
| COUN PSY/ ED PSYCH 723 | Developmental Processes Across the Life Span | 3 |
| COUN PSY 740 | Abnormal Behavior and Psychopathology | 3 |
| COUN PSY 777 | Crisis and Trauma Counseling | 3 |
| COUN PSY 825 | Counseling Psychology Techniques With Families | 3 |
| COUN PSY 860 | Social and Cultural Foundations of Counseling | 3 |
| **Required Clinical Instruction** | | |
| RP & SE 880 | Clinical Rehabilitation Counseling - Supervised Practicum I | 3 |
| RP & SE 890 | Clinical Rehabilitation Counseling - Supervised Practicum II | 3 |
| RP & SE 910 | Clinical Rehabilitation Counseling - Internship | 6-12 |
| **Total Credits** | | **60** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

Students are still required to complete 60 credits while a graduate student in the program per accreditation requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

With program approval, Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students are assigned a faculty advisor upon admission to the program.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)

- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate mastery of the knowledge domains of the rehabilitation counseling profession including understanding the theoretical and historical foundations of the field of rehabilitation counseling and the ability to identify current best practices and challenges in the field. Specific knowledge domains are outlined by the rehabilitation counseling professional accrediting body, Council for the Accreditation of Counseling and Related Programs (CACREP).
2. Successfully apply the knowledge gained through course work to practical experiences in community rehabilitation settings.
3. Be prepared to enter professional positions in fields related to rehabilitation counseling including vocational rehabilitation, mental health counseling, advocacy, and support of individuals with disabilities.
4. Recognize and apply principles of ethical and professional conduct.
5. Meet learning outcomes related to CACREP (Council for Accreditation of Counseling and Related Educational Programs) standards.

## ACCREDITATION

# ACCREDITATION

Council on Accreditation of Counseling and Related Educational Programs (CACREP) (https://www.cacrep.org/)

Accreditation status: Accredited. Next accreditation review: 2027

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

Commission on Rehabilitation Counselor Certification (https://www.crccertification.com/)

| Year of Exam | UW-Madison Graduates: First Attempt | Nationa First Attemp |
|---|---|---|
| 2024-2025 | 71% | 63% |
| 2023-2024 | 76% | 60% |
| 2022-2023 | 59% | 60% |

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational

requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure requirements in the following states:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia; American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands

### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# REHABILITATION COUNSELOR EDUCATION, PHD

The PhD program in rehabilitation counselor education prepares graduates to serve as university professors in rehabilitation counseling and closely related academic programs. The program is a leader in preparing PhD professionals who go on to serve in teaching, research, and program administration at universities throughout the U.S. and internationally.

Through a rigorous program combining scholarly inquiry with opportunities for university-level teaching practice and applied internship practice, students gain outstanding research, leadership, and professional skills. Employment opportunities following graduation include public and private educational, rehabilitation, and mental health agencies, colleges and universities, and research settings.

Faculty members work closely with doctoral students on research projects including several Rehabilitation Research and Training Centers, technical assistance projects focused on promoting evidence-based practices in vocational rehabilitation and program evaluation, and the Vocational Rehabilitation Technical Assistance Center for Quality Employment (VRTAC-QE). In addition, faculty routinely involve students in a full array of professional activities. These may include serving as editors or editorial board members for journals, preparing materials for litigation involving civil rights violations of persons with disabilities, preparing research and training grant applications, preparing training materials, and involvement in clinical cases.

For more information on current research projects, visit the department's Featured Research Projects page (https://rpse.education.wisc.edu/research/featured-research-projects/).

Financial support is available to qualified graduate students and may include scholarships, traineeships, teaching assistantships, and research/project assistantships.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | Not required. |
| Letters of Recommendation Required | 3 |

This program may require direct client or patient contact; therefore, this program may not be suitable for students on a J-1 visa. Federal regulations prevent J-1 visa holders from participating in direct client or patient contact. J-1 visa holders admitted to this program will need to work closely with the program and their visa sponsor (ISS, Fulbright, IIE, etc.) to fulfill any degree requirements related to clinical activity.

## ADMISSION REQUIREMENTS

Applicants must have a master's degree in rehabilitation counseling, counseling, psychology, or other relevant field to be considered for admission.

Applicants are expected to meet general requirements for admission to the Graduate School. The following factors will be considered by the admissions committee:

- aptitude for doctoral-level study,
- relevance of prior academic work and career goals,
- stated goals for doctoral study,
- employment history,
- potential success in forming effective counseling relationships,
- respect for cultural differences,
- evidence of writing and research skill, and
- letters of recommendation.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Your financial support during doctoral studies is contingent upon maintaining satisfactory academic progress and the availability of funds. Please visit our program website (https://rpse.education.wisc.edu/admissions-and-aid/funding-and-financial-aid/) for current funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 66 credits |
| Minimum Residence Credit Requirement | 33 credits |
| Minimum Graduate Coursework Requirement | 33 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.50 GPA required. |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students are assessed between the 2nd and 3rd preliminary exams to determine continuation in program.<br>Four preliminary examinations<br>Dissertation final oral committee examination |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | PhD students in the Rehabilitation Counselor Education program may elect and in some rare cases may be required to develop a minor area of concentration. This minor is optional for most students. Students who wish to complete a cohesive body of work outside the major may wish to obtain a doctoral minor. Students are expected to consult with their advisors concerning minor/breadth requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Understanding Behavior** | | |
| COUN PSY/RP & SE/ PSYCH 729 | Advanced Social Psychology | 3 |
| ED PSYCH 533 | Thinking, Feeling, & Learning | 3 |
| ED PSYCH 542 | The Biological Basis of Behavior | 3 |
| RP & SE/COUN PSY/ ED PSYCH 736 | Seminar in Psychology of Individual Differences | 3 |
| **Measurement, Statistics and Research Design** | | |
| ED PSYCH 760 | Statistical Methods Applied to Education I | 3 |
| ED PSYCH 761 | Statistical Methods Applied to Education II | 3 |
| ED PSYCH 771 | Test Construction | 3 |
| RP & SE 940 | Rehabilitation Counselor Education - Supervised Research | 3 |
| RP & SE 985 | Advanced Methodologies in Disability & Rehabilitation Research | 3 |
| **Advanced Course** | | |

| | | |
|---|---|---|
| Complete an Advanced Course in Measurement, Design, Statisics, or Qualitative Methods selected in consultation with major advisor and approved by Rehabilitation Counselor Education faculty; examples include Regression Analysis, Advanced Measurement, Research Design, Qualitative Research Methods | | 3 |
| **Rehabilitation Counselor Education Theory and Research Core** | | |
| RP & SE 870 | Rehabilitation Counselor Education - Assessment Theory & Research | 3 |
| RP & SE 903 | Rehabilitation Counselor Education - Psychosocial Theory & Research | 3 |
| RP & SE 983 | Rehabilitation Counselor Education - Leadership & Professional Issues | 3 |
| RP & SE 984 | Rehabilitation Counselor Education - Counseling Theory & Research | 3 |
| **Other Core Courses in Rehabilitation Counselor Education and Rehabilitation Counseling Practice** | | |
| RP & SE 735 | Legal & Ethical Bases of Counseling | 3 |
| RP & SE 920 | Rehabilitation Counselor Education - Counseling Supervision | 3 |
| RP & SE 930 | Rehabilitation Counselor Education - Teaching | 3 |
| RP & SE 975 | Grant Writing in Education | 3 |
| **Practicum and Internship** | | |
| Required field experience in the first spring semester and first summer term. Additional enrollments are optional. | | 3 |
| RP & SE 900 | Clinical Rehabilitation Counseling - Supervised Practicum III | |
| RP & SE 945 | Internship in Rehabilitation Counselor Education I | 3 |
| RP & SE 955 | Internship in Rehabilitation Counselor Education II | 3 |
| **Dissertation** | | |
| RP & SE 990 | Research or Thesis | 3 |
| **Total Credits** | | **66** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits taken as an undergraduate are allowed to transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

The Rehabilitation Counselor Education program maintains a higher satisfactory progress standard than the Graduate School. This program requires a cumulative GPA of 3.5 for formal admission to doctoral candidacy. Students are placed on probation if they do not maintain a 3.5 cumulative GPA and may be dismissed from the program.

## ADVISOR / COMMITTEE

Students are assigned a faculty advisor upon admission to the program.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Doctoral students have five years from the date of passing the preliminary examination to take the final oral examination and deposit the dissertation.

A candidate for a doctoral degree who fails to take the final oral examination within five years after passing the preliminary examination is required to take another preliminary examination and be admitted to candidacy a second time.

Deposit of the doctoral dissertation in the Graduate School is required.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)

- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.

2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

**Resources**

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field.
3. Creates research, scholarship, or performance that makes a substantive contribution to the field.
4. Communicates complex ideas in a clear and understandable manner.
5. Demonstrates breadth within their learning experiences in the doctoral program in rehabilitation psychology.
6. Shares knowledge and research in the field with students in a clear and engaging manner; effectively communicates with students within and outside of class; advances contributions of the field to society.
7. Participates in public and professional service.
8. Serves as a model of ethical and professional conduct. Promote the ethical and professional conduct of researchers, educators, and practitioners of rehabilitation psychology and rehabilitation counseling.

## ACCREDITATION

# ACCREDITATION

Council on Accreditation of Counseling and Related Educational Programs (https://www.cacrep.org/) (CACREP)

Accreditation status: Accredited. Next accreditation review: 2027

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure.

The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure requirements in the following states:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming; District of Columbia; American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands

### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# SPECIAL EDUCATION, MS

The MS degree in Special Education prepares students to serve as resources and advocates for students with disabilities and their families, and to work cooperatively with schools and community agencies to improve the quality of life for students with disabilities. The MS degree in Special Education offers two named options: the Teacher Certification program and the Research and Theory program.

Graduates of the Teacher Certification program are eligible to apply for Wisconsin K-12 cross-categorical Special Education licensure. The program is an applied professional training program, preparing students to go directly into positions as Special Education teachers. Students enrolled in this program are not permitted to accept teaching assistantships, project assistantships, research assistantships, or other graduate appointments that would result in a tuition waiver. Additionally, students are unable to take courses outside the required courses listed under the "Requirements" section or dual major while in this program.

The Research and Theory program option focuses on graduate-level research and theory in the field of Special Education. A plan of study generally includes multiple research courses and theory courses in Special Education as well as related coursework from other departments that contribute to the student's academic and research interests. The program deepens students' academic preparation to understand key questions and issues in the field of special education and to strengthen students' analytical and research skills. These skills contribute to the development of high-quality scholars and leaders in the field. Most graduates choose to pursue further study in a doctoral program, or to pursue positions in schools or community-based agencies, or advocacy organizations that promote independence and inclusion for individuals with disabilities.

Special Education faculty research focuses on the following areas:

- Research methodologies in special education
- Diversity and equity issues in the field of special education
- Literacy and reading instruction for individuals with disabilities
- Teacher education and preparation of high-quality special education teachers
- Evidence-based interventions with students with severe disabilities including multiple disabilities, intellectual disability and autism
- Special education issues in adolescence, transitional and vocational education

## ADMISSIONS

# ADMISSIONS

Students apply to the MS in Special Education through one of the named options:

- Research and Theory (p. 1787)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

For current funding opportunities, visit the department's Funding and Financial Aid page (https://rpse.education.wisc.edu/admissions-and-aid/funding-and-financial-aid/).

### Special Education with Teacher Certification Program Restrictions

Students enrolled in this program are allowed to accept teaching assistantships, project assistantships, and research assistantships, but will not receive tuition remission.

### Teacher Pledge

The School of Education pledges to pay the equivalent of in-state tuition and fees, testing, and licensing costs for all teacher education students, including Special Education Teacher Certification MS students. In return, you pledge to work at a Wisconsin PK-12 school for three to four years

after graduation. Restrictions apply. Please see the Teacher Education Center's website (https://tec.education.wisc.edu/teacher-pledge/) for more information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be in graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | See Named Option for policy information. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

Select a Named Option for required courses.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Special Education must select one of the following named options:

View as listView as grid

- **SPECIAL EDUCATION: RESEARCH AND THEORY, MS (P. 1787)**
- **SPECIAL EDUCATION: TEACHER CERTIFICATION, MS (P. 1791)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Research and Theory (p. 1787)
- Teacher Certification (p. 1791) (Suspended summer 2027, discontinued fall 2028)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Research and Theory Proficiency: Describe current and emerging theories and research methods in special education.
2. Critical Thinking and Evidence-Based Decision-Making: Identify, critically analyze, and evaluate research in special education and related fields to inform practice.
3. Inclusive, Equitable, and Culturally-Responsive Practices: Apply inclusive, equitable, and culturally responsive teaching and expansive learning practices to facilitate the academic, social, and emotional growth of individuals with disabilities.
4. Collaboration and Teaming: Apply culturally responsive and transformative practices to collaborate with students, families, communities, and/or other related professionals to promote the well-being of individuals with disabilities across a wide range of settings.
5. Ethical and Professional Practice: Engage in professional learning and practice within ethical standards articulated by professional organizations (e.g., Council for Exceptional Children) and legal guidelines (e.g., Individuals with Disabilities Education Act).

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

## SPECIAL EDUCATION: TEACHER CERTIFICATION

Recommendation for certification to the state of Wisconsin Department of Public Instruction for a teaching license also requires successful completion of state mandated certification requirements including:

- Wisconsin Foundations of Reading Test - WFoRT: Minimum passing score - 240 or successful completion of the WFoRT Alternative

Portfolio Assessment and completion of RP & SE 465 Language and Reading Instruction for Students with Disabilities with a grade of B or higher

- Final Performance Assessment Portfolio

For more information on required tests, see: https://tec.education.wisc.edu/current-students/applying-for-your-wisconsin-license/

## PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure requirements in the following states:

Wisconsin

### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# SPECIAL EDUCATION: RESEARCH AND THEORY, MS

This is a named option in the Special Education MS (http://guide.wisc.edu/graduate/rehabilitation-psychology-special-education/special-education-ms/).

The master's degree research program is flexible and individualized to meet the needs of each student. Programs can provide:

- Advanced study in areas of special education for students who are already certified to teach.
- Predoctoral study consisting of clinical and academic coursework.

Together, the student and a faculty advisor design a master's program based on the student's previous education, experience, and interests. Completion of the degree requires a minimum of 30 graduate degree credits, to include a research seminar course (RP & SE 700) and additional coursework determined in consultation with a faculty advisor. Students completing this degree program are also required to complete a project and/or thesis and must pass a culminating master's comprehensive examination.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | Not applicable |
| Letters of Recommendation Required | 2 |

Applicants are required to submit:

- Statement of purpose
- 2 letters of recommendation
- Current CV/resume
- Unofficial transcript(s)

The admissions committee considers a variety of factors including academic preparation, letters of recommendation, personal statement, and professional experiences. Additional application information is available on the department website (https://rpse.education.wisc.edu/admissions-and-aid/). Applicants are expected to meet general requirements for admission to the Graduate School.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

There is no guaranteed funding to complete the Special Education Masters Research & Theory named option. Students in the Special Education Research & Theory named option are eligible to work for any department/unit on campus and receive tuition remission.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students in the Theory and Research named option are required to complete a master's project or thesis. Project and/or thesis will be determined in consultation with faculty advisor. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

A minimum of 30 credits to include:

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| RP & SE 780 | Introduction to Research in Special Education | 3 |
| RP & SE 690 | Research or Thesis | 3 |
| **Electives** | | |
| Students complete 9 credits from the following courses: | | 9 |
| RP & SE 320 | Introduction to Teaching in Special Education | |
| RP & SE/ CURRIC 365 | Teaching Mathematics in Inclusive Settings | |
| RP & SE 435 | Overview of Early Childhood Special Education | |
| RP & SE 464 | Diagnosis, Assessment, and Instructional Planning in Special Education | |
| RP & SE 465 | Language and Reading Instruction for Students with Disabilities | |
| RP & SE 472 | Methods in Transition and Vocational Education | |
| RP & SE 473 | Classroom Management for Inclusive Classrooms | |
| RP & SE 510 | Partnering with Families and Other Professionals in Early Childhood Special Education | |
| RP & SE 515 | Access to the General Curriculum for Students with Disabilities | |
| RP & SE 605 | Development, Learning and Education Foundations in Special Education | |
| RP & SE 710 | Multicultural Issues in Special Education | |
| **Additional Coursework** | | |

| | |
|---|---|
| To satisfy minimum credit requirement, complete additional courses to be determined in consultation with faculty advisor | 15 |
| **Total Credits** | **30** |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students are assigned a faculty advisor upon admission to the program.

## CREDITS PER TERM ALLOWED

15 credit minimum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
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> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
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> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

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1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987

- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# SPECIAL EDUCATION: TEACHER CERTIFICATION, MS

**The Teaching Certification named option in the Special Education, MS no longer admits new students after Fall 2026 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

This is a named option in the Special Education MS (http://guide.wisc.edu/graduate/rehabilitation-psychology-special-education/special-education-ms/).

The MS Special Education Teacher Certification program is an initial certification program preparing students to:

- Serve as resources and advocates for persons with disabilities and their families
- Work cooperatively in and outside schools to improve the quality of life for individuals with disabilities and their families
- Assume leadership to enhance the education of all students

Graduates are eligible to apply for a K-12 cross-categorical Special Education license.

Students enrolled in this program are not permitted to accept teaching assistantships, project assistantships, research assistantships, or other graduate appointments that would result in a tuition waiver. Additionally, students are unable to take courses outside the required courses listed under the "Requirements" section or dual major while in this program.

## ADMISSIONS

# ADMISSIONS

**The Teaching Certification named option in the Special Education, MS no longer admits new students after Fall 2026 and the program will be discontinued Fall 2028.** If you have any questions, please contact the department (see contact box).

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Periodically, the Department will have grant funding available. Interested applicants should send funding inquiries to rpseinfo@education.wisc.edu

#### Teacher Pledge

The School of Education pledges to pay the equivalent of in-state tuition and fees, testing, and licensing costs for all teacher education students, including Special Education Teacher Certification MS students. In return, you pledge to work at a Wisconsin PK-12 school for three to four years after graduation. Restrictions apply. Please see the Teacher Education Center's website (https://tec.education.wisc.edu/teacher-pledge/) for more information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | No | Yes |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business

schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 44 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be in graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Students who do not complete the Wisconsin teacher certification examinations will be required to complete a comprehensive examination and a master's project or thesis. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| RP & SE 320 | Introduction to Teaching in Special Education | 3 |
| RP & SE/ CURRIC 365 | Teaching Mathematics in Inclusive Settings | 3 |
| RP & SE 464 | Diagnosis, Assessment, and Instructional Planning in Special Education | 3 |
| RP & SE 465 | Language and Reading Instruction for Students with Disabilities | 3 |
| RP & SE 472 | Methods in Transition and Vocational Education | 3 |
| RP & SE 473 | Classroom Management for Inclusive Classrooms | 3 |
| RP & SE 515 | Access to the General Curriculum for Students with Disabilities | 3 |
| RP & SE 605 | Development, Learning and Education Foundations in Special Education | 3 |
| RP & SE 710 | Multicultural Issues in Special Education | 3 |
| RP & SE 780 | Introduction to Research in Special Education | 3 |
| **Practicum Requirement** [1] | | |
| Students complete the following practicums: | | 5 |
| RP & SE 475 | Special Education Practicum: Early Childhood and Elementary | |
| RP & SE 476 | Special Education Practicum: Secondary (Grades 4-12) | |
| or RP & SE 480 | Practicum in Teaching Literacy: Secondary Special Education (Grades 4-12) | |
| **Student Teaching and Seminar Requirement** | | **9** |
| RP & SE 467 & RP & SE 477 | Elementary Student Teaching Seminar and Special Education Student Teaching: Elementary (PK - Grade 9) | |
| RP & SE 468 & RP & SE 478 | Secondary Student Teaching Seminar and Special Education Student Teaching: Secondary (Grades 4-12) | |
| **Total Credits** | | **44** |

[1] At minimum, complete 5 credits of practicum: RP & SE 475 for 3 credits and 2 credits of RP & SE 476 or RP & SE 480, but students may take additional credits according to their program plan.

### Tests

For more information on required tests, refer to the certification/licensure information (p. 1786).

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

Students are assigned a faculty advisor upon admission to the program.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern

is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

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- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
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- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

## OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# SPECIAL EDUCATION, PHD

The PhD program prepares leaders in the field of special education to bring systemic change to educational and community settings in ways that improve access and equity for children and youth with disabilities and their families. The program prepares graduates to address pressing issues in the field including increasing equity across diverse groups of students, improving post-school outcomes for individuals with disabilities, and enhancing teacher efficacy in special education.

Faculty research focuses on the following areas:

- Research methodologies in special education
- Diversity and equity issues in the field of special education
- Literacy and reading instruction for individuals with disabilities
- Teacher education and preparation of high-quality special education teachers
- Evidence-based interventions with students with severe disabilities including multiple disabilities, intellectual disability and autism
- Special education issues in adolescence, transitional and vocational education

Special education is one of the two academic areas in the Department of Rehabilitation Psychology and Special Education. The areas are joined by a common mission of preparing professional leadership personnel to address the educational and rehabilitation needs of individuals with disabilities across the life span. Special education addresses the needs of children, youth, and young adults through its teacher education, research and service programs. Rehabilitation psychology addresses the needs of older youth, young adults, and adults. Department faculty in both areas join resources to provide training and research programs that promote successful transition from school to the world of work, post-secondary education and successful psycho-social adaptation for individuals with disabilities.

The department is a national and international leader in preparing PhD professionals to serve in leadership positions in university teaching, research, and program administration. This leadership is evidenced by the publication and research record of its faculty and graduates, and by the routine placement of PhD graduates in major universities and colleges.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

### ADMISSION REQUIREMENTS

Applicants must have a master's degree in special education, education, curriculum and instruction, teacher preparation, or another related field to be considered for the program.

Applicants are expected to meet general requirements for admission to the Graduate School. The admissions committee considers a variety of factors including:

- academic preparation,
- letters of recommendation,
- personal statement, and
- professional experiences.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Your financial support during doctoral studies is contingent upon maintaining satisfactory academic progress and the availability of funds. Please visit our program website (https://rpse.education.wisc.edu/admissions-and-aid/funding-and-financial-aid/) for current funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 54 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 27 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | In addition to required coursework, students must pass a qualifying examination, preliminary examination, dissertation, and final oral committee examination. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/). |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Special Education Core/Seminars** | | |
| RP & SE 871 | Foundations of Special Education | 3 |
| RP & SE 872 | Seminar in Special Education Research | 3 |
| RP & SE 710 | Multicultural Issues in Special Education | 3 |
| *Seminars* | | |
| Students must complete at least 9 credits of additional seminar coursework. Courses are selected in consultation with faculty advisor. Typically, students fulfill this requirement with courses numbered 600 and above with the Grad 50% designation. Additional RP & SE seminar courses may fulfill requirement, including those listed below. | | 9 |
| RP & SE 660 | Special Topics (Chosen in consultation with faculty advisor) | |
| RP & SE 855 | Cultural-Historical Activity Theory | |
| RP & SE 875 | Mixed Methods Inquiry in Disability, Education and Related Research | |
| **Breadth** | | |
| Students must choose courses in consultation with faculty advisor. | | 9 |
| **Research Design and Statistics** | | |
| Students must complete the following courses. Students must complete at least an additional 6 credits of coursework in this category chosen in consultation with faculty advisor. | | 15 |
| ED PSYCH 760 | Statistical Methods Applied to Education I | |
| ED PSYCH 761 | Statistical Methods Applied to Education II | |
| RP & SE/ COUN PSY/ CURRIC/ED POL/ ED PSYCH/ ELPA 719 | Introduction to Qualitative Research | |
| **Internships** | | |
| Complete 6 credits of the following: | | 6 |
| RP & SE 941 | Internship: Research | |
| RP & SE 942 | Internship in Postsecondary Teaching | |
| **Dissertation** | | |
| Complete 6 credits of the following: | | 6 |
| RP & SE 990 | Research or Thesis | |
| **Total Credits** | | **54** |

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits taken as an undergraduate are allowed to count transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students are assigned a faculty advisor upon admission to the program. See the program handbook for additional information about advising.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Doctoral students have five years from the date of passing the preliminary examination to take the final oral examination and deposit the dissertation.

A candidate for a doctoral degree who fails to take the final oral examination within five years after passing the preliminary examination is required to take another preliminary examination and be admitted to candidacy a second time.

Deposit of the doctoral dissertation in the Graduate School is required.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

> For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).
>
> For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking, and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.
>
> For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.
2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA's supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.
3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days[1] of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.
4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.
5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.
6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.
7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

[1] For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee's recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.
2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.
3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education's Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).
4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee's written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee's decision is final.

Further appealing a School of Education decision – *graduate students only*

> Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School's website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean's Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

### Resources

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Harassment, Discrimination and Bias Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (support information for students who experience or observe incidents of harassment, discrimination or bias) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987

- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, The Center for Community and Well-Being (https://education.wisc.edu/about/diversity-inclusion/) 145 Education Building, 608-262-8427

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Conceptual Knowledge) Formulates ideas, concepts, designs, and/or techniques within and beyond the current boundaries of knowledge, or practice within the field of study; demonstrates breadth within their learning experiences.
2. (Research Skills) Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of study; creates research, scholarship, or performance that makes a substantive contribution.
3. (Teaching/Advising Skills) Shares knowledge and research in the field with students in a clear and engaging manner; effectively communicates with students within and outside of class; advances contributions of the field of study to society.
4. (Communication and Leadership Skills) Communicates complex ideas in a clear and understandable manner to a variety of audiences.
5. (Service) Participates in public and professional service.
6. (Professionalism/Ethics) Demonstrates the ability to work well with others, participates in professional organizations, adheres to ethical standards of research protocol and professional behavior.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

**The requirements of this program meet certification/licensure requirements in the following states:**
Wisconsin

**The requirements of this program do not meet certification/licensure requirements in the following states:**
Not applicable

Updated: 1 June 2026

# RELIGIOUS STUDIES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Religious Studies, Doctoral Minor (p. 1799)

# RELIGIOUS STUDIES, DOCTORAL MINOR

Religious Studies has emerged as one of the most significant interdisciplinary programs on campus. It includes faculty from more than twenty departments and offers dozens of courses covering all of the world's major and many of its minor religious traditions. Chronologically, the program's offerings range from ancient to modern times; geographically, they span the globe; and methodologically, they range across the humanities and social studies, with special attention to the theories and methods which have developed in the field of religious studies itself. The program does not offer a graduate degree, but the

Religious Studies Program does award a minor to doctoral students enrolled in other departments. In exceptional circumstances, students admitted to a doctoral-degree-granting department may be granted permission to pursue a special committee doctorate in Religious Studies; for information on such degrees, contact the Graduate School.

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

Students interested in a doctoral minor in Religious Studies must meet with their doctoral minor advisor to create a plan of study.

## REQUIREMENTS

# REQUIREMENTS

Students must complete at least 10 credits (four courses) in Religious Studies (RELIG ST (https://guide.wisc.edu/courses/relig_st/)) courses numbered 300 or above along with the following requirements:

1. Earn a grade of B or better in minor coursework;
2. Complete one Approaches to Religion course (see list below);
   a. RELIG ST 600 Religion in Critical Perspective is strongly recommended.

### CROSS-LISTED COURSES

To receive course credit toward the minor, students must enroll for in the Religious Studies (RELIG ST (https://guide.wisc.edu/courses/relig_st/)) subject, rather than from within any cross-listing department.

### MINOR CERTIFICATION FORM

Students must complete the doctoral minor certification form (https://religiousstudies.wisc.edu/phd-minor/).

### APPROACHES TO RELIGION COURSES

| Code | Title | Credits |
|---|---|---|
| RELIG ST/ ANTHRO 343 | Anthropology of Religion | 3-4 |
| RELIG ST/ COM ARTS 374 | The Rhetoric of Religion | 3 |
| RELIG ST/ PHILOS 501 | Philosophy of Religion | 3-4 |
| RELIG ST/CURRIC/ ED POL 516 | Religion and Public Education | 3 |
| RELIG ST 600 | Religion in Critical Perspective | 3 |

# RISK AND INSURANCE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Business: Risk Management and Insurance, MBA (p. 1800)

# BUSINESS: RISK MANAGEMENT AND INSURANCE, MBA

**The Business: Risk Management and Insurance, MBA no longer admits new students after Fall 2026 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Founded in 1900, the School of Business established one of the first five business programs in the nation. That entrepreneurial spirit remains strong.

As a student in the School of Business, you will find yourself inspired by peers, staff, alumni, business leaders, and world-renowned faculty who are focused, collaborative, and engaged in every aspect of the student experience. You will join a highly ranked program that equips you to meet both academic and career challenges. Employers value School of Business graduates because of the comprehensive preparation this learning environment provides. Graduates possess highly sought-after general management and specialized expertise in business.

Joining collaborative, inspiring, trustworthy, and progressive School of Business alumni, Business Badgers graduate prepared to lead their organizations to success and transform the world of business. Together Forward!

The MBA in Business: Risk Management and Insurance program has a long tradition of innovation and excellence, opening its doors more than 70 years ago, and consistently ranks in the top handful of programs in the country. Students who graduate from our risk management and insurance program do so with exceptionally strong critical thinking and analytical skills, aided by a vast array of experiences interacting with business professionals in risk management consulting, finance, and operations. See the program website (https://business.wisc.edu/graduate/mba/full-time/specializations/risk-management-insurance/) for more information.

## ADMISSIONS

# ADMISSIONS

**The Business: Risk Management and Insurance, MBA no longer admits new students after Fall 2026 and the program will be**

**discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

| Requirements | Detail |
|---|---|
| Fall Deadline | See program webpage: https://business.wisc.edu/graduate/mba/full-time/admissions (https://business.wisc.edu/graduate/mba/full-time/admissions/)/ |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program. |
| English Proficiency Test | All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), or the Intensive English as a Second Language (IELTS). A minimum iBT TOEFL score of 100 or equivalent, computer-based PTE score of 73 or equivalent, or IELTS score of 7.5 or equivalent, obtained within two years of the intended start term, is required. International applicants who have completed a degree at an institution whose primary language of instruction was English may request a waiver of this requirement on the application. |
| Other Test(s) (e.g., GMAT, MCAT) | GMAT may be required in certain cases; consult program. |
| Letters of Recommendation Required | 1* |

* Submission of a second letter of recommendation is optional.

Admission consideration for the MBA program requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. The School of Business prefers a minimum of two years of professional work experience along with a strong undergraduate performance. In addition to academic credentials, a GMAT or GRE score, and work experience, personal achievements, motivation, communication skills (written and oral), and recommendation letters are all considered in the admission process at the master's and doctoral levels.

**Note:** The Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) must have been taken within five years prior to receiving an offer of admission.

## HOW TO APPLY

Students interested in Business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/mba/full-time/admissions/)

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 52 credits |
| Minimum Residence Credit Requirement | 46 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | Students may be required to retake a course in which they receive a grade lower than a C. |
| Assessments and Examinations | No required assessments or examinations beyond course requirements. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| GEN BUS 704 | Data to Decisions | 2 |
| GEN BUS 710 | Ethics, Integrity and Society | 1 |
| GEN BUS 725 | Consulting Practicum | 1 |
| ACCT I S 700 | Financial Accounting | 2 |
| FINANCE 700 | Introduction to Financial Management | 2 |
| GEN BUS 732 | Economics for Managers | 2 |
| M H R 706 | Leading and Working in Teams | 1 |
| M H R 723 | Business Strategy | 2 |
| MARKETNG 700 | Marketing Management | 2 |
| OTM 700 | Operations and Supply Chain Management | 2 |
| **Specialization Courses** | | |
| R M I 640 | Management of Insurance Enterprise | 3 |
| R M I 645 | Commercial Insurance | 3 |
| R M I 650 | Sustainability, Environmental and Social Risk Management | 3 |
| R M I 655 | Risk Financing Techniques | 3 |
| R M I 660 | Risk Analytics and Behavioral Science | 3 |
| R M I 670 | Data Privacy and Cyber Risk | 3 |
| R M I 700 | Principles of Risk Management | 3 |
| R M I 765 | Contemporary Topics (take twice for one credit) | 2 |
| R M I 820 | Advanced Topics in Risk Management | 3 |
| R M I 875 | Seminar-Risk Management and Insurance | 3 |
| **Elective Courses** | | |
| See details provided below. | | 6 |
| **Total Credits** | | **52** |

### Approved Electives

The Academic Director must approve all electives taken by each student.

| Code | Title | Credits |
|---|---|---|
| ACT SCI 654 | Regression and Time Series for Actuaries | 2-3 |
| ACT SCI 655 | Health Analytics | 3 |
| FINANCE 725 | Corporation Finance Theory and Practice | 2-3 |
| FINANCE 757 | Entrepreneurial Finance | 2-3 |
| FINANCE 765 | Contemporary Topics (Financial Modeling & Valuation) | 1-4 |
| GEN BUS 656 | Foundations of Statistical Learning for Business Analytics | 3 |
| GEN BUS 740 | Experiments and Causal Methods for Business Insights | 2-3 |
| M H R 715 | Strategic Management of Innovation | 2-3 |
| M H R 728 | Bargaining, Negotiating and Dispute Settlement for Managers | 3 |
| Other approved courses numbered 600 and above | | |

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Integrate a holistic risk management process (framework) across all dimensions of an organization, implementing RM decisions that add value.
2. Apply fundamental insurance principles that support economic development through insurance markets.
3. Use appropriate qualitative and quantitative analysis, including statistical and data techniques, to support risk management decisions.
4. Demonstrate strong critical thinking skills as observed through their ability to debate various positions, ask skeptical questions, and probe underlying assumptions.
5. Set objectives, define success, establish priorities, and implement strategies to achieve goals.
6. Identify decision-making challenges, and implement strategies to address those challenges, in environments involving risk and uncertainty.
7. Incorporate diverse perspectives, value opinions of others, and work collegially.
8. Communicate effectively across diverse social and professional settings.
9. Demonstrate leadership qualities in moving the profession forward.
10. Build and develop teams and lead effectively at individual, group, and organizational level.
11. Communicate effectively on paper, in conversation, and by presentation.
12. Summarize complex problems, present results succinctly, and with logical flow, respond effectively to critical and skeptical questions, and listen to critiques.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures

and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program and department approval, students may transfer up to 6 credits of graduate coursework completed two years prior to admission at an AACSB accredited institution, in which a grade of B or better was earned.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from a UW–Madison or other institution undergraduate degree may transfer.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No credits earned as a University Special Student at UW-Madison are allowed to transfer toward the degree.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

***Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.***

The person against whom the complaint is directed must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.
4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.
5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the

complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.

6. On receipt of such a written complaint, the Sr. Associate Dean for Faculty & Staff will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

*Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.*

*State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, the UW System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.*

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

### OTHER

Students are expected to be enrolled full-time for all semesters. Exceptions may be granted in the final semester.

## ACCREDITATION

# ACCREDITATION

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)

Accreditation status: Accredited. Next accreditation review: 2026–2027.

# SANDRA ROSENBAUM SCHOOL OF SOCIAL WORK

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Social Welfare, PhD (p. 1804)
- Social Work Advanced Standing, MSW (p. 1809)
- Social Work, MSW (p. 1822)


# SOCIAL WELFARE, PHD

# THE PHD PROGRAM IN SOCIAL WELFARE

The PhD program in Social Welfare strives to develop scholars, leaders, and social work educators who will advance knowledge about social work, social welfare policy, and intervention strategies from a behavioral and social science perspective to improve the quality of life of individuals, families, groups, communities, and organizations.

Our students work with award-winning research centers and institutes (https://research.wisc.edu/centers-cores/), such as the Institute for Research on Poverty, Institute on Aging, Waisman Center, School of Medicine and Public Health, and more. Our students choose from a wide selection of courses in world-renowned social and behavioral science departments including; Sociology, Economics, Educational Psychology, Human Development and Family Studies, the La Follette School of Public Affairs, Psychology, Gender Studies, Population Health, Nursing, and more.

The PhD program provides an interdisciplinary plan of study in basic and applied social research. In the program, doctoral students build and integrate knowledge in:

- a substantive or social problem area (e.g., child welfare, aging, developmental disabilities, end-of-life care, health, mental health, poverty);
- social science theory (e.g., theories of the life course, economic theory, psychopathology, organizational theory, stress process theories);
- research designs and statistical methodologies (e.g., program evaluation, policy analysis, longitudinal analysis).

The PhD Program in Social Welfare is an in-person, full-time program. Regardless of the program track, it typically takes four to six years to complete the program: two to three years for full-time doctoral

coursework and two to three years for completion of the preliminary exam and dissertation. The actual time students take to obtain the PhD degree will vary according to their previous preparation, progress in the program, and the nature of their dissertation work.

The UW-Madison Sandra Rosenbaum School of Social Work is known for its:

- National Reputation of Excellence
- Faculty Research
- Highly Recruited Graduates
- Strong Faculty Mentoring Model
- Individualized Programs of Study
- Substantial Financial Support
- Rigorous Interdisciplinary Research Training
- VibrantGraduate Student Community
- Opportunities to collaborate with world-renowned research centers and institutes
- Options to pursue interdisciplinary PhD minors in Aging; Prevention and Intervention Science; and Women's Studies, among others

# ABOUT THE SCHOOL OF SOCIAL WORK

The School of Social Work at UW–Madison is consistently ranked among the best schools of social work in the country. Faculty prepare social work professionals at the bachelor's, master's, and doctoral levels. Through the preparation of social work practitioners, scholars, and educators, faculty and students explore and seek to understand the nature of social problems, their impact on vulnerable populations, and ways to critically analyze and promote the achievement of a just, equitable, healthy, and productive society.

Social work faculty are noted for their scholarly work in developing a conceptual understanding of social work practice and policy, and in producing research in important social problem areas. For example, faculty took a leadership role in the development of the generalist model of practice now used by most social work programs. Faculty members have made valuable research contributions in the fields of aging, child welfare, developmental disabilities, and family and intergenerational caregiving, as well as in educational attainment and life-course decision-making, end-of-life care for older adults and palliative care, health disparities, homelessness, poverty, social policy, welfare reform, and child support. Drawing on strong faculty, excellent students, and the resources of a world-renowned university in a community rich with social and human service programs, there is much to offer prospective students: individualized, faculty-taught field education for master's students, nationally renowned faculty with a strong interdisciplinary focus, and hands-on research training in a highly individualized program of study for doctoral students.

The school offers unique opportunities for students to receive state-of-the-art professional training through its field education program. Student practice opportunities range from experiences in institutional and community-based settings to working with families and other significant caregivers, with individuals and groups, and in policy and service delivery issues.

**Mission:** The mission of the School of Social Work is to enhance human well-being and promote social and economic justice for people who are disadvantaged to achieve an equitable, healthy, and productive society. The school aims to:

- Create, advance, strengthen, and integrate interdisciplinary knowledge for students and the profession through research, scholarship, and practice.
- Educate students to become highly skilled, culturally competent, and ethical practitioners who will provide leadership for the profession of social work within the state of Wisconsin and nationally.
- Promote change at levels ranging from the individual client to national, including empowering communities and populations that are disadvantaged and developing humane service delivery systems.
- Create and disseminate knowledge regarding the prevention and amelioration of social problems.

The School of Social Work is one of five professional schools in the College of Letters & Science. As part of the college, the school maintains relationships with the other social studies and professional schools within the university system through interchange of faculty and students and through joint research and publication endeavors.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required but may be considered if available |
| English Proficiency | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and Social Welfare's higher requirements:<br>• Duolingo English Test: 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |

| | |
|---|---|
| Letters of Recommendation Required | 3 |

The Sandra Rosenbaum School of Social Work is piloting a 2-year admissions cycle and will not accept Social Welfare PhD program applications for the 2026-2027 admissions cycle (fall 2027 entry). PhD program admissions will reopen for the 2027-2028 admissions cycle (fall 2028 entry).

School of Social Work PhD Admissions Committee requires:

- An undergraduate grade-point average of at least 3.00 (on a 4.00 scale) on the equivalent of the last 60 semester hours.
- A completed statistics course and 30 semester credits of social science courses.
- Evidence of research interest and potential for scholarship in a relevant social problem area. This is demonstrated in a carefully thought-out Statement of Reasons for Graduate Study, and other application materials. See the PhD Application (https://socwork.wisc.edu/admissions/phd-application/) page for details.

Applicants must complete an online application (https://grad.wisc.edu/apply/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Social Welfare PhD students receive a robust and competitive funding package. More details are available on our Funding page. Social Welfare PhD students are generally guaranteed* a minimum funding package consisting of a 33%, nine-month appointment for five years**.

Graduate assistantships appointed at 33% or higher provide multiple benefits:

- monthly stipend;
- remission*#of both resident and non-resident tuition (students will still need to paysegregated fees, roughly $726/semester); and
- eligibility for health insurance (health insurance options#for areasonable premium#are among the country's best group health insurance plans).

Support funding is available for current PhD students seeking conference, dissertation research activities (e.g., data collection costs, participant incentives, transcription), or emergency funding.

Additionally, incoming and current students are considered for PhD Scholarships and Awards.

*For students in good academic standing, making satisfactory progress in their coursework, performing acceptably in their appointed position, and remaining in residence.

**Many appointments or combinations of appointments go above the minimum guarantee of 33%, and may include summer appointments. However, the guarantee of funding is 33% for nine months for five years.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 43 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>This program follows the Graduate School's policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | Students must pass all courses with a grade of B or better. A student must retake any required course in which a lower grade than B is received, except for the statistics sequence where a grade of BC or C may be offset by a grade of A or AB in another statistics course. |
| Assessments and Examinations | Doctoral students are required to complete a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. |
| Language Requirements | n/a |
| Graduate School Breadth Requirement | Students are not required to complete a doctoral minor or graduate/professional certificate. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| SOC WORK 675 | Topics in Contemporary Social Welfare [1] | 2 |
| SOC WORK 708 | The Field of Social Work [1] | 2 |
| SOC WORK 711 | Human Behavior and the Environment [1] | 2 |
| SOC WORK 946 | Faculty Research Seminar | 1 |
| SOC WORK 947 | Student Research Seminar (taken twice for 1 credit each) | 2 |
| *Proseminar* | | |
| SOC WORK 948 | Proseminar (Quantitative Research Methods) | 3 |
| SOC WORK 949 | Proseminar (Quantitative Research Methods) | 3 |
| SOC WORK 950 | PhD Proseminar (Social Policy Seminar) [2] | 3 |
| SOC WORK 951 | PhD Proseminar (Applied Theory Seminar) [2] | 3 |
| SOC WORK 952 | PhD Proseminar (Applied Data Analysis) [3] | 3 |
| Students must complete one of the following for a second time: | | 3 |
| SOC WORK 950 | PhD Proseminar | |
| or SOC WORK 9 | PhD Proseminar | |
| **Electives** | | |
| *Social Science Theory* [4] | | |
| Students must complete 3 credits of Social Science Theory elective. This course must not be a Social Work (SOC WORK) course and should be taken outside of the Sandra Rosenbaum School of Social Work. | | 3 |
| *Substantive* [4] | | |
| Students must complete 6 credits of Substantive electives, including 3 credits outside of Social Work (SOC WORK) and taken outside of the Sandra Rosenbaum School of Social Work. | | 6 |
| *Statistics* | | *6-8* |
| *Statistics/Methods* [4] | | 6 |
| **Research** | | |
| Students enroll in the following course while working on their dissertation and complete sufficient credits to satisfy the minimum credit requirement. | | 3 |
| SOC WORK 990 | Thesis-Research | |
| **Total Credits** | | **51** |

1. Students entering with a BSW and/or MSW degree earned within the last ten years may use prior coursework to satisfy requirement.
2. Each course must be taken once.
3. SOC WORK 952 must be taken once (1). SOC WORK 952 may be taken twice, in which case it can satisfy a statistics/methods course requirement.
4. With PhD Program Chair approval, students may register for an independent reading course (SOC WORK 999) with faculty to fulfill the social science theory (must be a faculty member outside of the Sandra Rosenbaum School of Social Work) or a substantive or statistics/methods elective requirement for a maximum of 6 credits. This requires developing a proposed learning plan, identifying a faculty member with expertise in the area of interest, and requesting supervision. All plans must be approved by the PhD Program Chair before enrolling.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned from Other Institutions

Students may transfer up to 6 credits of social work coursework from a Masters of Social Work (MSW) program.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Students may transfer up to 6 credits of social work coursework from a Bachelor of Social Work (BSW) program.

### Credits Earned as Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Credits earned as a Professional student at UW-Madison are not allowed to transfer.

### Credits Earned as a University Special Student at UW-Madison

Students may transfer 6 credits of social work coursework earned as a University Special student.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR/COMMITTEE

Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Coursework earned more than 10 years prior to admission to the PhD program may not be used to satisfy degree credit minimums.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate understanding of social welfare problems, theories, policies, and programs.
2. Conceptualize and analyze approaches to improving social welfare problems, theories, policies, and programs.
3. Apply advanced quantitative and/or qualitative methodology for social welfare scholarship.
4. Develop knowledge and skills to teach and/or present social welfare-related material in professional contexts .
5. Demonstrate professional and ethical conduct.
6. Create research, scholarship, or programing that enhances social welfare.

# SOCIAL WORK ADVANCED STANDING, MSW

The MSW program is accredited by the Council on Social Work Education (CSWE). Full-Time Advanced Standing MSW Program students attending on a full-time basis generally complete the program in one academic year. Part-time students, both in the Part-Time Advanced Standing MSW Program and Full-Time Advanced Standing MSW Program attending part-time, complete it in two.

Advanced Standing students must have completed a degree from a CSWE-accredited undergraduate social work program. Students without a BSW should refer to Social Work, MSW (p. 1822).

## MSW PROGRAM GOALS

- Provide an MSW curriculum that builds on a liberal arts base, grounded in a person-in-environment, empowerment, and strengths perspective that promotes the values, ethics, and purposes of the profession.
- Prepare students for generalist and autonomous advanced generalist practice that is transferable across diverse contexts, locations, and problems by providing knowledge, values, and skills training regarding:
  - Populations and related social problems/issues;
  - Social, health, and/or human services systems and policies;
  - Systems of oppression, privilege, and power;
  - Multilevel and multimethod approaches based on scientific inquiry and best practices;
  - Ethical advocacy and social, economic, and environmental justice;
  - Reflective leadership;
  - Research-informed practice, and practice and program evaluation methods that contribute to the profession's knowledge base.
- Develop and maintain an inclusive environment that will attract, nurture, and support diversity within the School, among students, faculty, and staff.
- Cultivate and maintain partnerships with a variety of social, health and/or human service organizations to provide meaningful field experiences and supervision while respecting and contributing to their respective mission.

## THE MSW CURRICULUM

The school's curriculum is generalist social work practice in orientation. In courses across the curriculum, faculty interweave:

- content about social work values and ethics;
- content that promotes understanding, affirmation, and respect for people from diverse backgrounds;
- content on populations-at-risk, including strategies to respond to and strategies to redress risk factors; and
- content on social, economic and environmental justice grounded in an understanding of distributive justice, human and civil rights, and the global interconnections of oppression.

Advanced Standing MSW students complete a specialization year(s) with an Advanced Generalist Specialization with optional areas of focus in:

- aging (full-time only);
- child, youth, and family welfare;
- health (full-time only); and
- mental health.

Planned sub-focuses are available, as well as individualized sub-focus areas constructed with assistance from the academic advisors.

## PART-TIME MSW PROGRAM

The Part-Time MSW Program is designed to allow students who are not able to pursue full-time study to work toward an MSW degree on a structured, time-extended basis with classes delivered in a hybrid manner (using in-person sessions and online technology).

- In-person sessions offered every other Saturday. Students should plan to be on campus each semester.
- Fieldwork options may be offered in your home community.
- Focus Areas in child, youth and family welfare or mental health are offered.

Applicants must meet the School of Social Work admission requirements to be accepted into the program.

## FIELD EDUCATION PROGRAM

The field units are organized around a social problem area, a field of practice, or a major intervention method. Each unit has a range of field placement agencies and settings appropriate to its theme. Specialization-level field emphasizes practice from an advanced generalist perspective with either direct or indirect practice experience. The focus is on autonomous practice and advanced practice knowledge and skills in an area of focus.

The following field units are generally available to specialization year MSW students in the Full-Time program. These units represent more than 100 placements in agencies and organizations throughout Dane and its contiguous counties.

- Social work practice in community agencies
- Social work practice in intellectual and other disabilities
- Social work practice in educational settings
- Social work practice in health
- Social work practice in mental health
- Social work practice with older adults
- Social work practice in policy and administration
- Social work practice in public and private child welfare
- Social work practice in public child welfare

Specialization-year field units offered in the Part-Time MSW program are:

- Social work practice in child and family welfare: public, private, and educational settings
- Social work practice in mental health

### CHILD WELFARE TRAINING

Federal Title IV-E funding is available to MSW students in both full- and part-time programs for training in public child welfare. After applying to the MSW program, Advanced Standing students may apply to this training program designed to prepare advanced practitioners for practice in public child welfare. Students complete a specialized curriculum within the child, youth, and family welfare focus area. MSW students accepted into the training program receive tuition, a book & mileage stipend, and a monthly stipend while in field. In return child welfare trainees sign a contract agreeing to work, after graduation, in a public child welfare position in the State of Wisconsin for a prescribed amount of time. For complete details, contact the Title IV-E program coordinator (contact information available on the program website (https://socwork.wisc.edu/programs/iveprogram/)).

### BACKGROUND CHECKS

Social work applicants should be advised that state statutes require background checks on all potential field students prior to the field experience. Information regarding this process is provided to students after they are accepted into the School of Social Work.

- Social Work Advanced Standing: Full Time, MSW (p. 1813)
- Social Work Advanced Standing: Part Time, MSW (p. 1817)

## ABOUT THE SCHOOL OF SOCIAL WORK

The Sandra Rosenbaum School of Social Work at UW–Madison is consistently ranked among the best schools of social work in the country. Faculty prepare social work professionals at the bachelor's, master's, and doctoral levels. Through the preparation of social work practitioners, scholars and educators, faculty and students explore and seek to understand the nature of social problems, their impact on vulnerable populations, and ways to critically analyze and promote the achievement of a just, equitable, healthy, and productive society.

Social work faculty are noted for their scholarly work in developing a conceptual understanding of social work practice and policy, and in producing research in important social problem areas. For example, faculty took a leadership role in the development of the generalist model of practice that is now used by most social work programs. Faculty members have made valuable research contributions in the fields of aging, child welfare, developmental disabilities, and family and inter-generational caregiving, as well as in educational attainment and life-course decision-making, end-of-life care for older adults and palliative care, health disparities, homelessness, poverty, social policy, welfare reform, and child support. Drawing on strong faculty, excellent students, and the resources of a world-renowned university in a community rich with social and human service programs, there is much to offer prospective students: individualized, faculty-taught field education for master's students, nationally renowned faculty with a strong interdisciplinary focus, and hands-on research training in a highly individualized program of study for doctoral students.

The school offers unique opportunities for students to receive state-of-the-art professional training through its field education program. Student practice opportunities range from experiences in institutional and community-based settings to working with families and other significant care-givers, with individuals and groups, and in policy and service delivery issues.

## MISSION

The mission of the School of Social Work is to enhance human well-being and promote social and economic justice for people who are disadvantaged to achieve an equitable, healthy, and productive society. The school aims to:

- Create, advance, strengthen, and integrate interdisciplinary knowledge for students and the profession through research, scholarship, and practice.
- Educate students to become highly-skilled, culturally-competent and ethical practitioners who will provide leadership for the profession of social work within the state of Wisconsin and nationally.
- Promote change at levels ranging from the individual client to national, including empowering communities and populations that are disadvantaged and developing humane service delivery systems.
- Create and disseminate knowledge regarding the prevention and amelioration of social problems.

The School of Social Work is a professional school in the College of Letters and Science. As part of the college, the school maintains relationships with the other social studies and professional schools within the university system through interchange of faculty and students and through joint research and publication endeavors.

## ADMISSIONS

## ADMISSIONS

Students apply to the Master of Social Work: Social Work Advanced Standing through one of the named options:

- Full Time (p. 1813)
- Part Time (p. 1817)

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include

assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### MSW PROGRAM RESOURCES

Thanks to the generosity of friends and alumni, the Sandra Rosenbaum School of Social Work also has a number of Awards and Scholarships (https://socwork.wisc.edu/students/awards-and-scholarships/) available to MSW applicants and current MSW students, ranging from several hundred dollars to covering the full cost of tuition and fees, as well as training grants and other opportunities (https://socwork.wisc.edu/students/awards-and-scholarships/#other-opportunities) that can provide funding for students with specific career interests.

Students also have access to federal loans and work study.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of C are accepted only if they are offset by an equal number of credits of A. Candidates who receive more than two grades of C (in courses that do not extend beyond one term) or a grade of D or F while in the program will be dropped from the MSW Program. Candidates who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. (This policy does not apply to grades received for courses taken to meet the statistics prerequisite while in the program but it will affect the GPA). |
| Assessments and Examinations | None. |
| Language Requirements | None. |

### REQUIRED COURSES

Select a Named Option for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Social Work, Advanced Standing must select one of the following named options:

View as listView as grid

- **SOCIAL WORK ADVANCED STANDING: FULL TIME, MSW (P. 1813)**
- **SOCIAL WORK ADVANCED STANDING: PART TIME, MSW (P. 1817)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Full Time (p. 1813)
- Part Time (p. 1817)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

MSW students can also take advantage of the College of Letters & Sciences SuccessWorks (https://successworks.wisc.edu/) services, including their Canvas modules (https://successworks.wisc.edu/canvas/) on jobs and internships.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate autonomous ethical and professional practice with appropriate use of consultation and supervision.
2. Analyze US systems of oppression and their impact on the social welfare system; apply across micro, mezzo, and macro practice.
3. Engage in advanced practices to continually further human rights and social, racial, economic, and environmental justice.
4. Demonstrate advanced knowledge, critical reflection, and analytic skills that inform anti-oppressive and anti-racist practice.
5. Evaluate and apply research to inform practice and use practice experiences to inform research in a variety of practice areas.
6. Demonstrate policy practice skills across micro, mezzo, and macro levels.

7. Demonstrate advanced knowledge and skills in engaging, assessing, intervening, and evaluating practice with individuals, families, groups, organizations, and communities.

## ACCREDITATION

# ACCREDITATION

Council on Social Work Education (https://www.cswe.org/Accreditation/)

Accreditation status: Accredited. Next accreditation review: 2029.

# SOCIAL WORK COMPETENCIES

At the conclusion the MSW program we expect graduate students to have achieved the following core competencies:

1. Demonstrate ethical and professional behavior
2. Advance human rights and social, racial, economic, and environmental justice
3. Engage anti-racism, diversity, equity, and inclusion (ADEI) in practice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, communities, and organizations
7. Assess individuals, families, groups, communities, and organizations
8. Intervene with individuals, families, groups, communities, and organizations
9. Evaluate practice with individuals, families, groups, communities, and organizations

At the end of the advanced year, students are expected to have achieved the competencies at the generalist and specialist levels through the demonstration of generalist behaviors and advanced generalist behaviors in the advanced generalist specialization with an optional area of focus learned in classroom and field experiences—all of which are derived from social work knowledge, values, and skills.

## CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

In the state of Wisconsin people with a Master of Social Work (MSW) are able to pursue certification and/or licensure. While certification/licensure is not a requirement for certain types of jobs, it is required for any positions titled 'Social Worker' and to refer to yourself as a Social Worker in professional settings. Information on applying for social work certification and licensure is provided in great detail on the School of Social Work's Professional Social Work Credentials & Continuing Education (https://socwork.wisc.edu/students/credentials/) page. Contact the social work academic advisors in the Full- or Part-Time Programs (see contact information on the program website (https://socwork.wisc.edu/students/advising/)) for a complete list of requirements necessary for these credentials.

## CLINICAL PRACTICE LICENSURE

Students seeking preparation for licensure as a clinical social worker in the State of Wisconsin or State of Minnesota typically complete the mental health focus area.

## SCHOOL SOCIAL WORK LICENSURE

Students seeking preparation for licensure as a school social worker in the State of Wisconsin typically complete the child, youth, and family welfare focus area.

## ASWB EXAM RESULTS

Association of Social Work Boards (https://www.aswb.org/) Masters exam results (includes both Part-Time MSW Program and Full-Time MSW Program graduates). As of 2022, ASWB no longer posts national results for repeat exam-takers, only first-time. Exam results nationally, by state, and by institution are publicly available on the ASWB website (https://www.aswb.org/exam/exam-scoring/exam-pass-rates/) for the prior year.

| Year of Exam | UW-Madison Graduates: All Attempts | Nationa All Attempt |
|---|---|---|
| 2024 | 81 | No data |
| 2023 | 87 | No Data |
| 2022 | 88 | No Data |
| 2021 | 89 | 68 |
| 2020 | 91 | 63 |

| Year of Exam | UW-Madison Graduates: First Attempt | Nationa First Attemp |
|---|---|---|
| 2024 | 88 | 73 |
| 2023 | 91 | 73 |
| 2022 | 91 | 72 |
| 2021 | 90 | 70 |
| 2020 | 96 | 75 |

## PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office

listed in the Contact Information box on this page and with the applicable state agency for specific information.

**The requirements of this program meet certification/licensure requirements in the following states:**
Illinois, Minnesota, Wisconsin

**The requirements of this program do not meet certification/licensure requirements in the following states:**
Not applicable

Updated: 1 June 2026

# SOCIAL WORK ADVANCED STANDING: FULL TIME, MSW

The MSW program is accredited by the Council on Social Work Education (CSWE). Full-Time MSW Program students attending on a full-time basis generally complete the program in one academic year.

This is a named option within the Social Work Advanced Standing MSW (p. 1809). A broader overview of the School, our MSW Program Goals, the MSW Curriculum, and Field Education can be found on the Social Work Advanced Standing MSW Overview page (p. 1809).

You can also review:

- the Learning Outcomes (p. 1811) for the MSW Program;
- the MSW Program Accreditation (p. 1812) standing and MSW competencies; and,
- more information about Certification and Licensure (p. 1812).

Applicants who do not have a CSWE-accredited Bachelor of Social Work degree from within the last five years should instead look at Social Work: Full Time, MSW (p. 1826).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 10 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admissions policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and Social Work's higher requirements:<br>• TOEFL (iBT): 100<br>• Duolingo (DET): 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Online applications are available through the School of Social Work website (https://socwork.wisc.edu/admissions/mswapp/).

**Admission into the master's degree program** includes the Graduate School requirement that applicants hold a minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree, using all credits from the degree to calculate the GPA equivalency. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

**Students must have or be completing a Bachelor of Social Work (BSW)** degree from a Council on Social Work Education (CSWE) accredited institution, within 5 years from the academic year of completion to the academic year of enrollment in the Advanced Standing MSW program. Students who do not meet this requirement should apply to the Social Work: Full Time, MSW (p. 1826).

Applicants apply online through the Graduate School's application site (link found in the instructions on the School of Social Work website). A complete application includes both the Graduate School application and the School of Social Work's supplemental application forms.

Applicants must review the instructions on the School of Social Work (https://socwork.wisc.edu/admissions/mswapp/) website for specific application details and prerequisites.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## MSW PROGRAM RESOURCES

Thanks to the generosity of friends and alumni, the Sandra Rosenbaum School of Social Work also has a number of Awards and Scholarships (https://socwork.wisc.edu/students/awards-and-scholarships/) available to MSW applicants and current MSW students, ranging from several

hundred dollars to covering the full cost of tuition and fees, as well as training grants and other opportunities (https://socwork.wisc.edu/students/awards-and-scholarships/#other-opportunities) that can provide funding for students with specific career interests.

Students also have access to federal loans and work study.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of C are accepted only if they are offset by an equal number of credits of A. Candidates who receive more than two grades of C (in courses that do not extend beyond one term) or a grade of D or F while in the program will be dropped from the MSW Program. Candidates who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. (This policy does not apply to grades received for courses taken to meet the statistics prerequisite while in the program but it will affect the GPA). |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

### Advanced Generalist Specialization

In a broad social justice framework, advanced standing MSW students complete an advanced generalist practice specialization. Students may choose one of four optional focus areas: (1) Aging; (2) Child, Youth, and Family Welfare; (3) Health; and (4) Mental Health. For more information about focus area recommendations, students should refer to the Specialization Handbook found on the Social Work website Student Resources page (https://socwork.wisc.edu/students/resources/).

Students complete an **Advanced Practice** class in a focus area, a **Policies & Services** class in a focus area, a sequence of **Field Practice** in a focus area, **Advanced Macro Practice**, and three "free electives" chosen in consultation with an advisor. Students may also choose to complete their advanced generalist practice specialization with no focus area, and still complete **Advanced Practice**, **Policies & Services**, and **Field Practice** courses that are based within focus areas, in addition to **Advanced Macro Practice** and three "free electives" chosen in consultation with an advisor.

| Code | Title | Credits |
|---|---|---|
| **Generalist Psychopathology** | | |
| SOC WORK 612 | Psychopathology in Generalist Social Work Practice [2] | 2 |
| **Advanced Practice** | | |
| Students must choose one of the following courses. | | 2 |
| SOC WORK 741 | Interventions with Children, Youth, and Families | |
| SOC WORK 821 | Social Work Practice in Aging and Mental Health | |
| SOC WORK 835 | Advanced Social Work Practice in Mental Health | |
| SOC WORK 873 | Social Work Practice in Health Care | |
| **Policies & Services** | | |
| Students must choose one of the following courses. | | 2 |
| SOC WORK 836 | Mental Health Policies and Services | |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services | |
| SOC WORK 920 | Child, Youth, and Family Policies and Services | |
| SOC WORK 921 | Child Welfare Policies and Services | |
| **Advanced Macro Practice** | | |

| | | |
|---|---|---|
| SOC WORK 840 | Advanced Macro Practice | 2 |
| **Advanced Practice Field** [1] | | |
| SOC WORK 800 | Field Practice and Integrative Seminar III | 5 |
| SOC WORK 801 | Field Practice and Integrative Seminar IV | 6 |
| **Free Electives** | | |
| Students must complete three free electives from the list below chosen in consultation with advisor. | | 6 |
| **Generalist coursework (any)** [2] | | **5** |
| **Total Credits** | | **30** |

[1] For information on available Advanced Practice field units and the process of selecting a field unit, students should refer to the Field Handbook found on the Social Work website Student Resources page (https://socwork.wisc.edu/students/resources/).

[2] Generalist coursework credit may be transferred in from BSW coursework.

### Free Electives

Electives may be chosen from this list in consultation with an advisor. The Specialization Handbook (https://socwork.wisc.edu/students/resources/#full-time-msw-students) has suggested electives for focus areas and select sub-focuses. Not all electives are offered in a given year or semester. **Courses outside of the department may substitute for a course on this Free Electives list in consultation with an advisor.**

| Code | Title | Credits |
|---|---|---|
| SOC WORK 623 | Interpersonal Violence | 3 |
| SOC WORK 627 | Sex Trafficking and Sex Trading | 2 |
| SOC WORK/ AMER IND 636 | Social Work in American Indian Communities: The Indian Child Welfare Act | 3 |
| SOC WORK 639 | Social Work Practice with LGBTQIA2S+ Individuals and Communities | 3 |
| SOC WORK 644 | Issues in Developmental Disabilities | 3 |
| SOC WORK 646 | Child Abuse and Neglect | 2 |
| SOC WORK 648 | Social Work Practice in Palliative Care | 2 |
| SOC WORK 656 | Child Welfare Practice in Foster and Kinship Care, Permanency, and Adoption | 2 |
| SOC WORK 675 | Topics in Contemporary Social Welfare | 2-3 |
| SOC WORK 712 | Psychopathology for Social Work Practice in Mental Health | 3 |
| SOC WORK/ URB R PL 721 | Methods of Planning Analysis | 3 |
| SOC WORK 741 | Interventions with Children, Youth, and Families [1] | 2 |
| SOC WORK 742 | Assessing and Treating Children and Adolescents | 2 |
| SOC WORK/ NURSING/ PHM PRAC 746 | Interdisciplinary Care of Children with Special Health Care Needs | 3 |
| SOC WORK 817 | Social Work Practice in Schools II [2] | 2 |
| SOC WORK 821 | Social Work Practice in Aging and Mental Health [1] | 2 |
| SOC WORK/ LAW 822 | Family Law: Marriage and Divorce | 2-4 |
| SOC WORK/ LAW 823 | Family Law: Parent and Child | 3-4 |
| SOC WORK 825 | Grief, Death, Loss, and Life | 2 |
| SOC WORK 835 | Advanced Social Work Practice in Mental Health [1] | 2 |
| SOC WORK 836 | Mental Health Policies and Services [1] | 2 |
| SOC WORK 838 | Principles of Psychedelic Healing | 2 |
| SOC WORK 842 | Supervision and Leadership in Social Work and Human Services Organizations | 3 |
| SOC WORK 854 | Crisis Intervention | 2 |
| SOC WORK 863 | Recent Developments in Social Work | 2-3 |
| SOC WORK 870 | Cognitive and Behavioral Mental Health Treatments for Adults | 2 |
| SOC WORK 873 | Social Work Practice in Health Care [1] | 2 |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services [1] | 2 |
| SOC WORK/ ED PSYCH/HDFS/ NURSING 880 | Prevention Science | 3 |
| SOC WORK/ ED PSYCH/HDFS/ NURSING 881 | Capstone Seminar in Prevention Science | 1 |
| SOC WORK 920 | Child, Youth, and Family Policies and Services [1] | 2 |
| SOC WORK 921 | Child Welfare Policies and Services [1] | 2 |
| SOC WORK 929 | Social Work and Substance Misuse | 2 |

[1] These courses can satisfy either an Advanced Practice/Policies & Services course, or a free elective. Taking additional Advanced Practice/Policies & Services courses as electives should only be done in careful consultation with an advisor.

[2] SOC WORK 817 contains content specific to licensure for practice in educational settings. Full Time students who wish to take this course should be in the Educational Settings field unit.

## POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Graduate credits in equivalent generalist courses completed with a grade of B or better taken at CSWE-accredited MSW programs may be used to fulfill the minimum degree credit requirement. In general, coursework earned five or more years prior to admission to the MSW Program may not be used to satisfy degree credit minimums. Graduate credits from other MSW programs/institutions may not be used to fulfill the minimum residence credit requirement.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Graduates of **UW–Madison's** BSW Program may transfer only those courses numbered 300 or above toward their minimum graduate degree credit requirement, up to 7 credits. Coursework earned towards a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements.

MSW students who have received BSWs from CSWE accredited programs from **external institutions** may transfer up to 7 credits of their undergraduate coursework in the BSW program. Coursework earned towards a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits accepted.

### Credits Earned as a University Special Student at UW-Madison

On a case-by-case basis Generalist Social Work courses completed with a B or better and numbered 300 or above taken as a UW–Madison University Special student may transfer to fulfill degree requirements. No more than 7 credits of generalist coursework may be used for this purpose.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

### MSW Satisfactory Progress Criteria

Graduate students are required to maintain and graduate with a cumulative GPA of 3.00.

Grades of "C" are accepted only if offset by an equal number of credits of grades of A. Students who receive more than two grades of C or a grade of D or F will be dropped from the MSW Program. (This policy does not apply to grades received for courses taken to meet the Statistic prerequisite while in the program but will affect the GPA).

Students who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. Refer to the Field Education Handbook (found on the Social Work Student Resources site (https://socwork.wisc.edu/students/resources/#full-time-msw-students)) for more details about grades in Field.

## ADVISOR / COMMITTEE

All master's candidates are assigned to the social work academic advisors.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Full-Time Program students matriculating through the Full-Time MSW program on a part-time basis must enroll in a minimum of two courses each semester and complete one full-time semester of at least 8 credits. Candidates who withdraw from the Full-Time Program without having completed at least 8 credits must reapply for admission to the program.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

### Coursework over five years

MSW students whose BSW was conferred five or more years prior to admission to the MSW program are not eligible to be admitted into the Advanced Standing degree plan, and should apply instead to Social Work: Full Time, MSW (p. 1826).

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

MSW students can also take advantage of the College of Letters & Sciences SuccessWorks (https://successworks.wisc.edu/) services, including their Canvas modules (https://successworks.wisc.edu/canvas/) on jobs and internships.

# SOCIAL WORK ADVANCED STANDING: PART TIME, MSW

**The Part Time named option in the Social Work Advanced Standing, MSW no longer admits new students after Fall 2027 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

This is a named option in the Social Work Advanced Standing, MSW (p. 1809) degree plan.

The Part-Time MSW program is designed to allow students who are not able to pursue full-time study to work toward a MSW degree on a structured, time-extended basis with classes delivered in a hybrid manner (using in-person sessions and online technology).

- In-person sessions offered every other Saturday. Students should plan to be on campus each semester.
- Fieldwork options may be offered in your home community.
- Focus areas in child, youth and family welfare or mental health are offered.

Applicants must meet the School of Social Work admission requirements to be accepted into the program.

Applicants who **do not** have a CSWE-accredited Bachelor of Social Work degree from within the last five years should instead look at Social Work: Part Time, MSW (p. 1831).

## ADMISSIONS

# ADMISSIONS

**The Part Time named option in the Social Work Advanced Standing, MSW no longer admits new students after Fall 2027 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed

admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | April 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and Social Work's higher requirements:<br>• TOEFL (iBT): 100<br>• Duolingo (DET): 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Online applications are available through the School of Social Work website (https://socwork.wisc.edu/admissions/mswapp/).

**Admission into the master's degree program** includes the Graduate School requirement that applicants hold a minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree, using all credits from the degree to calculate the GPA equivalency. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

**Students must have or be completing a Bachelor of Social Work (BSW)** degree from a Council on Social Work Education (CSWE) accredited institution, within 5 years from the academic year of completion to the academic year of enrollment in the Advanced Standing MSW program. Students who do not meet this requirement should apply to Social Work: Part Time, MSW. (p. 1831)

Applicants apply online through the Graduate School's application site (link found in the instructions on the School of Social Work website). A complete application includes both the Graduate School application and the School of Social Work's supplemental application forms.

Applicants must review the instructions on the School of Social Work (https://socwork.wisc.edu/admissions/mswapp/) website for specific application details and prerequisites.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## MSW PROGRAM RESOURCES

Thanks to the generosity of friends and alumni, the Sandra Rosenbaum School of Social Work also has a number of Awards and Scholarships (https://socwork.wisc.edu/students/awards-and-scholarships/) available to MSW applicants and current MSW students, ranging from several hundred dollars to covering the full cost of tuition and fees, as well as training grants and other opportunities (https://socwork.wisc.edu/students/awards-and-scholarships/#other-opportunities) that can provide funding for students with specific career interests.

Students also have access to federal loans and work study.

## GRADUATE ASSISTANTSHIP POLICY

Per university policy, 131 students (which includes the Part-Time Program) are permitted to hold TA/RA/PA positions (including those above 33%) but will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship. Limited School funding may be available to support Part-Time MSW students working as a TA for the School.

## SUMMER COURSEWORK MAY BE REQUIRED

Students should make sure they have enough financial aid to cover summer classes. We strongly recommend students talk to the Office of Student Financial Aid (https://financialaid.wisc.edu/) to create a financial aid plan that will meet their needs.

## PART-TIME MSW PROGRAM STUDENTS NOTE

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | Yes | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of C are accepted only if they are offset by an equal number of credits of A. Candidates who receive more than two grades of C (in courses that do not extend beyond one term) or a grade of D or F while in the program will be dropped from the MSW Program. Candidates who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. (This policy does not apply to grades received for courses taken to meet the statistics prerequisite while in the program but it will affect the GPA). |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

### Advanced Generalist Specialization

In a broad social justice framework, MSW students complete an advanced generalist practice specialization. Students may choose one of two focus areas: (1) Child, Youth, and Family Welfare; and (2) Mental Health. For more information about focus area recommendations, students should refer to the Specialization Handbook found on the Social Work website Student Resources page (https://socwork.wisc.edu/students/resources/).

Students complete an **Advanced Practice** class in a focus area, a **Policies & Services** class in a focus area, a sequence of **Field Practice** in a focus area, **Advanced Macro Practice**, and three "free electives" chosen in consultation with an advisor. Students may also choose to complete their advanced generalist practice specialization with no focus area, and still complete **Advanced Practice**, **Policies & Services**, and **Field Practice** courses that are based within focus areas, in addition to **Advanced Macro Practice** and three "free electives" chosen in consultation with an advisor.

| Code | Title | Credits |
|---|---|---|
| **Generalist Psychopathology** | | |
| SOC WORK 612 | Psychopathology in Generalist Social Work Practice [2] | 2 |
| **Advanced Practice** | | |
| SOC WORK 741 | Interventions with Children, Youth, and Families | 2 |
| or SOC WORK 835 | Advanced Social Work Practice in Mental Health | |
| **Policies & Services** | | |
| SOC WORK 836 | Mental Health Policies and Services | 2 |
| or SOC WORK 920 | Child, Youth, and Family Policies and Services | |
| **Advanced Macro Practice** | | |
| SOC WORK 840 | Advanced Macro Practice | 2 |
| **Advanced Practice Field [1]** | | |
| Students must complete 11 credits from the following. | | 11 |
| SOC WORK 800 | Field Practice and Integrative Seminar III | |
| SOC WORK 801 | Field Practice and Integrative Seminar IV | |
| **Free Electives** | | |
| Students must complete three free electives from the list below chosen in consultation with advisor. | | 6 |
| **Generalist or additional elective coursework (any) [2]** | | **5** |
| **Total Credits** | | **30** |

1. For information on available Advanced Practice field units and the process of selecting a field unit, students should refer to the Field Handbook found on the Social Work website Student Resources page (https://socwork.wisc.edu/students/resources/).
2. Generalist coursework credit may be transferred in from BSW coursework.

### Free Electives

The Specialization Handbook (https://socwork.wisc.edu/students/resources/#part-time-msw-students) has suggested electives for pathways and select sub-focuses. Not all electives are available in a given year or semester.

| Code | Title | Credits |
|---|---|---|
| SOC WORK 644 | Issues in Developmental Disabilities | 3 |
| SOC WORK 646 | Child Abuse and Neglect | 2 |
| SOC WORK 656 | Child Welfare Practice in Foster and Kinship Care, Permanency, and Adoption | 2 |
| SOC WORK 712 | Psychopathology for Social Work Practice in Mental Health | 3 |
| SOC WORK 742 | Assessing and Treating Children and Adolescents | 2 |
| SOC WORK 815 | Social Work Practice in Schools I | 2 |
| SOC WORK 817 | Social Work Practice in Schools II | 2 |
| SOC WORK 821 | Social Work Practice in Aging and Mental Health | 2 |
| SOC WORK 825 | Grief, Death, Loss, and Life | 2 |
| SOC WORK 838 | Principles of Psychedelic Healing | 2 |
| SOC WORK 842 | Supervision and Leadership in Social Work and Human Services Organizations | 3 |
| SOC WORK 870 | Cognitive and Behavioral Mental Health Treatments for Adults | 2 |
| SOC WORK 874 | Health, Aging, and Disability Practice for the 21st Century | 2 |
| SOC WORK 929 | Social Work and Substance Misuse | 2 |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Graduate credits in equivalent generalist courses completed with a grade of B or better taken at CSWE-accredited MSW programs may be used to fulfill the minimum degree credit requirement. In general, coursework earned five or more years prior to admission to the MSW Program may not be used to satisfy degree credit minimums. Graduate credits from other MSW programs/institutions may not be used to fulfill the minimum residence credit requirement.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Graduates of **UW–Madison's** BSW Program may transfer only those courses numbered 300 or above toward their minimum graduate degree credit requirement, up to 7 credits. Coursework earned towards a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements.

MSW students who have received BSWs from CSWE accredited programs from **external institutions** may transfer up to 7 credits of their undergraduate coursework in the BSW program. Coursework earned towards a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits accepted.

### Credits Earned as a University Special Student at UW-Madison

On a case-by-case basis Generalist Social Work courses completed with a B or better and numbered 300 or above taken as a UW–Madison University Special student may transfer to fulfill degree requirements. No more than 7 credits of generalist coursework may be used for this purpose.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

### Satisfactory Progress Criteria:

Graduate students are required to maintain and graduate with a cumulative GPA of 3.00.

Grades of "C" are accepted only if offset by an equal number of credits of grades of A. Students who receive more than two grades of C or a grade of D or F will be dropped from the MSW Program. (This policy does not apply to grades received for courses taken to meet the Statistic prerequisite while in the program but will affect the GPA).

Students who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. Refer to the Field Education Handbook (found on the Social Work Student Resources site (https://socwork.wisc.edu/students/resources/#part-time-msw-students)) for more details about grades in Field.

## ADVISOR / COMMITTEE

All master's candidates are assigned to the social work academic advisors.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students who withdraw from the Part-Time MSW Program without having completed at least 6 credits must reapply for admission to the Part-Time Program.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

### Coursework over five years

MSW students whose BSW was conferred five or more years prior to admission to the MSW program are not eligible to be admitted into the Advanced Standing degree plan, and should apply instead to Social Work: Part Time, MSW (p. 1831).

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

MSW students can also take advantage of the College of Letters & Sciences SuccessWorks (https://successworks.wisc.edu/) services, including their Canvas modules (https://successworks.wisc.edu/canvas/) on jobs and internships.

# SOCIAL WORK, MSW

The MSW program is accredited by the Council on Social Work Education (CSWE). Full-Time MSW Program students attending on a full-time basis generally complete the program in two academic years. Part-time students, both in the Part-Time MSW Program and Full-Time MSW Program attending part-time, complete it in four.

This program page is for students who have not previously completed a Bachelor of Social Work (BSW). Students who completed or anticipate completing a degree from a CSWE-accredited undergraduate social work program should refer to Social Work Advanced Standing, MSW (p. 1809).

## MSW PROGRAM GOALS

- Provide an MSW curriculum that builds on a liberal arts base, grounded in a person-in-environment, empowerment, and strengths perspective that promotes the values, ethics, and purposes of the profession.
- Prepare students for generalist and autonomous advanced generalist practice that is transferable across diverse contexts, locations, and problems by providing knowledge, values, and skills training regarding:
  - Populations and related social problems/issues;
  - Social, health, and/or human services systems and policies;
  - Systems of oppression, privilege, and power;
  - Multilevel and multimethod approaches based on scientific inquiry and best practices;
  - Ethical advocacy and social, economic, and environmental justice;
  - Reflective leadership;
  - Research-informed practice, and practice and program evaluation methods that contribute to the profession's knowledge base.
- Develop and maintain an inclusive environment that will attract, nurture, and support diversity within the School, among students, faculty, and staff.
- Cultivate and maintain partnerships with a variety of social, health and/or human service organizations to provide meaningful field experiences and supervision while respecting and contributing to their respective mission.

## THE MSW CURRICULUM

The school's curriculum is generalist social work practice in orientation. In courses across the curriculum, faculty interweave:

- content about social work values and ethics;
- content that promotes understanding, affirmation, and respect for people from diverse backgrounds;
- content on populations-at-risk, including strategies to respond to and strategies to redress risk factors; and
- content on social, economic and environmental justice grounded in an understanding of distributive justice, human and civil rights, and the global interconnections of oppression.

MSW students complete a generalist year(s) and a specialization year(s).

### Generalist Practice

The generalist practice year curriculum emphasizes direct practice across system sizes (micro-to-macro). Students take courses in social welfare policies and services, human behavior and the social environment (including social work with ethnic and racial groups; and psychopathology for generalist practice), research methods, social work practice (including generalist practice with individuals, families, and groups; and generalist practice with organizations and communities), and a field course that includes a social work practice integrative seminar and social work field placement.

### Advanced Generalist Specialization

The advanced curriculum offers an advanced generalist specialization with optional areas of focus in:

- aging (full-time only);
- child, youth, and family welfare;
- health (full-time only); and
- mental health.

Students complete the advanced generalist specialization by taking courses in advanced practice, policies and services, advanced macro practice, and advanced generalist social work field practice, which include an integrative seminar and field placement. Students also have multiple elective opportunities.

Planned sub-focuses are available, as well as individualized sub-focus areas constructed with assistance from the academic advisors.

## PART-TIME MSW PROGRAM

The Part-Time MSW Program is designed to allow students who are not able to pursue full-time study to work toward an MSW degree on a structured, time-extended basis with classes delivered in a hybrid manner (using in-person sessions and online technology).

- In-person sessions offered every other Saturday. Students should plan to be on campus each semester.
- Fieldwork options may be offered in your home community.
- Traditional and advanced standing options are offered.
- Focus Areas in child, youth and family welfare or mental health are offered.

Applicants must meet the School of Social Work admission requirements to be accepted into the program.

## FIELD EDUCATION PROGRAM

The field units are organized around a social problem area, a field of practice, or a major intervention method. Each unit has a range of field placement agencies and settings appropriate to its theme. The emphasis for generalist-level placements is on a generalist perspective and direct practice experience. The focus is on learning and applying analytic and interventive skills within an ethically-based, problem-focused approach. Specialization-level field emphasizes practice from an advanced generalist perspective with either direct or indirect practice experience. The focus is on autonomous practice and advanced practice knowledge and skills in an area of focus.

The following field units are generally available to generalist practice year and/or specialization year MSW students in the full-time program. These units represent more than 100 placements in agencies and organizations throughout Dane and its contiguous counties.

- Social work practice in community agencies
- Social work practice in intellectual and other disabilities
- Social work practice in educational settings
- Social work practice in health
- Social work practice in mental health
- Social work practice with older adults

- Social work practice in policy and administration
- Social work practice in public and private child welfare
- Social work practice in public child welfare

Field units offered in the part-time MSW program are:

- Social work practice in community agencies
- Social work practice in child and family welfare: public, private, and educational settings
- Social work practice in mental health

### CHILD WELFARE TRAINING

Federal Title IV-E funding is available to MSW students in both full- and part-time programs for training in public child welfare. After applying to the MSW program, generalist year or advanced practice year students may apply to this special program designed to prepare advanced practitioners for practice in public child welfare. Students complete a specialized curriculum within the child, youth, and family welfare focus area. MSW students accepted into the training program receive tuition, a book & mileage stipend, and a monthly stipend each year they are in field. In return child welfare trainees sign a contract agreeing to work, after graduation, in a public child welfare position in the State of Wisconsin for a prescribed amount of time. For complete details, contact the Title IV-E program coordinator (contact information available on the program website (https://socwork.wisc.edu/programs/iveprogram/)).

### BACKGROUND CHECKS

Social work applicants should be advised that state statutes require background checks on all potential field students prior to the field experience. Information regarding this process is provided to students after they are accepted into the School of Social Work.

- Social Work: Full Time, MSW (p. 1826)
- Social Work: Part Time, MSW (p. 1831)

# ABOUT THE SCHOOL OF SOCIAL WORK

The Sandra Rosenbaum School of Social Work at UW–Madison is consistently ranked among the best schools of social work in the country. Faculty prepare social work professionals at the bachelor's, master's, and doctoral levels. Through the preparation of social work practitioners, scholars and educators, faculty and students explore and seek to understand the nature of social problems, their impact on vulnerable populations, and ways to critically analyze and promote the achievement of a just, equitable, healthy, and productive society.

Social work faculty are noted for their scholarly work in developing a conceptual understanding of social work practice and policy, and in producing research in important social problem areas. For example, faculty took a leadership role in the development of the generalist model of practice that is now used by most social work programs. Faculty members have made valuable research contributions in the fields of aging, child welfare, developmental disabilities, and family and inter-generational caregiving, as well as in educational attainment and life-course decision-making, end-of-life care for older adults and palliative care, health disparities, homelessness, poverty, social policy, welfare reform, and child support. Drawing on strong faculty, excellent students, and the resources of a world-renowned university in a community rich with social and human service programs, there is much to offer prospective students: individualized, faculty-taught field education for master's students, nationally renowned faculty with a strong interdisciplinary focus, and hands-on research training in a highly individualized program of study for doctoral students.

The school offers unique opportunities for students to receive state-of-the-art professional training through its field education program. Student practice opportunities range from experiences in institutional and community-based settings to working with families and other significant care-givers, with individuals and groups, and in policy and service delivery issues.

**Mission.** The mission of the School of Social Work is to enhance human well-being and promote social and economic justice for people who are disadvantaged to achieve an equitable, healthy, and productive society. The school aims to:

- Create, advance, strengthen, and integrate interdisciplinary knowledge for students and the profession through research, scholarship, and practice.
- Educate students to become highly-skilled, culturally-competent and ethical practitioners who will provide leadership for the profession of social work within the state of Wisconsin and nationally.
- Promote change at levels ranging from the individual client to national, including empowering communities and populations that are disadvantaged and developing humane service delivery systems.
- Create and disseminate knowledge regarding the prevention and amelioration of social problems.

The School of Social Work is a professional school in the College of Letters and Science. As part of the college, the school maintains relationships with the other social studies and professional schools within the university system through interchange of faculty and students and through joint research and publication endeavors.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Social Work through one of the named options:

- Full Time (p. 1826)
- Part Time (p. 1831)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### MSW PROGRAM RESOURCES

Thanks to the generosity of friends and alumni, the Sandra Rosenbaum School of Social Work also has a number of Awards and Scholarships (https://socwork.wisc.edu/students/awards-and-scholarships/) available

to MSW applicants and current MSW students, ranging from several hundred dollars to covering the full cost of tuition and fees, as well as training grants and other opportunities (https://socwork.wisc.edu/students/awards-and-scholarships/#other-opportunities) that can provide funding for students with specific career interests.

Students also have access to federal loans and work study.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 49 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 25 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of C are accepted only if they are offset by an equal number of credits of A. Candidates who receive more than two grades of C (in courses that do not extend beyond one term) or a grade of D or F while in the program will be dropped from the MSW Program. Candidates who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. (This policy does not apply to grades received for courses taken to meet the statistics prerequisite while in the program but it will affect the GPA). |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

Select a Named Option (p. 1824) for courses required.

# NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Social Work must select one of the following named options:

View as listView as grid

- **SOCIAL WORK: FULL TIME, MSW (P. 1826)**
- **SOCIAL WORK: PART TIME, MSW (P. 1831)**

## POLICIES

# POLICIES

Students should refer to one of the named options for policy information:

- Full Time (p. 1829)
- Part Time (p. 1834)

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

MSW students can also take advantage of the College of Letters & Sciences SuccessWorks (https://successworks.wisc.edu/) services, including their Canvas modules (https://successworks.wisc.edu/canvas/) on jobs and internships.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate autonomous ethical and professional practice with appropriate use of consultation and supervision.
2. Analyze US systems of oppression and their impact on the social welfare system; apply across micro, mezzo, and macro practice.
3. Engage in advanced practices to continually further human rights and social, racial, economic, and environmental justice.
4. Demonstrate advanced knowledge, critical reflection, and analytic skills that inform anti-oppressive and anti-racist practice.
5. Evaluate and apply research to inform practice and use practice experiences to inform research in a variety of practice areas.
6. Demonstrate policy practice skills across micro, mezzo, and macro levels.
7. Demonstrate advanced knowledge and skills in engaging, assessing, intervening, and evaluating practice with individuals, families, groups, organizations, and communities.

## ACCREDITATION

# ACCREDITATION

Council on Social Work Education (https://www.cswe.org/Accreditation/)

Accreditation status: Accredited. Next accreditation review: 2029.

## SOCIAL WORK COMPETENCIES

At the conclusion the MSW program we expect graduate students to have achieved the following core competencies:

1. Demonstrate ethical and professional behavior
2. Advance human rights and social, racial, economic, and environmental justice
3. Engage anti-racism, diversity, equity, and inclusion (ADEI) in practice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, communities, and organizations
7. Assess individuals, families, groups, communities, and organizations
8. Intervene with individuals, families, groups, communities, and organizations
9. Evaluate practice with individuals, families, groups, communities, and organizations

At the end of the generalist practice curriculum sequence, students are expected to evidence the identified generalist behaviors for each competency. At the end of the advanced year, students are expected to have achieved the competencies at the generalist and specialist levels through the demonstration of generalist behaviors and advanced generalist behaviors in the advanced generalist specialization with an optional area of focus learned in classroom and field experiences—all of which are derived from social work knowledge, values, and skills.

CERTIFICATION/LICENSURE

# CERTIFICATION/LICENSURE

In the state of Wisconsin people with a Master of Social Work (MSW) are able to pursue certification and/or licensure. While certification/licensure is not a requirement for certain types of jobs, it is required for any positions titled 'Social Worker' and to refer to yourself as a Social Worker in professional settings. Information on applying for social work certification and licensure is provided in great detail on the School of Social Work's Professional Social Work Credentials & Continuing Education (https://socwork.wisc.edu/students/credentials/) page. Contact the social work academic advisors in the Full- or Part-Time Programs (see contact information on the program website (https://socwork.wisc.edu/students/advising/)) for a complete list of requirements necessary for these credentials.

## CLINICAL PRACTICE LICENSURE

Students seeking preparation for licensure as a clinical social worker in the State of Wisconsin or State of Minnesota typically complete the mental health focus area.

## SCHOOL SOCIAL WORK LICENSURE

Students seeking preparation for licensure as a school social worker in the State of Wisconsin typically complete the child, youth, and family welfare focus area.

## ASWB EXAM RESULTS

Association of Social Work Boards (https://www.aswb.org/) Masters exam results (includes all UW-Madison MSW graduates). As of 2022, ASWB no longer posts national results for repeat exam-takers, only first-time. Exam results nationally, by state, and by institution are publicly available on the ASWB website (https://www.aswb.org/exam/exam-scoring/exam-pass-rates/) for the prior year.

| Year of Exam | UW-Madison Graduates: All Attempts | Nationa All Attempt |
|---|---|---|
| 2024 | 81 | No data |
| 2023 | 86 | No Data |
| 2022 | 88 | No Data |
| 2021 | 89 | 68 |
| 2020 | 91 | 63 |

| Year of Exam | UW-Madison Graduates: First Attempt | Nationa First Attemp |
|---|---|---|
| 2024 | 88 | 73 |
| 2023 | 91 | 73 |
| 2022 | 91 | 72 |
| 2021 | 90 | 70 |
| 2020 | 96 | 75 |

## PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education (via 34 CFR Part 668 (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure requirements in the following states:

Illinois, Minnesota, Wisconsin

### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2026

# SOCIAL WORK: FULL TIME, MSW

The MSW program is accredited by the Council on Social Work Education (CSWE). Full-Time MSW Program students attending on a full-time basis generally complete the program in two academic years.

This is a named option within the Social Work MSW (p. 1822). A broader overview of the School, our MSW Program Goals, the MSW Curriculum, and Field Education can be found on the Social Work MSW Overview page (p. 1822).

You can also review:

- the Learning Outcomes (p. 1824) for the MSW Program;
- the MSW Program Accreditation (p. 1824) standing and MSW competencies; and,
- more information about Certification and Licensure (p. 1825).

Applicants with a CSWE-accredited Bachelor of Social Work degree from within the last five years should instead look at Social Work Advanced Standing: Full Time, MSW (p. 1813).

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 10 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admissions policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and Social Work's higher requirements:<br>• TOEFL (iBT): 100<br>• Duolingo (DET): 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Online applications are available through the School of Social Work website (https://socwork.wisc.edu/admissions/mswapp/).

**Admission into the master's degree program** includes the Graduate School requirement that applicants hold a minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree, using all credits from the degree to calculate the GPA equivalency. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

Applicants apply online through the Graduate School's application site (link found in the instructions on the School of Social Work website). A complete application includes both the Graduate School application and the School of Social Work's supplemental application forms.

Applicants must review the instructions on the School of Social Work (https://socwork.wisc.edu/admissions/mswapp/) website for specific application details and prerequisites.

## ADVANCED STANDING

**Individuals who have completed a Council on Social Work Education (CSWE) accredited Bachelor of Social Work (BSW) degree** within five years from the academic year of graduation to the academic year of enrollment **should apply to Social Work Advanced Standing: Full Time, MSW (p. 1813)**.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## MSW PROGRAM RESOURCES

Thanks to the generosity of friends and alumni, the Sandra Rosenbaum School of Social Work also has a number of Awards and Scholarships (https://socwork.wisc.edu/students/awards-and-scholarships/) available to MSW applicants and current MSW students, ranging from several hundred dollars to covering the full cost of tuition and fees, as well as training grants and other opportunities (https://socwork.wisc.edu/students/awards-and-scholarships/#other-opportunities) that can provide funding for students with specific career interests.

Students also have access to federal loans and work study.

# REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 49 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 25 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of C are accepted only if they are offset by an equal number of credits of A. Candidates who receive more than two grades of C (in courses that do not extend beyond one term) or a grade of D or F while in the program will be dropped from the MSW Program. Candidates who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. (This policy does not apply to grades received for courses taken to meet the statistics prerequisite while in the program but it will affect the GPA). |
| Assessments and Examinations | None. |
| Language Requirements | None. |

### REQUIRED COURSES

#### Generalist Practice

First-year MSW students complete all generalist courses unless granted an exemption:

| Code | Title | Credits |
|---|---|---|
| SOC WORK 400 | Field Practice and Integrative Seminar I | 4 |
| SOC WORK 401 | Field Practice and Integrative Seminar II | 4 |
| SOC WORK 441 | Generalist Practice with Individuals, Families and Groups | 3 |
| SOC WORK 442 | Generalist Practice with Communities and Organizations | 2 |
| SOC WORK 612 | Psychopathology in Generalist Social Work Practice | 2 |
| SOC WORK 650 | Methods of Social Work Research | 3 |
| SOC WORK 708 | The Field of Social Work | 2 |
| SOC WORK 709 | Social Policy | 2 |
| SOC WORK 710 | Diversity, Oppression, and Social Justice in Social Work | 2 |
| SOC WORK 711 | Human Behavior and the Environment | 2 |
| **Total Credits** | | **26** |

Generalist courses must be completed before beginning Advanced Generalist courses.

#### Advanced Generalist Specialization

In a broad social justice framework, advanced practice MSW students complete an advanced generalist practice specialization. Students may choose one of four optional focus areas:

1. Aging;
2. Child, Youth, and Family Welfare;
3. Health; and
4. Mental Health.

For more information about focus area recommendations, students should refer to the Specialization Handbook found on the Social Work website Student Resources page (https://socwork.wisc.edu/students/resources/).

Students complete an **Advanced Practice** class in a focus area, a **Policies & Services** class in a focus area, a sequence of **Field Practice** in a focus area, **Advanced Macro Practice**, and three "free electives" chosen in consultation with an advisor. Students may choose to complete their advanced generalist practice specialization with no focus area, and still complete **Advanced Practice**, **Policies & Services**, and **Field Practice** courses that are based within focus areas, in addition to **Advanced Macro Practice** and three "free electives" chosen in consultation with an advisor.

| Code | Title | Credits |
|---|---|---|
| **Advanced Practice (choose one)** | | **2** |
| SOC WORK 741 | Interventions with Children, Youth, and Families | |
| SOC WORK 821 | Social Work Practice in Aging and Mental Health | |
| SOC WORK 835 | Advanced Social Work Practice in Mental Health | |
| SOC WORK 873 | Social Work Practice in Health Care | |
| **Policies & Services (choose one)** | | **2** |
| SOC WORK 836 | Mental Health Policies and Services | |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services | |
| SOC WORK 920 | Child, Youth, and Family Policies and Services | |
| SOC WORK 921 | Child Welfare Policies and Services | |
| **Advanced Macro Practice** | | **2** |
| SOC WORK 840 | Advanced Macro Practice | |
| **Advanced Practice Field** [1] | | **11** |
| SOC WORK 800 | Field Practice and Integrative Seminar III | |
| SOC WORK 801 | Field Practice and Integrative Seminar IV | |
| **Three free electives from the list below chosen in consultation with advisor.** | | **6** |
| **Total Credits** | | **23** |

[1] For information on available Advanced Practice field units and the process of selecting a field unit, students should refer to the Field Handbook found on the Social Work website Student Resources page (https://socwork.wisc.edu/students/resources/).

## Free Electives

Electives may be chosen from this list in consultation with an advisor. The Specialization Handbook (https://socwork.wisc.edu/students/resources/#full-time-msw-students) has suggested electives for focus areas and select sub-focuses. Not all electives are offered in a given year or semester. **Courses outside of the department may substitute for a course on this Free Electives list in consultation with an advisor.**

| Code | Title | Credits |
|---|---|---|
| SOC WORK 623 | Interpersonal Violence | 3 |
| SOC WORK 627 | Sex Trafficking and Sex Trading | 2 |
| SOC WORK/ AMER IND 636 | Social Work in American Indian Communities: The Indian Child Welfare Act | 3 |
| SOC WORK 639 | Social Work Practice with LGBTQIA2S+ Individuals and Communities | 3 |
| SOC WORK 644 | Issues in Developmental Disabilities | 3 |
| SOC WORK 646 | Child Abuse and Neglect | 2 |
| SOC WORK 648 | Social Work Practice in Palliative Care | 2 |
| SOC WORK 656 | Child Welfare Practice in Foster and Kinship Care, Permanency, and Adoption | 2 |
| SOC WORK 675 | Topics in Contemporary Social Welfare | 2-3 |
| SOC WORK 712 | Psychopathology for Social Work Practice in Mental Health | 3 |
| SOC WORK/ URB R PL 721 | Methods of Planning Analysis | 3 |
| SOC WORK 741 | Interventions with Children, Youth, and Families [1] | 2 |
| SOC WORK 742 | Assessing and Treating Children and Adolescents | 2 |
| SOC WORK/ NURSING/ PHM PRAC 746 | Interdisciplinary Care of Children with Special Health Care Needs | 3 |
| SOC WORK 817 | Social Work Practice in Schools II (only for School Social Work students) | 2 |
| SOC WORK 821 | Social Work Practice in Aging and Mental Health [1] | 2 |
| SOC WORK/ LAW 822 | Family Law: Marriage and Divorce | 2-4 |
| SOC WORK/ LAW 823 | Family Law: Parent and Child | 3-4 |
| SOC WORK 825 | Grief, Death, Loss, and Life | 2 |
| SOC WORK 835 | Advanced Social Work Practice in Mental Health [1] | 2 |
| SOC WORK 836 | Mental Health Policies and Services [1] | 2 |
| SOC WORK 838 | Principles of Psychedelic Healing | 2 |
| SOC WORK 842 | Supervision and Leadership in Social Work and Human Services Organizations | 3 |
| SOC WORK 854 | Crisis Intervention | 2 |
| SOC WORK 863 | Recent Developments in Social Work | 2-3 |
| SOC WORK 870 | Cognitive and Behavioral Mental Health Treatments for Adults | 2 |
| SOC WORK 873 | Social Work Practice in Health Care [1] | 2 |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services [1] | 2 |
| SOC WORK/ ED PSYCH/HDFS/ NURSING 880 | Prevention Science | 3 |
| SOC WORK 920 | Child, Youth, and Family Policies and Services [1] | 2 |
| SOC WORK 921 | Child Welfare Policies and Services [1] | 2 |
| SOC WORK 929 | Social Work and Substance Misuse | 2 |

[1] These courses can satisfy either an Advanced Practice/Policies & Services course, or a free elective. Taking additional Advanced Practice/Policies & Services courses as electives should only be done in careful consultation with an advisor, and can only be taken in the advanced practice year.

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Graduate credits in equivalent generalist courses completed with a grade of B or better taken at CSWE-accredited MSW programs may be used to fulfill the minimum degree credit requirement. In general, coursework earned five or more years prior to admission to the MSW Program may not be used to satisfy degree credit minimums. Graduate credits from other MSW programs/institutions may not be used to fulfill the minimum residence credit requirement.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Graduates of UW-Madison may transfer only those courses completed with a B or better and numbered 300 or above toward their minimum graduate degree credit requirement for coursework determined by the social work faculty to be equivalent to the MSW generalist coursework, up to 7 credits. Coursework completed through a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements. Students seeking credit for previously completed social work practice courses may only do so if completed while declared in the BSW degree program.

MSW students may transfer undergraduate coursework from external institutions as determined by the social work faculty to be equivalent to the MSW generalist coursework, up to 7 credits, if completed with a grade of B or better. Coursework completed through a degree earned five or more years prior to admission to the MSW program may not transfer to satisfy credit requirements. Students seeking credit for previously completed social work practice courses may only do so if completed while enrolled in a CSWE-accredited BSW degree program.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits accepted.

### Credits Earned as a University Special Student at UW-Madison

On a case-by-case basis generalist Social Work courses completed with a B or better and numbered 300 or above taken as a UW–Madison University Special student may transfer to fulfill degree requirements. No more than 7 credits of generalist course may be used for this purpose. Coursework earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

### MSW Satisfactory Progress Criteria

Graduate students are required to maintain and graduate with a cumulative GPA of 3.00.

Grades of "C" are accepted only if offset by an equal number of credits of grades of A. Students who receive more than two grades of C or a grade of D or F will be dropped from the MSW Program. (This policy does not apply to grades received for courses taken to meet the Statistic prerequisite while in the program but will affect the GPA).

Students who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. Refer to the Field Education Handbook (found on the Social Work Student Resources site (https://socwork.wisc.edu/students/resources/#full-time-msw-students)) for more details about grades in Field.

## ADVISOR / COMMITTEE

All master's candidates are assigned to the social work academic advisors.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Full-Time Program students matriculating through the Full-Time MSW program on a part-time basis must enroll in a minimum of two courses each semester and complete one full-time semester of at least 8 credits. Candidates who withdraw from the Full-Time Program without having completed at least 8 credits must reapply for admission to the program. Students who withdraw from the Part-Time MSW Program without having completed at least 6 credits must reapply for admission to the Part-Time Program.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)

- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

### Practice Sequence

SOC WORK 441 and SOC WORK 442 are taken concurrently with field, and are only offered in the fall for BSW students. Exceptions to this sequencing are rare and will only be made through consultation with an advisor and the Director of Field Education. SOC WORK 400 is offered in the fall and SOC WORK 401 is offered in the spring. None of the practice courses are available in the summer.

### Coursework that doesn't meet the policy requirements

Coursework that does not meet the above policies (ie grade received was below a B, or degree was earned more than five years prior to admission) is not sufficient to meet program requirements. Students may choose to demonstrate competence in required foundation courses through examination for credit (https://socwork.wisc.edu/students/exemptions/) for select courses, or will be required to take the applicable course as part of their plan of study.

### Credit by Exam

An exemption exam (https://socwork.wisc.edu/students/exemptions/) is a way to demonstrate sound understanding of foundational generalist social work content required for our MSW Program. Exemption exams are intended for students who have had prior exposure to the required content. This option is recommended for students who have taken a similar course, but NOT eligible for exemption by prior coursework review (such as if a grade below a B was received, or the course was taken more than five years prior to entry into the program). If a student passes an exemption exam, they will typically earn credit for that course.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

MSW students can also take advantage of the College of Letters & Sciences SuccessWorks (https://successworks.wisc.edu/) services, including their Canvas modules (https://successworks.wisc.edu/canvas/) on jobs and internships.

# SOCIAL WORK: PART TIME, MSW

**The Part Time named option in the Social Work, MSW no longer admits new students after Fall 2025 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

This is a named option in the Social Work (p. 1822) MSW degree plan.

The Part-Time MSW program is designed to allow students who are not able to pursue full-time study to work toward a MSW degree on a structured, time-extended basis with classes delivered in a hybrid manner (using in-person session and online technology).

- In-person sessions offered every other Saturday. Students should plan to be on campus each semester.
- Fieldwork options may be offered in your home community.
- Focus areas in child, youth and family welfare or mental health are offered.

Applicants must meet the School of Social Work admission requirements to be accepted into the program.

Applicants with a CSWE-accredited Bachelor of Social Work degree from within the last five years should instead look at Social Work Advanced Standing, Part Time, MSW (p. 1817).

## ADMISSIONS

# ADMISSIONS

**The Part Time named option in the Social Work, MSW no longer admits new students after Fall 2025 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admissions policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) and Social Work's higher requirements:<br>• TOEFL (iBT): 100<br>• Duolingo (DET): 130 |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Online applications are available through the School of Social Work website (http://socwork.wisc.edu/).

**Admission into the master's degree program** includes the Graduate School requirement that applicants hold a minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree, using all credits from the degree to calculate the GPA equivalency. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

Applicants apply online through the Graduate School's application site (link found in the instructions on the School of Social Work website). A complete application includes both the Graduate School application and the School of Social Work's supplemental application forms.

Applicants must review the instructions on the School of Social Work (https://socwork.wisc.edu/admissions/mswapp/) website for specific application details and prerequisites.

## ADVANCED STANDING

Individuals who have completed a Council on Social Work Education (CSWE) accredited Bachelor of Social Work (BSW) degree within five years from the academic year of graduation to the academic year of enrollment should apply to Social Work Advanced Standing: Part Time, MSW (p. 1817).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## MSW PROGRAM RESOURCES

Thanks to the generosity of friends and alumni, the Sandra Rosenbaum School of Social Work also has a number of Awards and Scholarships (https://socwork.wisc.edu/students/awards-and-scholarships/) available to MSW applicants and current MSW students, ranging from several hundred dollars to covering the full cost of tuition and fees, as well as training grants and other opportunities (https://socwork.wisc.edu/students/awards-and-scholarships/#other-opportunities) that can provide funding for students with specific career interests.

Students also have access to federal loans and work study.

## GRADUATE ASSISTANTSHIP POLICY

Per university policy, 131 students (which includes the Part-Time Program) are permitted to hold TA/RA/PA positions (including those above 33%) but will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship. Limited School funding may be available to support Part-Time MSW students working as a TA for the School.

## SUMMER COURSEWORK MAY BE REQUIRED

Students should make sure they have enough financial aid to cover summer classes. We strongly recommend students talk to the Office of Student Financial Aid (https://financialaid.wisc.edu/) to create a financial aid plan that will meet their needs.

## PART-TIME MSW PROGRAM STUDENTS NOTE

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | Yes | No | Yes | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 49 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 25 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Grades of C are accepted only if they are offset by an equal number of credits of A. Candidates who receive more than two grades of C (in courses that do not extend beyond one term) or a grade of D or F while in the program will be dropped from the MSW Program. Candidates who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. (This policy does not apply to grades received for courses taken to meet the statistics prerequisite while in the program but it will affect the GPA). |
| Assessments and Examinations | None. |
| Language Requirements | None. |

## REQUIRED COURSES

MSW students complete all generalist courses unless granted an exemption (https://socwork.wisc.edu/students/exemptions/):

| Code | Title | Credits |
|---|---|---|
| SOC WORK 400 | Field Practice and Integrative Seminar I | 4 |
| SOC WORK 401 | Field Practice and Integrative Seminar II | 4 |
| SOC WORK 441 | Generalist Practice with Individuals, Families and Groups | 3 |
| SOC WORK 442 | Generalist Practice with Communities and Organizations | 2 |
| SOC WORK 612 | Psychopathology in Generalist Social Work Practice | 2 |
| SOC WORK 650 | Methods of Social Work Research | 3 |
| SOC WORK 708 | The Field of Social Work | 2 |
| SOC WORK 709 | Social Policy | 2 |
| SOC WORK 710 | Diversity, Oppression, and Social Justice in Social Work | 2 |
| SOC WORK 711 | Human Behavior and the Environment | 2 |
| **Total Credits** | | **26** |

Generalist courses must be completed before beginning Advanced Generalist courses.

### Advanced Generalist Specialization

In a broad social justice framework, advanced practice (students continuing from the Generalist years) or advanced standing (students entering the Program with a recent BSW) MSW students complete an advanced generalist practice specialization. Students may choose one of two optional focus areas:

1. Child, Youth, and Family Welfare; and
2. Mental Health.

For more information about focus area recommendations, students should refer to the Specialization Handbook found on the Social Work website Student Resources page (https://socwork.wisc.edu/students/resources/).

Students complete an **Advanced Practice** class in a focus area, a **Policies & Services** class in a focus area, a sequence of **Field Practice** in a focus area, **Advanced Macro Practice**, and three "free electives" chosen in consultation with an advisor. Students may choose to complete their advanced generalist practice specialization with no focus area, and still complete **Advanced Practice**, **Policies & Services**, and **Field Practice** courses that are based within focus areas, in addition to **Advanced Macro Practice** and three "free electives" chosen in consultation with an advisor.

| Code | Title | Credits |
|---|---|---|
| **Advanced Practice (choose one)** | | **2** |
| SOC WORK 741 | Interventions with Children, Youth, and Families | |
| SOC WORK 821 | Social Work Practice in Aging and Mental Health | |
| SOC WORK 835 | Advanced Social Work Practice in Mental Health | |
| SOC WORK 873 | Social Work Practice in Health Care Policies & Services | |
| **Policies & Services (choose one)** | | **2** |
| SOC WORK 836 | Mental Health Policies and Services | |
| SOC WORK 875 | Health, Aging, and Disability Policy and Services | |
| SOC WORK 920 | Child, Youth, and Family Policies and Services | |
| **Advanced Macro Practice** | | **2** |
| SOC WORK 840 | Advanced Macro Practice | |
| **Advanced Practice Field** [1] | | **11** |
| SOC WORK 800 | Field Practice and Integrative Seminar III | |
| SOC WORK 801 | Field Practice and Integrative Seminar IV | |
| **Three free electives from the list below chosen in consultation with advisor.** | | **6** |
| **Total Credits** | | **23** |

[1] For information on available Advanced Practice field units and the process of selecting a field unit, students should refer to the Field Handbook found on the Social Work website Student Resources page (https://socwork.wisc.edu/students/resources/).

### Free Electives

The Specialization Handbook (https://socwork.wisc.edu/students/resources/#part-time-msw-students) has suggested electives for pathways and select sub-focuses. Not all electives are available in a given year or semester.

| Code | Title | Credits |
|---|---|---|
| SOC WORK 644 | Issues in Developmental Disabilities | 3 |
| SOC WORK 646 | Child Abuse and Neglect | 2 |
| SOC WORK 656 | Child Welfare Practice in Foster and Kinship Care, Permanency, and Adoption | 2 |
| SOC WORK 712 | Psychopathology for Social Work Practice in Mental Health | 3 |
| SOC WORK 742 | Assessing and Treating Children and Adolescents | 2 |
| SOC WORK 815 | Social Work Practice in Schools I | 2 |
| SOC WORK 817 | Social Work Practice in Schools II | 2 |
| SOC WORK 821 | Social Work Practice in Aging and Mental Health | 2 |
| SOC WORK 825 | Grief, Death, Loss, and Life | 2 |
| SOC WORK 838 | Principles of Psychedelic Healing | 2 |
| SOC WORK 842 | Supervision and Leadership in Social Work and Human Services Organizations | 3 |
| SOC WORK 870 | Cognitive and Behavioral Mental Health Treatments for Adults | 2 |
| SOC WORK 874 | Health, Aging, and Disability Practice for the 21st Century | 2 |
| SOC WORK 929 | Social Work and Substance Misuse | 2 |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval.

Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Graduate credits in equivalent generalist courses completed with a grade of B or better taken at CSWE-accredited MSW programs may be used to fulfill the minimum degree credit requirement. In general, coursework earned five or more years prior to admission to the MSW Program may not be used to satisfy degree credit minimums. Graduate credits from other MSW programs/institutions may not be used to fulfill the Minimum Residence Credit Requirement.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Graduates of **UW-Madison** may transfer only those courses completed with a B or better and numbered 300 or above toward their minimum graduate degree credit requirement for coursework determined by the social work faculty to be equivalent to the MSW generalist coursework, up to 7 credits. Coursework completed through a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements. Students seeking credit for previously completed social work practice courses may only do so if completed while declared in the BSW degree program.

MSW students may transfer undergraduate coursework from **external institutions** determined by the social work faculty to be equivalent to the MSW generalist coursework, up to 7 credits, if completed with a grade of B or better. Coursework completed through a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements. Students seeking credit for previously completed social work practice courses may only do so if completed while enrolled in a CSWE-accredited BSW degree program.

### Credits Earned as Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits accepted.

### Credits Earned as a University Special Student at UW-Madison

On a case-by-case basis generalist Social Work courses completed with a B or better and numbered 300 or above taken as a UW–Madison University Special student may transfer to fulfill degree requirements. No more than 7 credits of generalist course may be used for this purpose. Coursework earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

### Satisfactory Progress Criteria:

Graduate students are required to maintain and graduate with a cumulative GPA of 3.00.

Grades of "C" are accepted only if offset by an equal number of credits of grades of A. Students who receive more than two grades of C or a grade of D or F will be dropped from the MSW Program. (This policy does not apply to grades received for courses taken to meet the Statistic prerequisite while in the program but will affect the GPA).

Students who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. Refer to the Field Education Handbook (found on the Social Work Student Resources site (https://socwork.wisc.edu/students/resources/#part-time-msw-students)) for more details about grades in Field.

## ADVISOR / COMMITTEE

All master's candidates are assigned to the social work academic advisors.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students who withdraw from the Part-Time MSW Program without having completed at least 6 credits must reapply for admission to the Part-Time Program.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)

- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

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1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

### Credit versus Placement

The above policies only refer to coursework for credit. Students who have completed additional coursework found to be equivalent to generalist MSW coursework may be placed out of those courses, but will still need to complete those credits through additional (elective) coursework.

### Coursework that doesn't meet the policy requirements

Coursework that does not meet the above policies (ie grade received was below a B, or degree was earned more than five years prior to admission) is not sufficient to meet program requirements. Students may choose to demonstrate competence in required foundation courses through examination for credit (https://socwork.wisc.edu/students/exemptions/) for select courses, or will be required to take the applicable course as part of their plan of study.

### Credit by Exam

An exemption exam (https://socwork.wisc.edu/students/exemptions/) is a way to demonstrate sound understanding of foundational generalist social work content required for our MSW Program. Exemption exams are intended for students who have had prior exposure to the required content. This option is recommended for students who have taken a similar course, but NOT eligible for exemption by prior coursework review (such as if a grade below a B was received, or the course was taken more than five years prior to entry into the program). If a student passes an exemption exam, they will typically earn credit for that course.

# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

MSW students can also take advantage of the College of Letters & Sciences SuccessWorks (https://successworks.wisc.edu/) services, including their Canvas modules (https://successworks.wisc.edu/canvas/) on jobs and internships.

# SOCIOLOGY

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Science and Technology Studies, Doctoral Minor (p. 1836)
- Sociology, Doctoral Minor (p. 1836)
- Sociology, MS (p. 1837)
- Sociology, PhD (p. 1841)


# SCIENCE AND TECHNOLOGY STUDIES, DOCTORAL MINOR

Science and technology studies integrates knowledge about science, technology, and medicine with society, culture, and the economy. This interdisciplinary field of study incorporates a broad base of scholarship to provide a nuanced picture of science and technology as human enterprises, situated in wider historical, social, and cultural contexts.

The science and technology studies (STS) program offers a doctoral minor.

The doctoral minor in STS is offered to graduate students who are candidates for a doctoral degree in another department or program. The STS doctoral minor provides graduate students with an integrated program of interdisciplinary training in science and technology studies. The minor is open to students in all campus departments, including the humanities, social sciences, natural sciences, and engineering. The program is oriented toward helping students use insights from STS in their research and teaching.

## ADMISSIONS

## ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

All graduate students who are interested in the doctoral minor in Science and Technology Studies should consult as soon as possible with the Associate Director of the Holtz Center for Science and Technology Studies. Graduate students will work with the Center Director and Associate Director to choose an advisor from the center's affiliated faculty members. The advisor will assist in planning the student's doctoral minor.

## REQUIREMENTS

## REQUIREMENTS

### REQUIRED COURSES

Students must consult with their Holtz Center affiliated advisor and assistant director. Coursework promotes each student's interdisciplinary understanding of the relationship between science/technology and society/culture.

Students must complete at least 9 credits through the following requirements:

1. Complete STS 901 Science, Technology and Medicine in Society, which introduces students to the perspectives on science, technology, and society that transcend any single discipline;
2. Complete six credits from the pre-approved graduate course list in at least two different departments outside of their major field of study.
3. Earn a B or better in coursework.

Students are **expected and encouraged to complete the following**:

1. Enroll in STS 902 Current Topics in Science and Technology Studies. This is the biweekly Science and Technology Studies (STS) Brown Bag Seminars;
2. Frequent speaker series and other Holtz Center events.

### Pre-approved Graduate Courses

Refer to the "courses for PhD minor (https://sts.wisc.edu/academics/phd-minor/#what-is-the-ph-d-minor-in-sts)" on the program website for the pre-approved graduate course list.

# SOCIOLOGY, DOCTORAL MINOR

Sociology involves the development and application of theoretical insights and empirical evidence regarding human behavior as social beings, focusing on how social life works, what causes social change, and why humans behave in the ways they do. The discipline explores social interactions and social processes at the individual, group, state, and global levels. The Department of Sociology trains doctoral students to become outstanding social scientists working in academia, government, the nonprofit sector, and private industry. Students develop a broad understanding of major theories, methodologies, and research findings in the sociological literature. PhD students will advance the contributions of sociological study to society by conducting research that explores complex ideas, analyzes quantitative and qualitative data, and disseminates new knowledge. In so doing, they will contribute to the vast body of scholarship and applied work that leads to the improvement of society.

## ADMISSIONS

## ADMISSIONS

For more information, please contact the Graduate Program Manager (see contact information).

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

### REQUIRED COURSES

An Option A minor in Sociology requires 9 credits of graduate-level coursework in either the Department of Sociology or the Department of Community & Environmental Sociology. The departments do not require students to take specific courses; instead, students are encouraged to meet with the sociology graduate program manager to discuss their interests and goals and to find out which courses may be useful to them and when they are likely to be offered. Students may enroll in any graduate-only courses (i.e., those numbered 700–999) with the exception of SOC 700 Introductory Proseminar for Graduate Students and SOC 990 Thesis. They may also enroll in any of the advanced graduate-undergraduate courses (i.e., those numbered 300–699) that are either specifically designed for graduate students or assess graduate students separately from undergrads. Such courses carry this designation in the Course Search and Enroll App: Graduate 50%: Y.

# SOCIOLOGY, MS

The Department of Sociology and the Department of Community & Environmental Sociology conduct a combined graduate program in sociology designed to prepare students for scholarly research, teaching, or applied work. The program leads to the Master of Science degree in sociology and the Doctor of Philosophy degree in sociology. It also offers a minor to students earning a doctoral degree in other departments. All major areas of sociological inquiry are represented in the curriculum. The program consistently ranks at or near the top in studies of U.S. doctoral programs.

Distinguished faculty, outstanding students who learn from and support each other, an increasingly multi-ethnic student body, a curriculum covering a broad spectrum of sociological interests, thriving research projects in many areas, and a stimulating campus environment make UW–Madison an excellent choice for students interested in sociology and/or community and environmental sociology.

Members of the departments also participate in a number of interdisciplinary programs. Faculty and students are involved with several research institutes, including the Applied Population Laboratory, the Center for Demography & Ecology, the Center for Demography of Health & Aging, the Center for Integrated Agricultural Systems, the High Road Strategy Center, the Holtz Center for Science & Technology Studies, the Institute for Research on Poverty, the Institute on Aging, the Nelson Institute for Environmental Studies, the Wisconsin Center for Education Research, and the University of Wisconsin Survey Center. Further information about faculty and areas of study is available on the department websites: Department of Sociology (http://www.ssc.wisc.edu/soc/) and Department of Community & Environmental Sociology (http://dces.wisc.edu/).

# DEGREES AND CAREER GOALS

The sociology graduate program admits students who intend to earn a PhD. Students complete a Master of Science degree on the way to the PhD or receive a waiver of the program's Master's requirements based on having written a thesis and obtained a Master's degree previously. A few students leave the program after completing the Master's degree and pursue careers in the public or private sectors. Of those who graduate with the PhD, a majority obtain university teaching and/or research positions; others take research and/or administrative positions in government organizations, nonprofit organizations, or private firms.

## ADMISSIONS

# ADMISSIONS

This master's program is offered for work leading to the PhD. Students may not apply directly for the master's and should instead see the admissions information for the PhD. (p. 1841)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required (3.00 in the first semester) |
| Other Grade Requirements | Students must earn a BC or above in all required courses. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester. |
| Assessments and Examinations | Master's students write a thesis under the supervision of their major professor. After completing the thesis, students take a comprehensive oral exam covering general sociology, graduate work to date, and the thesis.<br><br>Occasionally students decide not to continue pursuit of the PhD and opt to complete the requirements for a non-thesis master's degree. In these rare cases, students complete course requirements and take the comprehensive oral exam. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

The Departments of Sociology and Community & Environmental Sociology have one graduate program, and we admit only those students who intend to complete a PhD. Students admitted to the doctoral program earn a master's degree en route to the PhD. They complete the courses listed below and also write and defend a thesis. Students who earned a master's degree that included a thesis before entering the program may apply the work to the thesis requirement.

### Master's Degree Course Requirements

| Code | Title | Credits |
|---|---|---|
| **Required Courses** | | |
| SOC 700 | Introductory Proseminar for Graduate Students | 1 |
| SOC/C&E SOC 361 | Statistics for Sociologists II | 4 |
| SOC 754 | Qualitative Research Methods in Sociology | 3 |
| SOC 773 | Intermediate Classical Theory | 3 |
| **Additional credits** | | **19** |
| Additional credits should be selected from SOC/C&E SOC courses and seminars restricted to graduate students (typically these courses are numbered 700-984). These additional credits may include no more than 9 credits numbered 985 and above (e.g., working group courses, independent reading courses, and thesis credits). | | |
| **Those students affiliated with the multi-disciplinary Center for Demography & Ecology and Center for Demography of Health & Aging must complete these courses toward the Methods requirement:** | | |
| SOC 674 | Demographic Techniques I | 3 |
| SOC 756 | Demographic Techniques II | 3 |
| Each semester, throughout the graduate program, CDE/CDHA students must also enroll in: | | |
| SOC/C&E SOC 995 | Research: Methodology Trainees | 1-3 |
| SOC/C&E SOC 997 | Research: Demography and Ecology Trainees | 1-3 |
| **Total Credits** | | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer up to 14 credits of graduate coursework from other institutions toward the minimum 30-credit master's degree requirement and the minimum 50% graduate coursework requirement. Coursework completed ten or more years prior to admission to the master's program may not be used to satisfy either of these requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Each new graduate student is matched with a first-year faculty advisor who shares his or her research interests. The first-year advisor helps with the transition to graduate school, offers an introduction to department culture, provides a structured point of contact should questions or problems arise, and provides information and support as the student selects a permanent advisor and thesis director. Students are expected to have ongoing contact with their advisor. All students are required to submit a yearly progress report that is read and discussed by a committee of faculty during the annual review. In addition, all students are expected to create and regularly update an Individual Development Plan (IDP) and use it as the basis for conversations with their advisor about evolving goals, current strengths, and plans for mastery of new skills. A student's advisor serves as chair of the thesis committee, which is composed of three graduate faculty members in Sociology and/or Community & Environmental Sociology.

## CREDITS PER TERM ALLOWED

15 credits maximum are allowed, but only 12 are recommended.

## TIME LIMITS

Students are expected to complete the master's degree by the end of the summer after their third year in the program.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to

the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.

b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.

c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.

4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

The Sociology graduate program offers students an array of professional development opportunities.

SOC 700 Introductory Proseminar for Graduate Students provides an overview of the discipline and the graduate program and addresses such professional development issues as teaching strategies and grant proposal writing. The proseminar also explores topics like productive advisor-advisee relationships, working effectively as part of a research team, co-authoring, and other matters important to graduate school success.

SOC/C&E SOC 875 Special Topics (Topic: Professional Development) covers a broad spectrum of topics – e.g., networking and peer support; time management; IRB approval and considering ethics throughout the research process; writing, revising, and submitting papers to scholarly journals; writing for public audiences; doing outreach work; speaking at conferences; investigating careers within and outside academia; and learning how to mentor.

SOC/C&E SOC 995 Research: Methodology Trainees, for students affiliated with the Center for Demography & Ecology and the Center for Demography of Health & Aging, covers essential professional development skills such as grant writing, data visualization, presentation design, publication writing, applying for academic and research jobs, and responsible conduct of research.

SOC/C&E SOC 997 Research: Demography and Ecology Trainees, for students affiliated with the Center for Demography & Ecology and the Center for Demography of Health & Aging, offers presentations of substantive work at the forefront of population sciences.

For students who are teaching for the first time, there is a weekly teaching workshop that focuses on issues typically of concern to new TAs—e.g., developing lesson plans, engaging students, facilitating discussions, and evaluating written work.

Students are encouraged to participate in "Working Groups" each semester. The departments offer nine of these training groups, each focusing on a different sociology subfield. The groups meet weekly and involve presentation and discussion of student and faculty work-in-progress as well as analysis of current developments and debates; often guest speakers from other universities join the conversation.

The departments host scholars from other institutions who speak at departmental colloquia as well as speakers from campus units such as the Havens-Wright Center for Social Justice and the Institute for Research on Poverty. Students are encouraged to attend these events. They are also advised to participate in the graduate program's workshops on career exploration and creating a professional website. Students are invited to collaborate with faculty and staff serving on department committees, and they are encouraged to develop leadership skills by becoming involved in the Sociology Graduate Student Association.

The departments provide small grants that assist students with research expenses and support those who are traveling to present their work at professional conferences.

The Sociology Department website (https://sociology.wisc.edu/current-students-2/) includes several pages containing valuable resources for graduate students – e.g., Diversity & Inclusion Resources for the Classroom, Collected Wisdom, Academic Job Market, and Blogs on Academia.

All graduate students are expected to create an Individual Development Plan to help them define interests and values, evaluate skills, develop specific plans for meeting degree milestones and professional goals, and communicate effectively with their advisors.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrate a broad understanding of major theories, methodologies, and research findings in the sociological literature. Develop critical thinking skills that empower them to analyze strengths and weaknesses in the existing literature, identify knowledge gaps, evaluate evidence, synthesize information, and form conclusions. Attain the skills necessary to conduct research with intellectual and ethical rigor, care, and creativity.
2. Complete an original research project in one of the subfields of sociology. In doing so, they will learn to formulate ideas and develop research questions, interpret and evaluate existing literature on the topic, design a feasible research project, use an appropriate methodology, analyze and interpret the resulting data, and consider avenues for future research. Write a thesis describing their research project and defend it during a comprehensive oral exam.
3. Develop an understanding of the field of sociology by participating in a required introductory proseminar as well as completing required courses in sociological theory, research methods, and statistics along with elective courses in their area of interest. Demonstrate their understanding by working as teaching assistants, project assistants, research assistants, and trainees; by presenting work-in-progress at informal brownbag colloquia; by preparing and submitting manuscripts resulting from their research for publication in respected journals; and by submitting papers for presentation at professional conferences.
4. Retrieve, interpret, and evaluate social science literature and use it, along with their own understanding of relevant methodologies, to

employ the most appropriate methods and practices in their own research.

5. Develop analytical thinking skills that enable them to evaluate information pertinent to their research questions. Develop the breadth of knowledge and experience that empowers them to synthesize disparate information and use the resulting synthesis to respond creatively to challenges in their field of study.
6. Communicate in a clear, organized, engaging manner, using language, methods, and critical tools appropriate to the social sciences. Learn to develop grant proposals; gather, manage, and analyze data; write a thesis that is thought-provoking, concise, and persuasive; present research informatively; listen with care and patience; and give and receive feedback orally and in writing.
7. Understand, recognize, and apply principles of ethical and professional conduct by developing effective relationships with faculty mentors, graduate student colleagues, and the undergraduate students whom they teach. Design research, collect and analyze data, and interpret and report results with honesty and scientific rigor.

# SOCIOLOGY, PHD

The Department of Sociology and the Department of Community & Environmental Sociology conduct a combined graduate program in sociology designed to prepare students for scholarly research, teaching, or applied work. The program leads to the Master of Science degree with a major in sociology and the Doctor of Philosophy degree in sociology. It also offers a minor to students earning a doctoral degree in other departments. All major areas of sociological inquiry are represented in the curriculum. The program consistently ranks at or near the top in studies of U.S. doctoral programs.

Distinguished faculty, outstanding students who learn from and support each other, an increasingly multi-ethnic student body, a curriculum covering a broad spectrum of sociological interests, thriving research projects in many areas, and a stimulating campus environment make UW–Madison an excellent choice for students interested in sociology and/or community and environmental sociology.

Members of the departments also participate in a number of interdisciplinary programs. Faculty and students are involved with several research institutes, including the Applied Population Laboratory, the Center for Demography & Ecology, the Center for Demography of Health & Aging, the Center for Integrated Agricultural Systems, the High Road Strategy Center, the Holtz Center for Science & Technology Studies, the Institute for Research on Poverty, the Institute on Aging, the Nelson Institute for Environmental Studies, the Wisconsin Center for Education Research, and the University of Wisconsin Survey Center. Further information about faculty and areas of study is available on the department websites: Department of Sociology (http://www.ssc.wisc.edu/soc/) and Department of Community & Environmental Sociology (http://dces.wisc.edu/).

## DEGREES AND CAREER GOALS

The sociology graduate program admits students who intend to earn a PhD. Students complete a Master of Science degree on the way to the PhD or receive a waiver of the program's Master's requirements based on having written a thesis and obtained a Master's degree previously. A few students leave the program after completing the Master's degree and pursue careers in the public or private sectors. Of those who graduate with the PhD, a majority obtain university teaching and/or research positions; others take research and/or administrative positions in government organizations, non-profit organizations, or private firms.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/) |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

The program receives a large number of applications each fall from highly qualified individuals, requiring the admissions committee to be extremely selective. The Departments of Sociology and Community & Environmental Sociology offer graduate study leading to the Doctor of Philosophy degree in sociology. The departments do not admit applicants wishing to pursue a master's degrees only. Applicants admitted to the PhD program earn an MS degree en route to the PhD.

A cohort of approximately 20 students is ideal, in terms of providing mentoring and training to all admitted applicants as well as making financial support available to them. Total graduate enrollment in the program is roughly 140 students. An undergraduate major in sociology is not a prerequisite.

The admissions committee conducts a holistic assessment of each applicant's qualifications. Faculty members look for academic excellence as indicated by undergraduate GPA, a writing sample, and references, along with interest in and motivation for graduate study in sociology as indicated by the statement of purpose. (Note that a weakness in one indicator can be balanced by evidence of strong abilities in others.) In particular, committee members look for applicants with the ability or potential to define a research question succinctly and to use empirical evidence to address significant sociological issues. They also make an

effort to identify individuals who demonstrate the potential for a creative approach to investigating empirical and conceptual social science issues.

To apply, please submit an online application, all transcripts, a statement of reasons for graduate study, writing sample, and recommendations. International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

The departments guarantee five continuous years of funding to all incoming students. Sources of funding include teaching assistantships, project assistantships, research assistantships, traineeships, and fellowships. In addition, some admitted students arrive with outside awards such as National Science Foundation or Fulbright grants.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.25 GPA required. |
| Other Grade Requirements | Students must earn a BC or above in all required courses. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester. |
| Assessments and Examinations | PhD students must pass two written preliminary exams in two different sociology subfields as well as an oral prelim. They then write a dissertation under the supervision of their major professor. After completing the dissertation, students take a final oral exam covering the dissertation and the general field of the major and minor studies. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br>• Option A, external: a minimum of nine graduate credits in one department or program (either single disciplinary or multi-disciplinary) outside of both Sociology and C&E Sociology.<br>• Option B, distributed: a minimum of nine graduate credits in two or more departments outside of both Sociology and C&E Sociology. The courses must be thematically unified and thus form a coherent topic. The nine credits for the Option B Minor may include one (but no more than one) course cross-listed with Sociology or C&E Sociology, but no courses may be taught by either Sociology or C&E Sociology professors.<br>• Option C, certificate: completion of a graduate/professional certificate in a program outside of Sociology and C&E Sociology. Certificate programs coordinate teaching and research among scholars active in interrelated disciplines, and they typically require 9-12 credits. |

## REQUIRED COURSES

All required courses except for SOC 700 Introductory Proseminar for Graduate Students, which is a credit/no credit course, must be taken for an A-F letter grade.

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| SOC 700 | Introductory Proseminar for Graduate Students | 1 |
| SOC/C&E SOC 361 | Statistics for Sociologists II | 4 |
| SOC 362 | Statistics for Sociologists III | 4 |
| SOC/C&E SOC 750 | Research Methods in Sociology | 3 |
| SOC 754 | Qualitative Research Methods in Sociology | 3 |
| SOC 773 | Intermediate Classical Theory | 3 |
| **Seminars (Must be taken for 3 credits to count towards requirement)** [1] | | **12** |
| *Affiliation with Center for Demography & Ecology and Center for Demography of Health & Aging* | | |
| Students affiliated with the Center for Demography & Ecology and Center for Demography of Health & Aging must complete the following courses. | | |
| SOC/ C&E SOC 971 | Seminar-Topics in Demography and Ecology (Seminars in Population & Society I ) | |
| SOC/ C&E SOC 971 | Seminar-Topics in Demography and Ecology (Any special topic in demography) | |
| **Breadth** | | |
| Complete a minimum of 9 credits. | | 9 |
| **Additional Credits** | | |
| *Affiliation with Center for Demography & Ecology and Center for Demography of Health & Aging* | | |
| SOC 674 | Demographic Techniques I | 3 |
| SOC 756 | Demographic Techniques II | 3 |
| **Research** | | |
| Students must take 3 credits once they reach dissertator status. | | 3 |
| C&E SOC 990 | Research | |
| *Affiliation with Center for Demography & Ecology and Center for Demography of Health & Aging* | | |
| Students must take 1 credit in each of the following courses once in dissertator status. | | 3 |
| SOC/ C&E SOC 995 | Research: Methodology Trainees (Enroll in each semester through program) | |
| C&E SOC 990 | Research | |
| C&E SOC/ SOC 997 | Research: Demography and Ecology Trainees (Enroll in each semester through program) | |
| **Total Credits** | | **51** |

[1] Typically, these courses are numbered 900 to 979. These courses may or may not contain the word "Seminar" in the title. Working group courses (for example, those numbered 980 to 995) do **not** satisfy this requirement.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer up to 19 credits of graduate coursework from other institutions toward the minimum requirement and the minimum 50% graduate coursework requirement. Coursework completed ten or more years prior to admission to the doctoral program may not be used to satisfy either of these requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students are expected to have ongoing contact with their faculty advisor. Dissertators who fail to confer with their advisor at least once each semester will not be allowed to register in the subsequent semester. All students are required to submit a yearly progress report that is read and discussed by a committee of faculty during the annual review. In addition, all students are expected to create and regularly update an Individual Development Plan (IDP) and use it as the basis for conversations with their advisor about evolving goals, current strengths, and plans for mastery of new skills. A student's advisor serves as chair of the dissertation committee, which must have at least five members, all of whom read and evaluate the dissertation prior to the student's final oral exam. Committees are composed of three graduate faculty in Sociology and/or Community & Environmental Sociology, one graduate faculty member from outside these two departments, and a fifth person who may be any individual deemed qualified by the student and their advisor.

## CREDITS PER TERM ALLOWED

15 credits maximum are allowed, but only 12 are recommended.

## TIME LIMITS

Doctoral students are expected to pass both written preliminary exams and the oral preliminary exam, thereby attaining dissertator status, by the summer after their eighth semester in the graduate program. They then must complete the PhD within five years of attaining dissertator status.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### For students in the College of Agricultural & Life Sciences:
### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a

written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### For students in the College of Letters & Science:

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

n/a

# PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

The Sociology graduate program offers students an array of professional development opportunities.

SOC 700 Introductory Proseminar for Graduate Students provides an overview of the discipline and the graduate program and addresses such professional development issues as teaching strategies and grant proposal writing. The proseminar also explores topics like productive advisor-advisee relationships, working effectively as part of a research team, co-authoring, and other matters important to graduate school success.

SOC/C&E SOC 875 Special Topics (Topic: Professional Development) covers a broad spectrum of topics – e.g., networking and peer support; time management; IRB approval and considering ethics throughout the research process; writing, revising, and submitting papers to scholarly journals; writing for public audiences; doing outreach work; speaking at conferences; investigating careers within and outside academia; and learning how to mentor.

SOC/C&E SOC 995 Research: Methodology Trainees, for students affiliated with the Center for Demography & Ecology and the Center for Demography of Health & Aging, covers essential professional development skills such as grant writing, data visualization, presentation design, publication writing, applying for academic and research jobs, and responsible conduct of research.

SOC/C&E SOC 997 Research: Demography and Ecology Trainees, for students affiliated with the Center for Demography & Ecology and the Center for Demography of Health & Aging, offers presentations of substantive work at the forefront of population sciences.

For students who are teaching for the first time, there is a weekly teaching workshop that focuses on issues typically of concern to new TAs–e.g., developing lesson plans, engaging students, facilitating discussions, and evaluating written work.

Students are encouraged to participate in "Working Groups" each semester. The departments offer nine of these training groups, each focusing on a different sociology subfield. The groups meet weekly and involve presentation and discussion of student and faculty work-in-

progress as well as analysis of current developments and debates; often guest speakers from other universities join the conversation.

The departments host scholars from other institutions who speak at departmental colloquia as well as speakers from campus units such as the Havens-Wright Center for Social Justice and the Institute for Research on Poverty. Students are encouraged to attend these events. They are also advised to participate in the graduate program's workshops on career exploration and creating a professional website. Students are invited to collaborate with faculty and staff serving on department committees, and they are encouraged to develop leadership skills by becoming involved in the Sociology Graduate Student Association.

The departments provide small grants that assist students with research expenses and support those who are traveling to present their work at professional conferences.

The Sociology Department website (https://sociology.wisc.edu/current-students-2/) includes several pages containing valuable resources for graduate students – e.g., Diversity & Inclusion Resources for the Classroom, Collected Wisdom, Academic Job Market, and Blogs on Academia.

All graduate students are expected to create an Individual Development Plan to help them define interests and values, evaluate skills, develop specific plans for meeting degree milestones and professional goals, and communicate effectively with their advisors.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrate a broad understanding of major theories, methodologies, and research findings in the sociological literature. Develop critical thinking skills that empower them to analyze strengths and weaknesses in the existing literature, identify knowledge gaps, evaluate evidence, synthesize information, and form conclusions. Attain the skills necessary to teach and conduct research with intellectual and ethical rigor, care, and creativity.
2. Create individualized programs to suit their specific interests and goals. Formulate ideas and develop research questions, design feasible research projects, use appropriate methodologies, analyze and interpret the resulting data, and identify avenues for further exploration. Their original research will expand the current boundaries of knowledge in the field.
3. Write seminar papers and conduct dissertation research, prepare and submit manuscripts resulting from their research for publication in respected journals, and submit papers for presentation at professional conferences. Their independent research will contribute substantively to scholarship in the field.
4. Demonstrate breadth within their learning experience by taking at least four seminars, completing a minor area of study, and passing written preliminary exams in two different subfields. In addition, because our program emphasizes collective responsibility for training, students will be supervised and mentored by several faculty members with a range of expertise. They will also learn to mentor others.
5. Advance the contributions of sociological study to society by conducting research that explores complex ideas, analyzes quantitative and qualitative data, and disseminates new knowledge. Contribute to the vast body of scholarship and applied work that leads to the improvement of society. Share theory, methodology, and the results of research with the undergraduate students whom they teach and thereby foster an understanding of how social life works, what causes social change, and why humans behave in the ways they do.
6. Communicate complex ideas in a clear, organized, engaging manner to diverse audiences. Craft effective grant proposals; gather, manage, and analyze data; write papers that are thought-provoking, concise, and persuasive; present research informatively; listen with care and patience; and give and receive feedback orally and in writing.
7. Foster ethical and professional conduct by demonstrating respect for and having positive interactions with faculty members and staff, graduate student colleagues, and undergraduate students. Foster such conduct by the scientific rigor and honesty with which they design research, collect and analyze data, and interpret and report results.
8. (Career Preparation) Prepare for a range of sustainable careers in academia as well as government, private industry, and the nonprofit sector. Develop flexibility, leadership, and broadly applicable skills in critical thinking, problem solving, project management, collaboration, and communication.

# SOIL AND ENVIRONMENTAL SCIENCES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

- Environmental Remediation and Management, MS (p. 1846)
- Soil Science, Doctoral Minor (p. 1850)
- Soil Science, MS (p. 1851)
- Soil Science, PhD (p. 1855)

# ENVIRONMENTAL REMEDIATION AND MANAGEMENT, MS

**The Environmental Remediation and Management, MS no longer admits new students after Summer 2027 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

The UW–Madison Department of Soil and Environmental Sciences is one of the most prominent soil science departments in the United States. It is globally renowned for its excellence in research and education. The department implements the Wisconsin Idea to the extended community and provides all generations with an appreciation of the soil environment as a vital resource and understanding of the scientific basis of the environment.

The Environmental Remediation & Management program provides the skills to understand and help solve environmental contamination problems. These solutions improve environmental and community health, facilitate

sustainable growth, and revitalize urban centers. With courses designed in cooperation with industry experts, your in-depth knowledge related to soil and groundwater will be complemented by effective written and oral communication skills as well as personnel and project management training. In just one year of study, you will gain the foundation and knowledge to bring positive change and begin your career to project management and business development-level positions within the field of soil and environmental remediation.

## ADMISSIONS

# ADMISSIONS

**The Environmental Remediation and Management, MS no longer admits new students after Summer 2027 and the program will be discontinued Fall 2029.** If you have any questions, please contact the department (see contact box).

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | May 30 |
| Spring Deadline | This program does not admit in the spring. |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | May be required in certain cases; consult program.* |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

* The GRE is not needed for applicants with a 3.00 or higher GPA; applicants with a GPA below 3.00 may be considered under special circumstances and must also submit Graduate Record Examination (GRE) scores.

Although applications for the MS in Environmental Remediation and Management will be accepted on a rolling basis, applications received by the fall deadline each year will be given preference for admissions purposes and tuition assistance. Applications are submitted online (https://grad.wisc.edu/apply/) through the UW-Madison Graduate School. Prospective students who apply by the fall deadline will be informed of their admissions status by late June.

A foundation in the basic sciences is necessary and the program requires all students to have successfully completed the pre-requisite or equivalent coursework listed below. Admissions with deficiencies is possible, but is likely to delay completion of the degree as students will be expected to complete those courses in addition to the degree requirements.

| Code | Title | Credits |
|---|---|---|
| MATH 221 | Calculus and Analytic Geometry 1 | 5 |
| CHEM 103 | General Chemistry I | 4 |
| CHEM 104 | General Chemistry II | 5 |

Candidates with diverse professional and academic backgrounds are encouraged to apply. Admissions decisions will be based on the entirety of each applicant's credentials. Complete applications will include all items below.

1. Reasons for graduate study/statement of interest in this program or field
2. Two letters of professional recommendation; one letter from a faculty member and one letter from a university advisor from the undergraduate institution are preferred. For applicants with relevant work experience, a letter from current or former employer is recommended.
3. One copy of undergraduate transcripts submitted electronically in the application.
4. Professional credentials/resume
5. GRE scores (dependent on undergraduate GPA)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Scholarship opportunities may be available to qualified applicants. Contact the Graduate Coordinator for further details.

## FEDERAL LOANS

Students who are U.S. citizens or permanent residents may be eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least four credits during the fall and spring semesters and two credits during the summer. Private loans are also available. Learn more about financial aid at their website (https://financialaid.wisc.edu/).

## INTERNATIONAL STUDENT SERVICES FUNDING AND SCHOLARSHIPS

For information on International Student Funding and Scholarships, visit the ISS website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

Scholarship opportunities may be available to qualified applicants. Contact the Graduate Coordinator for further details.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | Yes | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | No formal examination is required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| GEOSCI/G L E 627 | Hydrogeology | 4 |
| LSC 560 | Scientific Writing | 3 |
| LSC 625 | Risk Communication | 3 |
| OTM 752 | Project Management | 3 |
| SOIL SCI 330 | Hazardous Waste Operations and Emergency Response (HAZWOPER) and Field Safety Training | 1 |
| SOIL SCI 430 | Soil Pollution and Human Health | 3 |
| SOIL SCI/ ENVIR ST 575 | Assessment of Environmental Impact | 3 |
| SOIL SCI 630 | Field Methods for Environmental Characterization, Analysis, and Monitoring | 2 |
| SOIL SCI/ CIV ENGR/ M&ENVTOX 631 | Toxicants in the Environment: Sources, Distribution, Fate, & Effects | 3 |
| Complete two semesters of Colloquium: | | 2 |
| SOIL SCI 730 | Colloquium: Environmental Remediation and Management (Must take two semesters of Colloquium) | |
| **Electives** | | |
| Students must complete one of the courses from the list below. | | 3 |
| SOIL SCI/ MICROBIO 425 | Environmental Microbiology | |
| SOIL SCI/ F&W ECOL 451 | Environmental Biogeochemistry | |
| SOIL SCI 621 | Soil and Environmental Chemistry | |
| **Total Credits** | | **30** |

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the

official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, up to 6 credits of coursework equivalent to coursework listed in the required courses table may be transferred to fulfill the course requirements. No credits may be applied to fulfill toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 6 credits of coursework equivalent to coursework listed in the required courses table may be transferred to fulfill the course requirements. No credits may be applied to fulfill toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer to fulfill up to 14 credits of coursework numbered 300 or above taken as a UW–Madison University Special student toward the minimum graduate degree credit requirement. These credits may be transferred to fulfill the minimum graduate coursework (50%) requirement if they are in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation.. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time enrollment (or 12 credits of enrollment if enrolled part-time), this will be deemed unsatisfactory progress and the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School.

## ADVISOR / COMMITTEE

Every student in the program will be required to have an advisor. Program staff will work with the student to identify an advisor during the fall semester. Once an advisor has been identified, the student is expected to maintain communication with their advisor to ensure they are making satisfactory progress toward their degree.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

Not applicable.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Identify the nature, source, and mobility of environmental contaminants.
2. Demonstrate understanding of the regulatory requirements pertinent to the assessment, investigation and remediation of environmental contamination.
3. Create reports for the assessment, investigation, and closure of environmentally contaminated sites.
4. Collect environmental soil and groundwater samples, prepare samples for analysis, and interpret analytical data.
5. Assess contaminated soil and groundwater remediation strategies.
6. Communicate project information to technical and non-technical stakeholders.
7. Manage projects in environmental assessment, investigation, and remediation.

# SOIL SCIENCE, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

### APPLICATION DETAILS

Students who wish to apply for this doctoral minor must secure a Soil and Environmental Sciences faculty member as their minor advisor. The minor advisor must serve on the student's examination committee. The student should complete the Soil Science Doctoral Minor form (https://uwmadison.box.com/s/seikjszq3sq5l3yuqceu6q4lg0rroic0/), secure signatures from both the minor and major professors, and return the form to the Graduate Coordinator. The Graduate Coordinator cannot approve

a request to add the minor through the MyUW, Graduate Student Portal until this form is completed and submitted.

## REQUIREMENTS

### REQUIREMENTS

#### REQUIRED COURSES

A doctoral minor in Soil Science shall consist of a minimum of 9-credits of Soil Science (SOIL SCI) courses (https://guide.wisc.edu/courses/soil_sci/) with a "Grad 50%" designation. One credit of graduate seminar, SOIL SCI 728, may be applied towards the 9-credit minimum. A minor advisor from the Department of Soil and Environmental Sciences must serve in the student's graduate committee and approve the courses taken to complete the minor. Please return the signed form to Soil Science Graduate Coordinator (see contact information box).

# SOIL SCIENCE, MS

The UW–Madison Department of Soil and Environmental Sciences is one of the oldest, largest, and most prominent soil science departments in the United States. We are home to degrees in soil and environmental sciences. The department's mission is to provide instruction, research, and extension leadership in soil chemistry, physics, biology, and pedology for economic and sustainable land use. Programs are designed to improve basic understanding and practical management of soil and water resources in natural, agricultural, and urban ecosystems, and to serve local, state, national, and global interests. The department extends the Wisconsin Idea to our community and seeks to provide all generations with an appreciation of the science and nature of soil and the environment.

Soil science engages with major global challenges, such as adaptation to and mitigation of climate change, scarcity of water resources, and increasing sustainable and healthy food production to feed a growing global population. Our department's course offerings and research programs span topics ranging from the importance of soils in crop production, environmental issues, turf and grounds management, soil conservation, global climate change, carbon sequestration, microbial ecology, biodiversity, rural and urban planning, and waste resource management. Graduate study in soil science provides the basic and applied scientific training needed for teaching, research, extension, and other professional work in the agricultural, earth, and environmental sciences. The link between soils and biodiversity as well as the effects of soils on biofuel production is widely researched in the Department of Soil and Environmental Sciences.

Graduates from the department occupy impactful positions in industry, government, education, and research in agriculture, natural resources, and environmental science throughout the world. Of the more than 1,000 alumni of the department's graduate program, many are deans, directors, chairs, faculty, and staff at universities in the US and other countries, or in leading positions in government, regulatory agencies, research institutions, agribusinesses, chemical industries, and recreational and conservation organizations.

The number of graduate students enrolled in the program over the past 10 years has averaged 20 per year, with about half pursuing master's degrees and half pursuing doctorates. International students generally comprise about 30% of the total. Department faculty also direct additional graduate students in multidisciplinary research in soils-related programs.

## FACULTY RESEARCH

Research in the department focuses on an improved understanding of the soil, the environment, and their interactions with society. The faculty have extensive and long-term experience and knowledge about the soils of Wisconsin, their genesis, properties, and management. The department has an exciting suite of research activities ranging from the molecular level to the global. Research focuses on topical themes like climate change, soil health, biodiversity, and sustainable agriculture.

Many field research projects on soil and water problems are conducted in cooperation with state and federal agencies, agribusinesses, municipalities, and private farmers. The department cooperates closely with the Wisconsin Geological and Natural History Survey, Molecular and Environmental Toxicology Center, and the USDA Natural Resource Conservation Service. Relationships between soils and forests are studied at tree nurseries and in state, private, and commercial forests throughout the state in cooperation with the Wisconsin Department of Natural Resources and the pulp and paper industry.

Through a long commitment of our staff to international agriculture, the department has assisted in the creation of agricultural colleges in several developing countries, has attracted outstanding international graduate students, and is involved in research collaborations across the globe.

Many department faculty have been recognized nationally and globally for their contributions to soil science. Three soil scientists appointed to the National Academy of Sciences are from the UW–Madison Department of Soil and Environmental Sciences. Several faculty members have received local and national academic, professional-society, trade-association, and industrial prizes and awards for teaching, research, and extension education and serve on important state, national, and international committees. Many faculty members have been recognized for their contributions by election to honorary fellowship in the Soil Science Society of America, the American Society of Agronomy, and allied professional societies.

Our faculty are heavily involved in cooperative interdisciplinary research undertakings with scientists and organizations within and beyond the university, such as UW–Madison's Nelson Institute for Environmental Studies, Environmental Chemistry and Technology Program, Center for Ecology and the Environment, and other science departments, state agencies, environmental consulting and service companies, agribusinesses, and trade organizations.

## RESEARCH FACILITIES

Research in the department is conducted in the field, in the laboratory, and in silico. The department is equipped with excellent laboratory, computing, and field equipment and facilities for graduate training and research. Excellent data collection, data logging, computing, and networking facilities are available for basic research and graduate training. In addition to computing facilities maintained by individual researchers for their students and free access to the campus' Center for High-Throughput Computing.

Specialized facilities are available for research in molecular biology, modern environmental microbiology, in vitro toxicology and bioassays, and contaminated-site remediation. Soils graduate students and faculty have shared access to major advanced physicochemical, x-ray, and electron microscopy analytical equipment through the Materials Science Center, National Magnetic Resonance Facility at Madison, National Synchrotron Light Source at Brookhaven National Laboratories, and

other UW–Madison science and engineering departments. Facilities, vehicles, machinery, and instrumentation are available for conducting field experiments at ten strategically located UW Agricultural Research Stations and the OJ Noer Turfgrass Research and Education Facility. Fieldwork for agricultural production and environmental protection is supported by daily information from the CALS agricultural weather station network as well as soils, crops, land-use, and natural resources analysis using land information systems and geographic information systems.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | October 15 |
| Summer Deadline | January 5 |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## SUGGESTED PREPARATORY COURSEWORK

A foundation in the basic sciences is essential for graduate study in soil science. Continuing undergraduate students are encouraged to select undergraduate courses carefully if they are considering advanced degrees in soil science. The program recommends applicants complete the suggested preparatory coursework (or equivalent) listed below. Admission without this suggested preparation is possible but may delay the completion of graduate studies. If this preparatory coursework has not been completed prior to admission, a student's examination committee and/or advisor may require this coursework be completed during the MS program depending on the student's academic, research, and career goal needs.

| Code | Title | Credits |
|---|---|---|
| MATH 221 | Calculus and Analytic Geometry 1 | 4-5 |
| or MATH 222 | Calculus and Analytic Geometry 2 | |
| STAT 301 | Introductory Statistical Methods | 3 |
| CHEM 109 & CHEM 327 | Advanced General Chemistry and Fundamentals of Analytical Science | 9 |
| or CHEM 103/104 | General Chemistry I | |
| PHYSICS 103 | General Physics | 4 |
| BIOLOGY/BOTANY/ ZOOLOGY 151 | Introductory Biology | 3 |
| or BOTANY/ BIOLOGY/ ZOOLOGY 152 | Introductory Biology | |
| or BIOCHEM 501 | Introduction to Biochemistry | |
| or BIOCHEM 507 | General Biochemistry I | |

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is available to qualified MS students in the form of research assistantships. Most assistantships are funded through research grants, and the final decision rests with the professor(s) supervising the research. A research assistantship for at least one-third time qualifies a student for remission of all tuition. The department offers a limited number of teaching assistantships. Graduate School fellowships are also available.

A number of Graduate School fellowships are available to new students with outstanding records. The deadline for application for these competitive fellowships is early January of each year. The department selects the most qualified applicants and forwards their dossiers to a campus-wide selection committee.

Separate from the Graduate School fellowships, the department offers support to eligible graduate students with three Wisconsin Distinguished Graduate Fellowships (the W.R. Kussow/Wisconsin Turfgrass Association, R.C. Newman/Wisconsin Turfgrass Association, and the Leo M. Walsh/Wisconsin Fertilizer and Chemical Association), and gift sponsored Research Assistantship from the C.B. Tanner Agricultural Physics Award Fund, and the Charles and Alice Ream Soil and Water Protection Research Fund. In addition, there are numerous scholarships and awards offered annually.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Required courses in soil science must be completed with a grade of B or better (BC and C may not be offset by AB and A). For all other courses, the requirement is an average record of B or better in all work taken as a graduate student. |
| Assessments and Examinations | Students are expected to present a written research plan to their committee no later than the end of the third semester of MS graduate work.<br><br>Candidates must present an open seminar on their MS thesis research, and pass a comprehensive examination (either oral, or an oral–written combination if requested by the candidate) on the graduate work offered in support of their candidacy.<br><br>Deposit of the master's thesis is required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Coursework** | | |
| SOIL SCI 301 | General Soil Science | 3 |
| SOIL SCI 302 | Meet Your Soil: Soil Analysis and Interpretation Laboratory | 1 |
| **Soil Science Foundation** | | |
| Complete at least one course from 4 of the following 5 areas and a total of 15 credits. | | 15 |
| *Soil Physics* | | |
| PLANTSCI/ ATM OCN 532 | Environmental Biophysics | |
| or SOIL SCI 622 | Soil Physics | |
| *Soil Chemistry* | | |
| Students who take SOIL SCI/F&W ECOL 451 may use the credits toward the Soil Chemistry requirement or the Soil Biology requirement, but it cannot count towards both categories. | | |
| SOIL SCI 621 | Soil and Environmental Chemistry | |
| or SOIL SCI/ F&W ECOL 451 | Environmental Biogeochemistry | |
| *Soil Biology* | | |
| SOIL SCI 323 | Soil Biology | |
| or SOIL SCI/ F&W ECOL 451 | Environmental Biogeochemistry | |
| or SOIL SCI/ MICROBIO 523 | Soil Microbiology and Biochemistry | |
| *Soil Fertility* | | |
| SOIL SCI 326 | Plant Nutrition Management | |
| *Environmental Soil Science* | | |
| SOIL SCI/ ENVIR ST 324 | Soils and Environmental Quality | |
| or SOIL SCI 327 | Environmental Monitoring and Soil Characterization | |
| **Seminar Coursework** | | |
| All MS candidates give a presentation in SOIL SCI 728 at least once during their MS program. | | |
| SOIL SCI 728 | Graduate Seminar | 1 |
| **Research** | | |
| MS candidates must enroll in a minimum of 1 credit of SOIL SCI 990 every semester. | | |
| SOIL SCI 990 | Research | 4 |

| Elective Coursework | |
|---|---|
| MS candidates must enroll in a minimum of 6 credits of non-research courses approved by the student's examination committee and/or advisor. | 6 |
| **Total Credits** | **30** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

The master's examination committee consists of at least three faculty members of defensible breadth, a minimum of two drawn from the soil and environmental sciences faculty. Defensible breadth shall be subject to certification committee approval. The third member of the committee must have a degree equivalent to that pursued by the student and be approved by the certification committee.

A proposed program for a MS candidate satisfying the minimum course requirements must be approved by the certification committee by the end of the first semester of MS graduate work. It is the responsibility of the student and the major professor to complete the departmental MS certification forms, arrange to be certified by the certification committee, and arrange for approval of revisions in the initial program if this becomes necessary.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students enrolled full time are expected to complete their degree requirements within two to three years.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate,

may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

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### PROGRAM RESOURCES

UW–Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Starting your very first year on campus, it is expected that you will take full advantage of the career and professional development resources that best fit your needs and support your goals. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be in tune, holistic, and innovative in our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW–Madison and to thrive professionally in your chosen career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, and elaborates theories, research methods, and approaches in soil science.
2. Identifies sources and assembles evidence addressing questions or challenges in soil science.
3. Understands the field of soil science in historical, social, and global contexts.
4. Selects and/or utilizes the appropriate methodologies and practices for soil science research.
5. Evaluates or synthesizes information addressing research questions.
6. Communicates clearly in oral and written forms.
7. Recognizes and applies principles of ethical and professional conduct.

# SOIL SCIENCE, PHD

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Graduates from the department occupy impactful positions in industry, government, education, and research in agriculture, natural resources, and environmental science throughout the world. Of the more than 1,000 alumni of the department's graduate program, many are deans, directors, chairs, faculty, and staff at universities in the US and other countries, or in leading positions in government, regulatory agencies, research institutions, agribusinesses, chemical industries, and recreational and conservation organizations.

The number of graduate students enrolled in the program over the past 10 years has averaged 20 per year, with about half pursuing master's degrees and half pursuing doctorates. International students generally comprise about 30% of the total. Department faculty also direct additional graduate students in multidisciplinary research in soils-related programs.

# FACULTY RESEARCH

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Many field research projects on soil and water problems are conducted in cooperation with state and federal agencies, agribusinesses, municipalities, and private farmers. The department cooperates closely with the Wisconsin Geological and Natural History Survey, Molecular and Environmental Toxicology Center, and the USDA Natural Resource Conservation Service. Relationships between soils and forests are studied at tree nurseries and in state, private, and commercial forests throughout the state in cooperation with the Wisconsin Department of Natural Resources and the pulp and paper industry.

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# RESEARCH FACILITIES

Research in the department is conducted in the field, in the laboratory, and in silico. The department is equipped with excellent laboratory, computing, and field equipment and facilities for graduate training and research. Excellent data collection, data logging, computing, and networking facilities are available for basic research and graduate training. In addition to computing facilities maintained by individual researchers for their students and free access to the campus' Center for High-Throughput Computing.

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## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | October 15 |
| Summer Deadline | January 5 |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## SUGGESTED PREPARATORY COURSEWORK

A foundation in the basic sciences is essential for graduate study in soil science. Continuing undergraduate students are encouraged to select undergraduate courses carefully if they are considering advanced degrees in soil science. The program recommends applicants complete the suggested preparatory coursework (or equivalent) listed below. Admission without this suggested preparation is possible but may delay the completion of graduate studies. If this preparatory coursework has not been completed prior to admission, a student's examination committee and/or advisor may require this coursework be completed during the PhD program depending on the student's academic, research, and career goal needs.

| Code | Title | Credits |
|---|---|---|
| MATH 221 & MATH 222 | Calculus and Analytic Geometry 1 and Calculus and Analytic Geometry 2 | 9 |
| STAT 301 | Introduction to Statistical Methods | 3 |
| CHEM 109 & CHEM 327 | Advanced General Chemistry and Fundamentals of Analytical Science | 9 |
| or CHEM 103/104 | General Chemistry I | |
| PHYSICS 103 | General Physics | 4 |
| BIOLOGY/BOTANY/ ZOOLOGY 151 | Introductory Biology | 3 |
| or BOTANY/ BIOLOGY/ ZOOLOGY 152 | Introductory Biology | |
| or BIOCHEM 501 | Introduction to Biochemistry | |
| or BIOCHEM 507 | General Biochemistry I | |

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Financial support is available to qualified PhD students in the form of research assistantships. Most assistantships are funded through research grants, and the final decision rests with the professor(s) supervising the research. A research assistantship for at least one-third time qualifies a student for remission of all tuition. The department offers a limited number of teaching assistantships. Graduate School fellowships are also available.

A number of Graduate School fellowships are available to new students with outstanding records. The deadline for application for these competitive fellowships is early January of each year. The department selects the most qualified applicants and forwards their dossiers to a campus-wide selection committee.

Separate from the Graduate School fellowships, the department offers support to eligible graduate students with three Wisconsin Distinguished Graduate Fellowships (the W.R. Kussow/Wisconsin Turfgrass Association, R.C. Newman/Wisconsin Turfgrass Association, and the Leo M. Walsh/Wisconsin Fertilizer and Chemical Association), and gift sponsored Research Assistantship from the C.B. Tanner Agricultural Physics Award Fund, and the Charles and Alice Ream Soil and Water Protection Research Fund. In addition, there are numerous scholarships and awards offered annually.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |

| | |
|---|---|
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Required courses in soil science must be completed with a grade of B or better (BC and C may not be offset by AB and A). For all other courses, the requirement is an average record of B or better in all work taken as a graduate student. |
| Assessments and Examinations | Candidates must complete the PhD prospectus, which consists of the prospectus seminar, the written prospectus, and prospectus examination.<br><br>Candidates are required to take a preliminary examination.<br><br>Candidates for the PhD degree are subject to a final oral examination on their dissertation and the general fields of the major and minor studies. Candidates must present an open seminar on their PhD research findings, followed by oral defense of the dissertation in front of the doctoral committee.<br><br>Deposit of the doctoral dissertation is required. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>Breadth requirement fulfillment must be approved by the applicable doctoral minor or graduate/professional certificate department or by the Department of Soil and Environmental Sciences Certification Committee no later than the end of the second semester of PhD graduate work (not including summer sessions). A copy of the completed breadth agreement form is needed to obtain the warrant for the preliminary exam. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core Coursework** | | |
| SOIL SCI 301 | General Soil Science | 3 |
| SOIL SCI 302 | Meet Your Soil: Soil Analysis and Interpretation Laboratory | 1 |
| **Environmental Soil Science** | | |
| SOIL SCI/ ENVIR ST 324 | Soils and Environmental Quality | 3 |
| or SOIL SCI 327 | Environmental Monitoring and Soil Characterization | |
| **Soil Physics** | | |
| PLANTSCI/ ATM OCN 532 | Environmental Biophysics | 3 |
| or SOIL SCI 622 | Soil Physics | |
| **Soil Chemistry** | | |
| Students who take SOIL SCI/F&W ECOL 451 may count it as either Soil Chemistry or Soil Biology credits, but it cannot count towards both categories. | | |
| SOIL SCI 621 | Soil and Environmental Chemistry | 3 |
| or SOIL SCI/ CIV ENGR/ M&ENVTOX 631 | Toxicants in the Environment: Sources, Distribution, Fate, & Effects | |
| or SOIL SCI/ F&W ECOL 451 | Environmental Biogeochemistry | |
| **Soil Biology** | | |
| SOIL SCI/ MICROBIO 523 | Soil Microbiology and Biochemistry | 3 |
| or SOIL SCI/ F&W ECOL 451 | Environmental Biogeochemistry | |
| **Seminar Coursework** | | |
| All PhD candidates must present at least two seminars in SOIL SCI 728. One of the seminars must be on the student's prospectus. | | |
| SOIL SCI 728 | Graduate Seminar | 2 |
| **Teaching Practicum** | | |
| All candidates pursuing a Soil Science PhD shall complete a minimum of 1 credit of SOIL SCI 799. A written plan for satisfying this requirement shall be prepared by the student in conjunction with the advisor and approved by the Certification Committee. | | |
| SOIL SCI 799 | Practicum in Soil Science Teaching | 1-3 |
| **Research Credits** | | |
| PhD candidates are required to enroll in at least 1 credit of SOIL SCI 990 every semester. | | |
| Students complete 17 credits of research. | | 17 |
| SOIL SCI 990 | Research | |
| **Elective Coursework** | | |
| A minimum of 6 credits of non-research courses approved by the student's examination committee and/or advisor. | | 6 |
| **Breadth** | | **9** |
| **Total Credits** | | **51** |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

The Doctoral Committee, chosen by the student and major professor, is a committee of four or more members representing more than one graduate program, three of whom must be UW-Madison graduate faculty or former UW-Madison graduate faculty up to one year after resignation or retirement. At least one of the four members must be from outside of the student's major program or major field (often the minor field) and approved by the Certification Committee. A minimum of two must be from the soil and environmental sciences faculty. At least three committee members must be designated as readers. Representation of the Minor Department (see Graduate Minor Requirements in the handbook) is at the option of the Minor Department, but the Department of Soil and Environmental Sciences recommends that the Minor Professor be on the Committee.

The required fourth member of the Doctoral Committee, as well as any additional members, all retain voting rights. They may be from any of the following categories, as approved by the executive committee: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the Executive Committee (or its equivalent) provided the individual has a PhD degree or its equivalent.

It is the responsibility of the student and the Major Professor to form a Doctoral Committee and schedule a meeting before the end of the second semester (not including summer sessions) of PhD graduate work.

A student who does not meet deadline requirements in this document will not be allowed to register in the subsequent semester until a written plan for meeting the requirements has been approved by their major advisor and the department Certification Committee.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Prospectus: The written prospectus and the prospectus seminar must be completed by the end of the third semester (not including summer sessions).

Preliminary exam: Students who obtain their MS degree in the department and who continue in the department for their doctorate must take the preliminary examination by the end of the fourth semester (not including summer sessions) of PhD graduate work. Candidates who are approved to retake a failed examination must have passed by the end of the fifth semester.

Candidates for the PhD degree who obtained an MS or MA degree elsewhere, must take the Preliminary Examination by the end of the fourth semester (not including summer sessions) of PhD graduate work. Candidates who are approved to retake a failed examination must have passed by the end of the fifth semester.

Candidates who do not adhere to this deadline must show justification for the delay to the department certification committee.

Final oral exam and deposit of dissertation: A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may by require to take another preliminary examination and to be admitted to candidacy a second time.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)

- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
    a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
    b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
    a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
    b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
    c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
    d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

UW–Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Starting your very first year on campus, it is expected that you will take full advantage of the career and professional development resources that best fit your needs and support your goals. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be in tune, holistic, and innovative in our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW–Madison and to thrive professionally in your chosen career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to theory and practice in soil science.
2. Formulates ideas, concepts, designs, and/or techniques beyond the boundaries of soil science knowledge.
3. Articulates testable hypotheses and conducts research that makes a substantive contribution to soil science.

4. Communicates clearly in ways appropriate to the field, in oral and written forms, for scholarly and general public audiences.
5. Fosters ethical and professional conduct, adhering to accepted standards such as that of the Soil Science Society of America.

# SPANISH AND PORTUGUESE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES

- Portuguese and Spanish, MA (p. 1861)
- Portuguese and Spanish, PhD (p. 1865)
- Portuguese, Doctoral Minor (p. 1870)
- Spanish, Doctoral Minor (p. 1870)
- Spanish, MA (p. 1871)
- Spanish, PhD (p. 1875)

# PORTUGUESE AND SPANISH, MA

The degrees offered are the master of arts in Portuguese & Spanish and the doctor of philosophy with a major in Portuguese & Spanish. In addition, the department offers a doctoral minor in Spanish or Portuguese, consisting of nine9 credits of graduate study.

An integrated curriculum in Portuguese and Spanish languages, literatures, and linguistics provides training at the master's and PhD levels and assures that graduates are prepared to contribute as professionals in the fields of teaching and research. An active program of research contributes to new knowledge in Spanish and Portuguese. A comprehensive group of courses is offered in rotation during the academic year so that candidates may take courses in all fields. Classes are conducted in Portuguese and Spanish.

The department's graduate program in Portuguese & Spanish is consistently among the finest in the country. Twenty to 25e teaching assistantships are offered each year to graduate candidates in Spanish and Portuguese. A full complement of courses in Portuguese, Brazilian, and Luso-African literatures, culture, and linguistics is offered on a regular basis.

Fellowships, scholarships, teaching assistantships, and project assistantships are available to qualified graduate degree candidates.

Students pursuing advanced degrees in this department are advised to include in their training work in other languages and literatures, art, social sciences, linguistics, film studies, and philosophy. A knowledge of other languages is strongly recommended for advanced work in Hispanic and Luso-Brazilian fields.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION DETAILS

Applicants must have an undergraduate major in Portuguese at UW–Madison or its equivalent.

Applicants with a bachelor of arts (BA) in Portuguese must have an undergraduate GPA of at least 3.0 (on a 4.0 scale), and a GPA in Portuguese courses of at least 3.25. Exceptions to these requirements may be made by the admissions committee.

Applicants will be asked to supply supplementary information regarding courses taken previously, experience abroad, scope of readings in Portuguese and Brazilian literatures, and preparation in linguistics.

## REQUIRED DOCUMENTATION

Applicants must upload the following materials to the online application:

- Unofficial transcripts;
  - Certified copies of English translations should accompany all non-English transcripts;
- Reason for Graduate Study/Statement of Purpose: What are your reasons for graduate study? Please describe your current degree goals and your reasons for selecting your program(s). Your statement can be either in English or Portuguese. It should not exceed three single-spaced pages, or the equivalent when double-spaced.
- Three (3) letters of recommendation (recommenders to submit on applicant's behalf;

- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

## LANGUAGE PROFICIENCY

Admitted applicants will take an examination for written proficiency in Portuguese. An unsatisfactory performance on the Portuguese proficiency exam, as determined by the examiners, will require the applicant to take PORTUG 311 Fourth Year Composition and Conversation. Student who receive a grade of less than A in PORTUG 311 Fourth Year Composition and Conversation will be required to take PORTUG 312 Fourth Year Composition and Conversation. Admitted applicants who are not native speakers of Portuguese will take an examination for oral proficiency.

Admitted applicants will also be required to demonstrate proficiency in Spanish by the end of their first year of MA coursework. By the start of the second year of the MA, admitted applicants should present a knowledge of Spanish that is the equivalent of SPANISH 311 or above. This requirement may be met by the presentation of undergraduate coursework completed in Spanish or by the completion of SPANISH 311 with a grade of B or higher during the first year in the MA program in Portuguese and Spanish.

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Prospective students should see the program website (https://spanport.wisc.edu/prospective-grad-funding/) for funding information.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 31 credits |
| Minimum Residence Credit Requirement | 24 credits |
| Minimum Graduate Coursework Requirement | 16 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | Students shall submit a research portfolio consisting of three term papers from graduate courses in this program. Two of the term papers must be from a Portuguese class and one must be from a Spanish class. Students submitting portfolios shall be allowed, but not required, to include in their portfolio a brief statement (approximately 1,000 words) explaining their anticipated doctoral research agenda. Each term paper included in the portfolio shall represent a different curricular area. Before submitting their portfolio pieces, students shall revise them in accordance with the corrections and comments provided by their course professors during the initial evaluation of those materials. Students shall submit their portfolio by March 1, and the portfolio review committee shall bring their recommendations to the Departmental Committee or the Executive Committee, as appropriate, for discussion and final decision at the committee's March meeting. |

| | |
|---|---|
| Language Requirements | No language requirements beyond English, Spanish and Portuguese. All students will take an examination for written proficiency in Portuguese. Candidates who are not native speakers of Portuguese will take an examination for oral proficiency. Students will also be required to demonstrate proficiency in Spanish by the end of their first year of MA coursework. By the start of the second year of the MA, students should present a knowledge of Spanish that is the equivalent of SPANISH 311 or above. |

## REQUIRED COURSES

The program in Portuguese & Spanish in the Department of Spanish and Portuguese is based on a series of core courses designed to give the student a broad knowledge of Portuguese, Brazilian, and Lusophone African literary currents. Specific course requirements are as follows:

| Code | Title | Credits |
|---|---|---|
| **Core Courses** | | |
| Complete 15 credits in Portuguese classes (PORTUG). The core courses listed must be taken as a part of the required 15 credits in Portuguese (PORTUG). | | 15 |
| PORTUG 361 | Portuguese Civilization | |
| PORTUG/ GEN&WS 450 | Brazillian Women Writers | |
| PORTUG/ GEN&WS 460 | Carmen Miranda | |
| *Independent Reading* | | |
| Students are required to complete the following as a 1-credit proseminar. | | |
| PORTUG 899 | Independent Reading | 1 |
| **Electives** | | |
| Complete 15 credits of electives | | 15 |
| *Seminars or Portuguese* | | |
| At least 6 credits must be seminar courses or in Portuguese classes (PORTUG) numbered 600 or above. [1] | | |
| PORTUG 640 | Topics in Luso-Brazilian Literature | |
| PORTUG 642 | Topics in Luso-Brazilian Culture | |
| PORTUG 751 | Seminar: Brazilian Literature | |
| PORTUG 772 | Seminar: Portuguese Literature | |
| PORTUG/ A A E/ANTHRO/ C&E SOC/GEOG/ HISTORY/LACIS/ POLI SCI/SOC/ SPANISH 982 | Interdepartmental Seminar in the Latin-American Area | |
| *Spanish* | | |
| At least 6 credits must be taken in graduate-level courses taught in Spanish (SPANISH). | | |
| SPANISH 630 | Topics in Hispanic Linguistics | |
| SPANISH 801 | Seminar-Spanish American Literature | |
| SPANISH 802 | Seminar-Spanish American Literature | |
| SPANISH 851 | Seminar in Golden Age Prose: Cervantes Don Quijote | |
| SPANISH 852 | Seminar in Golden Age Prose | |
| SPANISH 861 | Seminar-Modern Spanish Literature | |
| **Total Credits** | | **31** |

[1] The seminars are PORTUG 751 Seminar: Brazilian Literature and PORTUG 772 Seminar: Portuguese Literature. Students are strongly advised not to take a seminar in an area in which they have no previous preparation. Exceptions by consent of instructor.

### Core Courses

The following are core courses:

| Code | Title | Credits |
|---|---|---|
| PORTUG 361 | Portuguese Civilization | 3 |
| PORTUG 362 | Brazilian Civilization | 3 |
| PORTUG 411 | Survey of Portuguese Literature before 1825 | 3 |
| PORTUG/ AFRICAN 451 | Lusophone African Literature | 3 |
| PORTUG 467 | Survey of Portuguese Literature since 1825 | 3 |
| PORTUG 468 | Survey of Brazilian Literature since 1890 | 3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Master's students are not allowed to transfer in graduate credits from other institutions.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from undergraduate courses from an undergraduate degree are allowed to fulfill degree requirements. With advisor consent, students who have taken graduate level courses are allowed to petition up to 7 credits.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of coursework numbered 300 or above taken as a University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has

the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Satisfactory progress depends on the following:

1. Maintaining a GPA of at least 3.0, adhering to the rule whereby students must take two courses within the department (or have the rule waived by petition); and
2. Fulfilling all academic requirements.

Students who are not in good standing will not be given sections to teach as Teaching Assistants, and those whose GPA goes below 3.0 are put on academic probation. If a semester of 3.0 is not attained during the subsequent semester, the student may be dismissed from the program.

All graduate students who are candidates for an MA degree in this department must take a minimum of two graduate-level courses in Spanish and/or Portuguese for credit each semester, exclusive of Independent Reading courses and audited courses. A student who is not in compliance with this requirement is not making good progress toward the degree, and will therefore be deemed not in good academic standing. Advisors should be aware that only the departmental committee, on the favorable recommendation of the Graduate Studies Committee, may grant exemptions.

## ADVISOR / COMMITTEE

Each candidate will confer with the general advisor. The student and the advisor will plan a program that takes into account the candidate's interests, strengths and deficiencies. If, for example, the student has a strong undergraduate background in a particular period of literature, the advisor will not recommend further exposure to the same field. Likewise, a student with extensive experience abroad and/or undergraduate preparation in composition or conversation may not need further study in these areas.

All students must have a substantial meeting with their advisors every semester to review their progress and work out the best strategies for future coursework and degree progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The MA portfolio is submitted in the fourth or fifth semester of the program, very rarely beyond that.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including

adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.

3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

Funding commitments are awarded through teaching assistantships. Many additional sources of funding are available on a competitive basis.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, and elaborates the theories, methods, and terminology of the field of study.
2. Identifies and pursues promising avenues of inquiry, finds and makes use of appropriate bibliography, evaluates or synthesizes pertinent information, and analyzes evidence.
3. Demonstrates breadth of knowledge and understanding the field of study in a historical, socio-cultural and global context.
4. Develops speaking and writing skills and communicates fluently and clearly in Portuguese in ways appropriate to the field of study.
5. Develop speaking and writing skills and communicate effectively in Spanish in ways appropriate to the field of study.
6. Develops academic professionalization through participation in conferences and other extracurricular activities in preparation for a career path related to the field.
7. Develops effective teaching skills (for beginning and intermediate classes) in Portuguese and Spanish.

# PORTUGUESE AND SPANISH, PHD

The degrees offered are the master of arts in Portuguese & Spanish and the doctor of philosophy with a major in Portuguese & Spanish. In addition, the department offers a doctoral minor in Spanish or Portuguese, consisting of nine credits of graduate study.

An integrated curriculum in Portuguese and Spanish languages, literatures, and linguistics provides training at the master's and PhD levels and assures that graduates are prepared to contribute as professionals in the fields of teaching and research. An active program of research contributes to new knowledge in Spanish and Portuguese. A comprehensive group of courses is offered in rotation during the academic year so that candidates may take courses in all fields. Classes are conducted in Portuguese and Spanish.

The department's graduate program in Portuguese & Spanish is consistently among the finest in the country. Twenty to 25 teaching assistantships are offered each year to graduate candidates in Spanish and Portuguese. A full complement of courses in Portuguese, Brazilian, and Luso-African literatures, culture, and linguistics is offered on a regular basis.

Fellowships, scholarships, teaching assistantships, and project assistantships are available to qualified graduate degree candidates.

Students pursuing advanced degrees in this department are advised to include in their training work in other languages and literatures, art, social sciences, linguistics, film studies, and philosophy. A knowledge of other languages is strongly recommended for advanced work in Hispanic and Luso-Brazilian fields.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |

| | |
|---|---|
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

## APPLICATION DETAILS

Applicants are masters of art (MA) students in Portuguese & Spanish at the University of Wisconsin–Madison with a graduate GPA of 3.0 (on a 4.0 scale). Applicants are admitted to the PhD program on the recommendation of the master's examining committee upon successful completion of the portfolio requirement.

Applicants with a masters of art (MA) from an external institution are admitted to the doctoral program by virtue of his/her acceptance by the department. A minimum graduate GPA of 3.4 (on a 4.0 scale) is required.

Applicants will be asked to supply supplementary information regarding courses taken previously, experience abroad, scope of readings in Portuguese and Brazilian literatures, and preparation in linguistics.

## REQUIRED DOCUMENTATION

Applicants must upload the following materials to the online application:

- Unofficial transcripts;
  - Certified copies of English translations should accompany all non-English transcripts;
- Reason for Graduate Study/Statement of Purpose: What are your reasons for graduate study? Please describe your current degree goals and your reasons for selecting your program(s). Your statement can be either in English or the program's language. It should not exceed three single-spaced pages, or the equivalent when double-spaced.
- A writing sample in Portuguese (eg, a term-paper length), eight to ten pages. The topic should be as close as possible to the field you wish to specialize in for the PhD thesis.
- Three letters of recommendation (recommenders to submit on applicant's behalf);
- International degree-seeking applicants must prove English proficiency, refer to the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).

Applicants may refer to the Graduate School's admissions page for application assistance and frequently asked questions (https://grad.wisc.edu/apply/).

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Prospective students should see the program website (https://spanport.wisc.edu/prospective-grad-funding/) for funding information.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 54 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 28 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |

| | |
|---|---|
| Assessments and Examinations | Preliminary Examinations<br><br>Students must take after course requirements are met. The prelim has two parts: a written part and an oral part. The written part of the exam has two components:<br>• 1) a series of take-home exams and<br>• 2) a 5 to 10-page dissertation prospectus plus bibliography.<br><br>An oral examination defense follows the written portions of the Preliminary Examination. The oral exam defense is approximately two hours long, at the discretion of the examining committee. It should cover both the take-home examinations and the dissertation prospectus. The candidate will receive a grade of pass or fail in the preliminary examination. In the case of failing the exam, it could be retaken once within a month (after consultation with the adviser). Should the dissertation prospectus be approved, the candidate will have a maximum of three months to officially defend a dissertation proposal.<br><br>The Doctoral Dissertation<br><br>The final oral examination for the PhD (the dissertation defense) will concentrate solely on the dissertation and generally does not exceed two hours in length. The examining committee is composed a minimum of four members, at least one of whom must be from outside the student's program in Portuguese & Spanish, and at least three of whom, including the dissertation director, should be designated as readers. This examination is held at least two weeks after the dissertation is submitted. |
| Language Requirements | A knowledge of several languages is essential for doctoral research. Therefore, students are urged to fulfill the language requirements as early as possible in their doctoral studies. In any case, they must be fulfilled prior to the Preliminary Examination. The candidate must demonstrate advanced proficiency in a minimum of one language besides Spanish and Portuguese, to be determined in consultation with the adviser. The most common languages are French, Italian, Latin, German, and Arabic, depending on the candidate's major and minor. Advanced proficiency is defined as six college semesters with a grade of B or better. An advanced pass on the UW Division of University Outreach, Liberal Studies Reading Knowledge Examinations in French and German for graduate students will be accepted as an alternative. Exceptions to the above policies may be petitioned by the adviser to the Departmental Committee. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required. Students are required to complete between 18-21 credits in coursework taken in Spanish. All these credits must be taken as an advanced level course, numbered 600 or above. |

## REQUIRED COURSES

The Portuguese & Spanish PhD program in the Department of Spanish and Portuguese at the University of Wisconsin-Madison offers the following areas of study:

1. Portuguese Literature
2. Brazilian Literature
3. African Literature in Portuguese
4. Hispanic Literature or Linguistics

Student selects a major area, which is the area of specialization. Students are expected to have a thorough knowledge of the current, primary works and critical bibliography pertaining to the area of specialization. Knowledge of the most significant writers and works as well as the most important currents and developments in the supporting fields is expected.

| Code | Title | Credits |
|---|---|---|
| **Requirements** | | |
| Major Area - In consultation with advisor, students must complete at least 9 credits in graduate courses in their chosen major field. | | 9 |
| Supporting Field 1 - In consultation with advisor, students must complete at least 6 credits in graduate courses in their first chosen supporting field. | | 6 |
| Supporting Field 2 - In consultation with advisor, students must complete at least 6 credits in graduate courses in their second chosen supporting field. | | 6 |
| Literary Theory - In consultation with advisor, students must complete at least 3 credits in graduate courses in literary theory. | | 3 |
| Advanced Courses (minimum 6 courses) - in consultation with advisor, students should ensure that they have a minimum of six advanced courses beyond the MA. At least two of these courses must be in the major. One of these advanced courses may be taken outside the Portuguese and Spanish program or transferred from another institution, with the advisor's consent. An advanced course is defined as numbered 400, or above. | | 18 |
| Electives/Research | | Variable |
| **Total Credits** | | **54** |

### Course Options

Requirements may be satisfied with the following courses. Other courses may be used to satisfy requirements with advisor approval.

| Code | Title | Credits |
|---|---|---|
| PORTUG 361 | Portuguese Civilization | 3 |
| PORTUG/ GEN&WS 450 | Brazillian Women Writers | 3 |
| PORTUG/ GEN&WS 460 | Carmen Miranda | 3 |
| PORTUG 640 | Topics in Luso-Brazilian Literature | 3 |
| PORTUG 642 | Topics in Luso-Brazilian Culture | 3 |
| PORTUG 751 | Seminar: Brazilian Literature | 3 |
| PORTUG 772 | Seminar: Portuguese Literature | 3 |
| PORTUG 899 | Independent Reading | 1-3 |

| | | |
|---|---|---|
| PORTUG/A A E/ ANTHRO/C&E SOC/ GEOG/HISTORY/ LACIS/POLI SCI/ SOC/SPANISH 982 | Interdepartmental Seminar in the Latin-American Area | 1-3 |
| SPANISH 630 | Topics in Hispanic Linguistics | 3 |
| SPANISH 801 | Seminar-Spanish American Literature | 3 |
| SPANISH 802 | Seminar-Spanish American Literature | 3 |
| SPANISH 851 | Seminar in Golden Age Prose: Cervantes Don Quijote | 3 |
| SPANISH 852 | Seminar in Golden Age Prose | 3 |
| SPANISH 861 | Seminar-Modern Spanish Literature | 3 |

### Two-Course Per Semester Requirement

Students must take a minimum of **two graduate-level courses in Portuguese and/or Spanish for credit each semester**, excluding Independent Reading (PORTUG 899 Independent Reading) courses, with the following exceptions:

1. The semester before taking the preliminary examination, a student may apply one instance of PORTUG 899 Independent Reading toward their dissertation proposal as one of the two graduate-level courses in Portuguese and/or Spanish if a second course is taken in the department. This exception may be granted only once despite delays in the preliminary examination.
2. Audited courses do not satisfy the requirement.
3. If this requirement delays the student's progress toward degree completion, a petition with advisor approval may be submitted. This is not applicable to students who have passed their preliminary examination.

### Independent Study

A maximum of 3 credits of independent study (PORTUG 899 Independent Reading) in each of the areas of concentration may be used, with prior departmental approval, when corresponding courses are not offered in a timely fashion.

### Advanced Courses

An advanced course is defined as a course numbered 600 or above in Spanish and numbered 400 or above, in Portuguese. In consultation with their advisor, students should ensure that they have a minimum of five advanced courses beyond the MA, if completed at the University of Wisconsin-Madison, or six advanced course beyond the MA if completed at another institution. At least two of these courses must be in the major. One of these advanced courses may be taken outside the Department, with the advisor's consent.

### Course Exclusions

The following courses **do not satisfy** the PhD course requirements:

| Code | Title | Credits |
|---|---|---|
| PORTUG 311 | Fourth Year Composition and Conversation | 3 |
| PORTUG 312 | Fourth Year Composition and Conversation | 3 |
| PORTUG 330 | History of the Portuguese Language | 3 |
| PORTUG 361 | Portuguese Civilization | 3 |
| PORTUG 362 | Brazilian Civilization | 3 |

## POLICIES

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# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

After one semester in residence, incoming PhD graduate students from other universities may petition the Graduate Studies Committee to transfer graduate credits taken at their previous university to satisfy program requirements. A maximum of three courses (9 credits) may be transferred from their previous program toward their degree requirements, 6 of these credits may transfer to satisfy the supporting field requirements (3 credits per field) and the remaining 3 credits may satisfy language or other requirements, except for major field credit requirements. Each petition must be approved by the advisor, validated by a faculty member specializing in that field, and assessed by the Graduate Studies Committee with regard to its level and appropriateness. Only in rare circumstances will exceptions be considered.

Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from undergraduate courses from an undergraduate degree are allowed to fulfill degree requirements. With advisor consent, students who have taken graduate level courses are allowed to petition up to 7 credits.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Satisfactory progress depends on:

1. Maintaining a GPA of at least 3.0, adhering to the rule whereby students must take two courses within the department (or have the rule waived by petition), and
2. Fulfilling all academic requirements.

Students who are not in good standing will not be given sections to teach as Teaching Assistants, and those whose GPA goes below 3.0 are put on academic probation. If a semester of 3.0 is not attained during the subsequent semester, the student may be dismissed from the program.

## ADVISOR / COMMITTEE

The doctoral candidate arranges their program with an assigned graduate advisor, representing one of the areas of concentration, at the beginning of their studies in this department. The advisor represents a field in which the student has expressed primary interest. The candidate may, of course, seek advice and suggestions from individual professors, but it is important to maintain frequent and ongoing contact with the regular advisor. At the beginning of the second semester in residence the academic advisor and the candidate make a detailed review of the first semester's progress.

All students must have a substantial meeting with their advisor every semester to review their progress and work out the best strategies for future coursework and degree progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The Department of Spanish and Portuguese enforces the Graduate School policy that establishes a five-year deadline for completion and defense of the doctoral dissertation, unless they receive an extension. If the candidate does not complete the dissertation within five years of the preliminary examination, the candidate must retake this examination.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
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   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and

the names and titles of any individuals contributing to or involved in the decision.

b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.

c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.

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### OTHER

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# PROFESSIONAL DEVELOPMENT

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## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulate research problems, potentials, and limits with respect to theory, knowledge and practice within the field of study and with a view to interdisciplinarity.
2. Formulates ideas, concepts, and theoretical approaches beyond the current boundaries of knowledge and practice within the field of study, and thus makes a substantial contributions to those fields.
3. Develops archival and/or bibliographic research skills or other evidence-gathering techniques with the aim of furthering historical and cultural knowledge of the specific field of inquiry.
4. Demonstrates breadth within learning experiences.
5. Advances contributions of the field of study to society.
6. Communicates complex ideas and original arguments clearly and understandably in Portuguese, Spanish, and English and demonstrates reading knowledge of one other languages pertinent to the field of inquiry.
7. Develops academic professionalization through scholarly exchange and/or participation in conferences and other extracurricular activities in preparation for a career path related to the field.
8. Develops and demonstrates effective teaching skills (for intermediate and advanced classes in Portuguese and Spanish).

# PORTUGUESE, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

For a doctoral minor in Portuguese, students must complete a minimum of 9 credits in PORTUG (https://guide.wisc.edu/courses/portug/) numbered above PORTUG 302 Intensive Portuguese. Also, courses taken to fulfill a Portuguese language requirement for the major cannot satisfy requirements for the Portuguese doctoral minor.

Individual advisors should not sign off on the minor in Spanish or Portuguese. Students should be sent to the assigned advisor in each Portuguese area for the doctoral minor for signature and approval.

# SPANISH, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor for which you are applying.

## REQUIREMENTS

# REQUIREMENTS

Students must complete a minimum of 9 credits SPANISH (https://guide.wisc.edu/courses/spanish/) courses numbered 500 or above. Three of these credits must be an advanced-level course, numbered 600 or above.

Individual advisors should not sign off on the minor in Spanish or Portuguese. Students should be sent to the director of graduate studies in the Department of Spanish and Portuguese for signature and approval.

# SPANISH, MA

The degrees offered are the master of arts and doctor of philosophy in Spanish. In addition, the department offers a doctoral minor in Spanish or Portuguese, consisting of nine credits of graduate study.

An integrated curriculum in Spanish language, literatures, cultures, and linguistics provides training at the master's and PhD levels and assures that graduates are prepared to contribute as professionals in the fields of teaching and research. An active program of research contributes to new knowledge in Spanish. A comprehensive group of courses is offered in rotation during the academic year so that candidates may take courses in all fields. Classes are conducted in Spanish.

The department's graduate program in Spanish is consistently among the finest in the country. Teaching assistantships are offered each year to graduate candidates in Spanish and Portuguese. A full complement of courses in Spanish and Spanish American, literatures, cultures, and linguistics is offered on a regular basis.

Fellowships, scholarships, teaching assistantships, and project assistantships are available to qualified graduate degree candidates.

Students pursuing advanced degrees in this department are advised to include in their training work in other languages and literatures, art, social sciences, linguistics, film studies, and philosophy. Knowledge of other languages is required for advanced work in Hispanic and Luso-Brazilian fields.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

This program is designed for individuals to finish their academic career with an MA and for those who decide to pursue the PhD.  Its general, non#specialized approach is beneficial to both types.

Applicants must have an undergraduate degree in Spanish, an undergraduate GPA of at least 3.0 on a 4.0 scale, and a GPA in Spanish courses of at least 3.25. Exceptions to these requirements may be made by the admissions committee.

Admitted applicants will be asked to supply supplementary information regarding courses taken previously, experience abroad, scope of readings in Spanish and Spanish#American literatures, and preparation in linguistics.

All new admitted applicants will write a sample essay during the orientation week of their first semester of study. If the department determines that an admitted applicant needs to improve their written Spanish, they will be asked to meet several times during the semester with their selected advisor to work on composition skills.

## REQUIRED DOCUMENTATION FOR MA APPLICATIONS

- Three letters of recommendation are required for all graduate student applicants, using the Graduate School's online application.
- Unofficial transcripts from each institution attended. International academic records must be in the original language accompanied by an official English translation. Official transcripts will only be requested by the Graduate School upon program recommendation for admission.
- Reason for Graduate Study/Statement of Purpose: What are your reasons for graduate study? Please describe your current degree goals and your reasons for selecting your program(s). Your statement can be either in English or Spanish. It should not exceed three single-spaced pages, or the equivalent when double-spaced.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Prospective students should see the program website (http://spanport.wisc.edu/prospective-grad-funding/) for funding information.

REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 32 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 18 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |
| Assessments and Examinations | Students must submit a research portfolio consisting of three term papers from graduate courses in this program. Students submitting portfolios shall be allowed, but not required, to include in their portfolio a brief statement (approximately 1000 words) explaining their anticipated doctoral research agenda. Each term paper included in the portfolio shall represent a different curricular area. Before submitting their portfolio pieces, students should revise them in accordance with the corrections and comments provided by their course professors during the initial evaluation of those materials. Students must submit their portfolio by March 1, and the portfolio review committee will bring their recommendations to the Departmental Committee for discussion and final decision at the committee's March meeting. |
| Language Requirements | No language requirements beyond English and Spanish. However, candidates who expect to go on to the doctoral program are urged to acquire the basic reading knowledge of a second foreign language before completing the portfolio. It should be another Romance Language, Latin, Arabic, or German. Other languages may be considered, with the approval of the department. |

## REQUIRED COURSES

Students are introduced to Spanish and Spanish-American literature, literary criticism and linguistics. All departmental graduate courses are considered advanced courses with the exception of survey courses. First-year students must have advisor permission and instructor consent to enroll in a seminar course.

Courses in an outside department may satisfy minimum credit requirements if approved by the Chair. This is not allowable if the student receives advisor approval for up to six credits in non-Spanish language coursework.

### Spanish MA with a Concentration in Literature [1]

This pathway is based on **six** literary areas:

1. Medieval Literature
2. Golden Age Literature
3. Modern Peninsular Literature
4. Spanish-American Literature I (Colonial through Modernismo)
5. Spanish-American Literature II (From Modernismo to the present)
6. Latinx Studies

| Code | Title | Credits |
|---|---|---|
| **Required Courses** [2] | | **21** |
| The following course is required for all new teaching assistants: | | |
| SPANISH 770 | Introduction to the Profession | |
| *Area Coursework* | | |
| Students must complete one course in each of the six literary areas. | | |
| *Advanced Courses* | | |
| Students must complete at least 6 credits in advanced courses (numbered 600 and above). | | |
| Coursework can be completed from the following courses: [3] | | |

| | |
|---|---|
| SPANISH 801 | Seminar-Spanish American Literature |
| SPANISH 802 | Seminar-Spanish American Literature |
| SPANISH 851 | Seminar in Golden Age Prose: Cervantes Don Quijote |
| SPANISH 852 | Seminar in Golden Age Prose |
| SPANISH 861 | Seminar-Modern Spanish Literature |
| SPANISH/ A A E/ANTHRO/ C&E SOC/ GEOG/HISTORY/ LACIS/POLI SCI/ PORTUG/ SOC 982 | Interdepartmental Seminar in the Latin-American Area |

| | |
|---|---|
| **Electives** | |
| Students must complete 11 credits of electives. Credits typically taken in literature areas. | 11 |
| *Language Courses* | |
| Students may take up to 6 credits of language courses other than Spanish or English. | 0-6 |
| **Total Credits** | **32** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] SPANISH 320 Spanish Phonetics and SPANISH 770 Introduction to the Profession **do not** satisfy any of the literary or linguistic areas.

[3] Other courses may be used to satisfy these requirements with advisor approval.

### Spanish MA with a Concentration in Linguistics [1]

This pathway is based on **four** lingustics areas:

1. Phonetics & Phonology
2. Syntax
3. Language Variation & Change
4. Applied Linguistics & Second Language Acquisition

| Code | Title | Credits |
|---|---|---|
| **Required Courses** [2] | | **15** |
| The following course is required for all new teaching assistants: | | |
| SPANISH 770 | Introduction to the Profession | |
| *Advanced Courses* | | |
| Students must complete at least 6 credits in advanced courses (numbered 600 and above). | | |
| *Area Coursework* | | |
| Choose 3 credits from each of the following areas: | | |
| Phonetics & Phonology | | |
| Syntax | | |
| Language Variation & Change | | |
| Applied Linguistics & Second Lanuage Acquisition | | |
| Coursework can be completed from the following courses: [3] | | |
| SPANISH 446 | Topics in Spanish Linguistics | |
| SPANISH 630 | Topics in Hispanic Linguistics | |
| SPANISH 899 | Independent Reading | |
| **Electives** | | |
| Students must complete 17 credits of electives. Credits typically taken in linguistics areas. | | 17 |
| *Language Courses* | | |
| Students may take up to 6 credits of language courses other than Spanish or English | | 0-6 |
| **Total Credits** | | **32** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] SPANISH 320 Spanish Phonetics and SPANISH 770 Introduction to the Profession **do not** satisfy any of the literary or linguistic areas.

[3] Other courses may be used to satisfy these requirements with advisor approval.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Master's students are not allowed to transfer in graduate credits from other institutions.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from undergraduate courses from an undergraduate degree are allowed to fulfill degree requirements. But students who have taken graduate level courses are allowed to petition with their advisor's consent up to a maximum of 7 credits.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Students must take a minimum of two graduate-level courses in Spanish and/or Portuguese for credit each semester, exclusive of independent reading courses and audited courses. A student who is not in compliance with this requirement is not making good progress toward the degree, and will therefore be deemed not in good academic standing. Advisors should be aware that only the Graduate Studies Committee may grant exemptions.

Satisfactory progress depends on: maintaining a GPA of at least 3.0, adhering to the rule whereby students must take two courses within the department (or have the rule waived by petition), and fulfilling all academic requirements. Students who are not in good standing will not be given sections to teach as Teaching Assistants, and those whose GPA goes below 3.0 are put on academic probation. If a semester of 3.0 is not attained during the subsequent semester, the student may be dismissed from the program.

## ADVISOR / COMMITTEE

An advisor is assigned to incoming students when they join the program. The student and the advisor will plan a program that takes into account the candidate's interest, strengths and deficiencies. If, for example, the student has a strong undergraduate background in a particular period of literature, the advisor will not recommend further exposure to the same field. Likewise, a student with extensive experience abroad and/or undergraduate preparation in composition or conversation may not need further study in these areas.

All students must have a substantial meeting with their advisor every semester to review their progress and work out the best strategies for future coursework and degree progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The MA/PhD portfolio is submitted in the fourth or fifth semester of the MA program, very rarely beyond that.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the

student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

Guaranteed funding through teaching assistantships. Many additional sources of funding are available on a competitive basis, including the Advanced Opportunity Fellowship, summer research Mellon fellowships, one-semester dissertation fellowships, Title VI FLAS fellowships for summer and year-long foreign language study, Nave summer research travel grants, and numerous others.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, and elaborates the theories, methods, and terminology of the field of study
2. Identifies and pursues promising avenues of inquiry, finds and makes use of appropriate bibliography, evaluates or synthesizes pertinent information and analyzes evidence
3. Demonstrates breadth of knowledge and understanding the field of study in a historical, sociocultural and global context.
4. Develops speaking and writing skills and communicates fluently and clearly in Spanish in ways appropriate to the field of study.
5. Develops academic professionalization through participation in conferences and other extracurricular activities in preparation for a career path related to the field.
6. Develops effective teaching skills (for beginning and intermediate classes).

# SPANISH, PHD

The degrees offered are the master of arts and doctor of philosophy in Spanish. In addition, the department offers a doctoral minor in Spanish (https://guide.wisc.edu/graduate/spanish-portuguese/spanish-doctoral-minor/) or Portuguese (https://guide.wisc.edu/graduate/spanish-portuguese/portuguese-doctoral-minor/).

An integrated curriculum in Spanish language, literatures, cultures, and linguistics provides training at the master's and PhD levels and assures that graduates are prepared to contribute as professionals in the fields of teaching and research. An active program of research contributes to new knowledge in Spanish. A comprehensive group of courses is offered in rotation during the academic year so that candidates may take courses in all fields. Classes are conducted in Spanish.

The department's graduate program in Spanish is consistently among the finest in the country. Teaching assistantships are offered each year to graduate candidates in Spanish and Portuguese. A full complement of courses in Spanish and Spanish American, literatures, cultures, and linguistics is offered on a regular basis.

Fellowships, scholarships, teaching assistantships, and project assistantships are available to qualified graduate degree candidates.

Students pursuing advanced degrees in this department are advised to include in their training work in other languages and literatures, art, social sciences, linguistics, film studies, and philosophy. Knowledge of other languages is required for advanced work in Hispanic fields.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 5 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |

| | |
|---|---|
| Letters of Recommendation Required | 3 |

MA students in Spanish at the University of Wisconsin–Madison are admitted to doctoral studies in this department on the recommendation of the MA examining committee upon successful completion of the PhD qualifying examination.

Applicants with a master's from another institution are admitted to the doctoral program by virtue of their acceptance by the department. A minimum graduate GPA of 3.4 (on a 4.0 scale) is required.

During the registration period, the student will be asked to supply supplementary information regarding courses taken previously, experience abroad, scope of readings in Spanish and Spanish American literatures, and preparation in linguistics.

### REQUIRED DOCUMENTATION FOR PHD APPLICATIONS

- Three letters of recommendation are required for all graduate student applicants, using the Graduate School's online application.
- Unofficial transcripts from all universities attended need to be uploaded to the application. Certified English translations should accompany all non-English transcripts.
- International degree-seeking applicants must prove English proficiency using the Graduate School's requirements (https://grad.wisc.edu/apply/requirements/).
- Reason for Graduate Study/Statement of Purpose: What are your reasons for graduate study? Describe your current degree goals and your reasons for selecting your program(s). Your statement can be either in English or Spanish. It should not exceed three single-spaced pages, or the equivalent when double-spaced.
- A writing sample in Spanish (e.g., term-paper length). It should be eight to ten pages. The topic should be as close as possible to the field you wish to specialize in for the PhD thesis.

All materials must be received electronically to the Department of Spanish and Portuguese by the fall deadline.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Prospective students should see the program website (http://spanport.wisc.edu/prospective-grad-funding/) for funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 33 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/).<br><br>In practice all doctoral coursework (with the exception of some language requirements or some doctoral minors) is designed exclusively for graduate students. |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | No other grade requirements. |

| | |
|---|---|
| Assessments and Examinations | Preliminary Examinations:<br>The Preliminary Examination must be taken after course requirements have been met. The prelim has two parts: a written part and an oral part. The written part of the exam has two components: 1) a series of take-home exams and 2) a 5 to 10-page dissertation prospectus plus bibliography. An oral examination defense follows the written portions of the Preliminary Examination. The oral exam defense is approximately two hours long, at the discretion of the examining committee. It should cover both the take-home examinations and the dissertation prospectus. The candidate will receive a grade of pass or fail in the preliminary examination. In the case of failing the exam, it could be retaken once within a month (after consultation with the adviser). Should the dissertation prospectus be approved, the candidate will have a maximum of three months to officially defend a dissertation proposal.<br><br>The Doctoral Dissertation:<br>The final oral examination for the PhD (the dissertation defense) will concentrate solely on the dissertation and generally does not exceed two hours in length. The examining committee is composed of a minimum of four members, at least one of whom must be from outside the student's program in Spanish, and at least three of whom, including the dissertation director, should be designated as readers. This examination is held at least two weeks after the dissertation is submitted. |
| Language Requirements | Knowledge of other languages is essential for doctoral research. Candidates must demonstrate proficiency in either one or two languages appropriate for their area of research, to be decided in consultation with their advisor. Students are urged to fulfill the language requirements as early as possible in their doctoral studies. In any event, these must be fulfilled prior to the Preliminary Examination.<br><br>While any language may be used to fulfill the language requirement, the most common ones are those with regular course offerings or reading knowledge exams like Spanish (for candidates in Portuguese) or Portuguese (for candidates in Spanish), French, Italian, Latin, German, Arabic, Hebrew, Quechua and Yucatec Maya. Proficiency is defined as the level reached in any of the courses or pairs of courses listed below (or their equivalent), with the grades indicated, or a score of "Advanced High Pass/High Pass" on the UW Extension Reading Knowledge Exam if it is offered.<br><br>Students in the Applied Linguistics and Second Language Acquisition Area are required to take two graduate-level Research Design courses chosen in consultation with the student's advisor in lieu of one of their additional required languages. |
| Graduate School Breadth Requirement | All doctoral students are required to complete a doctoral minor or graduate/professional certificate. Refer to the Graduate School: Breadth Requirement in Doctoral Training policy: https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/).<br><br>If choosing a minor, the doctoral candidate must present a minor in work done outside of Spanish. The minor should be in an area related to the major field of interest. Portuguese, French, Comparative Literature, and Latin American, Caribbean and Iberian Studies are among the most common minors. Distributed minors (for a minimum of 9 credits) must be approved by the advisor. Requirements for the minor are established by the respective department. Since the minor should complement the student's major area of concentration, the student should arrange their program with the minor department as early as possible in the doctoral career. For a minor in Portuguese, the student should have a minimum of 9 credits beyond PORTUG 301/ PORTUG 302. Also, courses taken to fulfill the language requirement cannot count toward the minor in Portuguese. Similarly, courses taken for a minor in Educational Psychology, Curriculum & Instruction, or Second Language Acquisition cannot also be counted as Research Design courses. |

## REQUIRED COURSES

Students select a major area and two supporting fields: literature or linguistics. The major is the area of specialization; the student is expected to have a thorough knowledge of the currents, primary works and critical bibliography pertaining to it.

The program provides multiple opportunities for the development of analytical skills, and integrated with those skills an extensive knowledge of theoretical issues. The selection of the major and supporting fields is made by the beginning of the second semester of doctoral studies.

### Independent Study

With prior department approval and when courses are not available, up to 3 credits of SPANISH 899 Independent Reading may be applied towards degree requirements.

In the semester before taking the Preliminary Examination, a student may apply SPANISH 899 Independent Reading designed to work toward the dissertation proposal as one of the two courses, as long as another course is taken in the department. This exception may only apply once, even in the case that the Preliminary Examination is postponed.

### Spanish PhD with a Concentration in Literature [1]

Students are expected to know the most significant writers and works and the most important currents and developments. Student must also have a good knowledge of critical bibliography.

This pathway is based on **six** literary areas:

1. Medieval Literature
2. Golden Age Literature
3. Modern Peninsular Literature
4. Spanish American I Literature (Colonial to 1900)

5. Spanish American II Literature (20th and 21st Century)
6. Latinx Studies

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following course. | | |
| SPANISH 770 | Introduction to the Profession | 3 |
| **Advanced Courses (minimum of 6 courses)** | | |
| In consultation with advisor, students must complete at least six courses numbered 600 or above. At least two of these courses must be in the major. With advisor approval, students may complete one advanced course outside of the department. | | 18 |
| Coursework may be completed from the following courses: [2] | | 9 |
| SPANISH 801 | Seminar-Spanish American Literature | |
| SPANISH 802 | Seminar-Spanish American Literature | |
| SPANISH 851 | Seminar in Golden Age Prose: Cervantes Don Quijote | |
| SPANISH 852 | Seminar in Golden Age Prose | |
| SPANISH 861 | Seminar-Modern Spanish Literature | |
| SPANISH/ A A E/ANTHRO/ C&E SOC/ GEOG/HISTORY/ LACIS/POLI SCI/ PORTUG/ SOC 982 | Interdepartmental Seminar in the Latin-American Area | |
| **Breadth** | | **9** |
| **Electives/Research** | | |
| Students must complete 12 credits of electives or research. Credits are typically taken in literature areas. Additional courses that may satisfy this requirement include the following: [2] | | 12 |
| SPANISH 899 | Independent Reading | |
| SPANISH 990 | Thesis | |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Other courses may be used to satisfy these requirements with advisor approval.

### Spanish PhD with a Concentration in Linguistics [1]

Students are expected to know the most significant linguistic schools and approaches and the most important currents and developments. Students must also have a good knowledge of critical bibliography.

Students select a pathway from the three areas; the other two automatically become supporting fields. The **three** linguistics areas are:

1. Theoretical/Formal Spanish Linguistics
2. Language Variation and Change
3. Applied Linguistics and Second Language Acquisition

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following course. | | |
| SPANISH 770 | Introduction to the Profession | 3 |
| **Major Area** | | **12** |
| **Advanced Courses (Minimum of 6 courses)** | | |
| In consultation with advisor, students must complete at least six courses numbered 600 or above. At least two of these courses must be in the major. With advisor approval, students may complete one advanced course outside of the department. | | 18 |
| Coursework may be completed from the following courses: [2] | | |
| SPANISH 446 | Topics in Spanish Linguistics [3] | |
| SPANISH 630 | Topics in Hispanic Linguistics | |
| **Breadth** | | **9** |
| **Electives/Research** | | |
| Students must complete 9 credits of electives or research. Credits are typically taken in linguistic areas. Additional courses that may satisfy this requirement include the following: [2] | | 9 |
| SPANISH 899 | Independent Reading | |
| SPANISH 990 | Thesis | |
| **Total Credits** | | **51** |

[1] These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

[2] Other courses may be used to satisfy these requirements with advisor approval.

[3] Students may petition the departmental Graduate Studies Committee to count this course as an advanced course. Additional coursework is required and will be agreed upon with the instructor.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

After one semester in residence, students from other institutions may petition the Graduate Studies Committee to transfer. Students may transfer up to 9 credits (three courses) to satisfy degree requirements,

except in the major field, and no more than three credits may be granted in one but not both of the student's supporting fields. Each petition must be approved by the advisor, validated by a faculty member specializing in that field, and assessed by the Graduate Studies Committee with regard to its level and appropriateness. Only in rare circumstances will exceptions be considered. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from undergraduate courses from an undergraduate degree are allowed to fulfill degree requirements. Students who have taken graduate level courses are allowed to petition with their advisor's consent up to a maximum of 7 credits.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students are allowed to transfer no more than 6 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. However, these credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Students must take a minimum of two graduate-level courses in Spanish and/or Portuguese for credit each semester, exclusive of Independent Reading (SPANISH 899 Independent Reading) courses, with the following exceptions:

- Students may count up to three courses taken toward their PhD minor. Students must submit the appropriate form with the advisor's signature to the Graduate Coordinator each time an exception is requested.
- Audited course do not count toward the two-course minimum requirement.
- If the two-course rule impedes the student's progress toward completion of the degree, students may petition an exception, with the written support of their advisor. This regulation does not apply to students who have passed the PhD Preliminary Examination.

Satisfactory progress depends on:

- maintaining a GPA of at least 3.0, adhering to the rule whereby students must take two courses within the department (or have the rule waived by petition), and
- fulfilling all academic requirements.

Students who are not in good standing will not be given sections to teach as teaching assistants, and those whose GPA goes below 3.0 are put on academic probation. If a semester of 3.0 is not attained during the subsequent semester, the student may be dismissed from the program.

## ADVISOR / COMMITTEE

The doctoral candidates arrange their program with an assigned graduate advisor, representing one of the areas of concentration, at the beginning of their studies in this department. The advisor represents a field in which the student has expressed primary interest. The candidate may, of course, seek advice and suggestions from individual professors, but it is important to maintain frequent and ongoing contact with the regular advisor. At the beginning of the second semester in residence the academic advisor and the candidate make a detailed review of the first semester's progress.

All students must have a substantial meeting with their advisor every semester to review their progress and work out the best strategies for future coursework and degree progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The Department of Spanish and Portuguese enforces the Graduate School policy that establishes a five-year deadline for completion and defense of the doctoral dissertation, unless they receive an extension. If the candidate does not complete the dissertation within five years of the preliminary examination, the candidate must retake this examination.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)

- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

Credits earned in the master's program (with the exception of SPANISH 770 Introduction to the Profession) and any transfer credits used to satisfy master's requirements, satisfy the PhD course requirements.

Funding commitments are awarded through teaching assistantships. Many additional sources of funding are available on a competitive basis..

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

## GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. (Literature / Linguistics) Articulates research problems, potentials, and limits with respect to theory, knowledge and practice within the field of study and with a view to interdisciplinarity.
2. (Literature / Linguistics) Formulates ideas, concepts, and theoretical approaches beyond the current boundaries of knowledge and practice within the field of study, and thus makes a substantial contributions to those fields.
3. (Literature / Linguistics) Develops archival and/or bibliographic research skills or other evidence-gathering techniques with the aim of furthering historical and cultural knowledge of the specific field of inquiry.
4. (Literature / Linguistics) Demonstrates breadth within learning experiences.
5. (Literature / Linguistics) Advances contributions of the field of study to society.
6. (Literature / Linguistics) Communicates complex ideas and original arguments clearly and understandably in both Spanish and English and demonstrates reading knowledge of two other languages pertinent to the field of inquiry.
7. (Literature / Linguistics) Develops academic professionalization through scholarly exchange and/or participation in conferences and other extracurricular activities in preparation for a career path related to the field.
8. (Literature / Linguistics) Develops and demonstrates effective teaching skills (for intermediate and advanced classes).

# STATISTICS

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Data Science, MS (p. 1881)
- Statistics, Doctoral Minor (p. 1885)
- Statistics, MS (p. 1887)
- Statistics, PhD (p. 1906)


# DATA SCIENCE, MS

The MS Data Science is a joint professional program between the Statistics and Computer Sciences Departments and is administered by the Statistics Department. The program provides students with abilities in computational and statistical thinking and skills, which may be combined with domain knowledge to address data-rich problems from diverse fields and various industries. Graduates will acquire data science competencies to think critically about data, and to manage, process, model, and analyze data to obtain meaning and knowledge, and further to use data in responsible, ethical ways. The curriculum addresses emerging and rapidly growing areas of applied statistical and computing research and practice. Graduates seek employment as data analysts and data scientists or pursue further education in data science, statistics, computer science, or related quantitative and computational fields.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 15 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 2 |

## REQUISITES FOR ADMISSION

Applicants to the MS Data Science program should have completed the following courses equivalent to the UW-Madison courses listed below:

| Code | Title | Credits |
|---|---|---|
| **Calculus and Mathematical Foundation, complete all below** | | |
| MATH 221 | Calculus and Analytic Geometry 1 | 5 |
| MATH 222 | Calculus and Analytic Geometry 2 | 4 |
| MATH 340 | Elementary Matrix and Linear Algebra | 3 |
| or MATH 345 | Linear Algebra and Optimization | |
| **Programming Foundation, select one from the list below** | | |
| COMP SCI 220 | Data Science Programming I | 4 |
| COMP SCI 300 | Programming II | 3 |
| COMP SCI 320 | Data Science Programming II | 4 |
| **Recommended previous coursework of significant experience in R** | | |
| STAT 303<br>& STAT 304<br>& STAT 305 | R for Statistics I<br>and R for Statistics II<br>and R for Statistics III | 3 |
| STAT 433 | Data Science with R | 3 |

## APPLICATION MATERIALS

To apply, applicants must submit or declare the following in the online application (https://grad.wisc.edu/apply/):

**MS Data Science Supplemental Application**
The supplemental application for MS Data Science consists of two parts:

1. Information regarding completion of prerequisite coursework
2. A brief essay (less than 1 page) describing the applicant's background.

For more information about the specific question asked, please visit the MS Data Science website (https://stat.wisc.edu/graduate-admissions/ms-datascience/#application-materials).

### Statement of Purpose

The statement of purpose (not to exceed 2 single-spaced pages, pdf file format) explains an applicant's reasons for graduate study. An applicant will likely include some autobiographical information. However, its primary purpose is to acquaint us with the applicant's decision to pursue a graduate degree in data science, along with their goals in their domain of interest.

### Transcripts

Unofficial transcripts from all previous postsecondary studies are required. International academic records must be submitted in the original language and accompanied by an English translation. If an applicant is recommended for admission, the Graduate School will ask applicants

to request official transcripts sent to the Graduate School from the undergraduate institution.

### Resume or CV
This should highlight an applicant's qualifications and accomplishments.

### Letters of Recommendation
Provide contact information for two individuals who will provide recommendations on an applicant's behalf (they will receive an upload link by email). Letter writers should be able to speak to an applicant's academic preparation to pursue data science studies at the graduate level.

### International Applicants
All international applicants must also meet the degree and English proficiency requirements (https://grad.wisc.edu/apply/requirements/) set forth by the Graduate School.

For more information about the admissions process for MS Data Science, please review the Admissions Information (https://stat.wisc.edu/graduate-admissions/ms-datascience/#how-to-apply) on the program website.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Additional information about funding for MS Data Science is available on the program website (https://stat.wisc.edu/graduate-admissions/ms-datascience/#funding-and-cost-of-attendance).

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions
**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | None. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Statistics Core** | | |
| STAT 611 | Statistical Models for Data Science | 3 |
| STAT 612 | Statistical Inference for Data Science | 3 |
| STAT 613 | Statistical Methods for Data Science | 3 |
| **Computer Sciences Core** | | |
| Complete 1 course from each category for a total of 9 credits | | 9 |
| *Algorithms* | | |
| COMP SCI/E C E/I SY E 524 | Introduction to Optimization | |
| COMP SCI 577 | Introduction to Algorithms | |
| COMP SCI/I SY E/MATH/STAT 726 | Nonlinear Optimization I | |
| *Systems* | | |
| COMP SCI 537 | Introduction to Operating Systems | |

| | |
|---|---|
| COMP SCI 544 | Introduction to Big Data Systems |
| COMP SCI 564 | Database Management Systems: Design and Implementation |
| COMP SCI 640 | Introduction to Computer Networks |
| COMP SCI 642 | Introduction to Information Security |
| COMP SCI 739 | Distributed Systems |
| COMP SCI 744 | Big Data Systems |
| COMP SCI 764 | Topics in Database Management Systems |
| *Humans and Data* | |
| COMP SCI 765 | Data Visualization |
| COMP SCI/ ED PSYCH/ PSYCH 770 | Human-Computer Interaction |

**Machine Learning Core**

| | | |
|---|---|---|
| Complete 2 courses from the list below for a total of 6 credits | | 6 |
| COMP SCI 540 | Introduction to Artificial Intelligence | |
| COMP SCI/ E C E 760 | Machine Learning | |
| COMP SCI/ E C E 761 | Mathematical Foundations of Machine Learning | |
| COMP SCI 762 | Advanced Deep Learning | |
| STAT 451 | Introduction to Machine Learning and Statistical Pattern Classification | |
| STAT 453 | Introduction to Deep Learning and Generative Models | |
| STAT 615 | Statistical Learning | |

**Data Science Electives**

| | | |
|---|---|---|
| Complete 6 credits from the courses below [1] | | 6 |
| COMP SCI/E C E/ I SY E 524 | Introduction to Optimization | |
| COMP SCI 537 | Introduction to Operating Systems | |
| COMP SCI 541 | Theory & Algorithms for Data Science | |
| COMP SCI 544 | Introduction to Big Data Systems | |
| COMP SCI 564 | Database Management Systems: Design and Implementation | |
| COMP SCI/ B M I 576 | Introduction to Bioinformatics | |
| COMP SCI 577 | Introduction to Algorithms | |
| COMP SCI 640 | Introduction to Computer Networks | |
| COMP SCI 642 | Introduction to Information Security | |
| COMP SCI 702 | Graduate Cooperative Education | |
| COMP SCI/I SY E/ MATH/STAT 726 | Nonlinear Optimization I | |
| COMP SCI 736 | Advanced Operating Systems | |
| COMP SCI 739 | Distributed Systems | |
| COMP SCI 744 | Big Data Systems | |
| COMP SCI/ E C E 763 | Trustworthy Artificial Intelligence | |
| COMP SCI 764 | Topics in Database Management Systems | |
| COMP SCI 765 | Data Visualization | |
| COMP SCI/ E C E 766 | Computer Vision | |
| COMP SCI/ B M I 767 | Computational Methods for Medical Image Analysis | |
| COMP SCI 769 | Advanced Natural Language Processing | |
| COMP SCI/ ED PSYCH/ PSYCH 770 | Human-Computer Interaction | |
| COMP SCI/ B M I 771 | Learning Based Methods for Computer Vision | |
| COMP SCI 774 | Data Exploration, Cleaning, and Integration for Data Science | |
| COMP SCI 784 | Foundations of Data Management | |
| COMP SCI 799 | Master's Research (3 credits maximum of COMP SCI 799 and/or STAT 699 allowed) | |
| COMP SCI/E C E/ STAT 861 | Theoretical Foundations of Machine Learning | |
| L I S 461 | Data and Algorithms: Ethics and Policy | |
| STAT 303 & STAT 304 & STAT 305 | R for Statistics I and R for Statistics II and R for Statistics III | |
| STAT 349 | Introduction to Time Series | |
| STAT 351 | Introductory Nonparametric Statistics | |
| STAT/ COMP SCI 403 | Internship Course in Comp Sci and Data Science | |
| STAT 411 | An Introduction to Sample Survey Theory and Methods | |
| STAT 421 | Applied Categorical Data Analysis | |
| STAT 433 | Data Science with R | |
| STAT 443 | Classification and Regression Trees | |
| STAT 456 | Applied Multivariate Analysis | |
| STAT 461 | Financial Statistics | |
| STAT/ COMP SCI 471 | Introduction to Computational Statistics | |
| STAT 575 | Statistical Methods for Spatial Data | |
| STAT/B M I 620 | Statistics in Human Genetics | |
| STAT 699 | Directed Study (3 credits maximum of STAT 699 and/or COMP SCI 799 allowed) | |
| STAT 701 | Applied Time Series Analysis, Forecasting and Control I | |
| STAT 760 | Multivariate Analysis I | |
| STAT 761 | Decision Trees for Multivariate Analysis | |
| STAT 771 | Computational Statistics | |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | |
| I SY E 620 | Simulation Modeling and Analysis | |
| I SY E 624 | Stochastic Modeling Techniques | |
| I SY E/ COMP SCI 719 | Stochastic Programming | |

| | |
|---|---|
| I SY E/ COMP SCI 723 | Dynamic Programming and Associated Topics |
| I SY E/COMP SCI/ MATH 728 | Integer Optimization |
| MATH 616 | Data-Driven Dynamical Systems, Stochastic Modeling and Prediction |
| **Total Credits** | **30** |

[1] Courses listed both as core course and as an elective may satisfy either requirement, but not both.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions toward the graduate degree credit and graduate coursework (50%) requirements. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 7 credits from a UW–Madison undergraduate degree are allowed to transfer toward minimum graduate degree credits. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements. This program does not accept undergraduate credits from other institutions.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, up to 14 credits completed at UW–Madison while a University Special student numbered 300 or above are allowed to transfer toward minimum graduate degree requirements. Of these credits, those numbered 700 or above may also transfer to fulfill the minimum graduate coursework (50%) requirement. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students are required to communicate with their advisor near the beginning of each semester to discuss course selection and progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students are expected to complete the program in 3-4 semesters. Students who wish to pursue the program part time must receive permission from the program chair.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

Not applicable.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Students in the Data Science, MS program are encouraged to participate in program-specific professional development events and work directly, one-on-one, with advisors as well. Information about events and resources will be made available to currently enrolled students via email.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Demonstrates understanding of theories, methodologies, and computation as tools to solve complex problems in data science.
2. Selects or adapts appropriate data science approaches and uses or develops best practices in data-driven applications.
3. Synthesizes information, organizes insights, and evaluates impact pertaining to questions for studies involving empirical data.
4. Communicates data science concepts and results clearly.
5. Adheres to principles of ethical and professional conduct in data science.

# STATISTICS, DOCTORAL MINOR

## ADMISSIONS

# ADMISSIONS

All graduate students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor. To apply to this minor, please log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Then submit this form (https://uwmadison.co1.qualtrics.com/jfe/form/SV_74k1ymmOt7tl217/) to have your program of study approved.

For admission for an Option A Minor in statistics, the candidate must have had at least one year of calculus, and an introductory knowledge of statistics that is satisfactory to the department. Any of the following (or an equivalent course) is sufficient for this purpose:

| Code | Title | Credits |
|---|---|---|
| STAT 240 | Data Science Modeling I | 4 |
| STAT 301 | Introduction to Statistical Methods | 3 |

| | | |
|---|---|---|
| STAT 324 | Introduction to Statistics for Science and Engineering | 3 |
| STAT 371 | Introductory Applied Statistics for the Life Sciences | 3 |
| STAT/B M I 541 | Introduction to Biostatistics | 3 |
| STAT/F&W ECOL 571 | Statistical Methods for Bioscience I | 4 |

## REQUIREMENTS

# REQUIREMENTS

Please carefully read the requirements below. Requests for further information should be addressed to the Doctoral Minor Advisor in the Department of Statistics. **Note**: Candidates for an Option A Minor in Statistics must be aware of the Graduate School "Minors" policy (https://grad.wisc.edu/documents/minors/). For further information please visit the Statistics Doctoral Minor (https://stat.wisc.edu/statistics-doctoral-minor/) link.

The student should have a program of study **approved** by the Doctoral Minor Advisor in the Department of Statistics and the student's major advisor, **early in the student's graduate work**. The proposed program should be submitted to and approved by the minor program advisor in statistics **upon, or before, the completion of 6 credits.**

Please see Guide Admissions/How to Get In tab for specific details on how to declare.

### GRADE REQUIREMENT

Students must achieve a 3.00 GPA in courses used to satisfy the minor requirement.

### REQUIRED COURSES

Students must complete at least four courses totaling 12 or more credits. Courses must be selected from the following four lists. Students must take at least one course from List 1, and may take at most one course from each of Lists 2, 3, 4.

| Code | Title | Credits |
|---|---|---|
| **List 1: Methodological, computational, and applied Statistics elective courses (at least one course)** | | |
| STAT 303 | R for Statistics I | 1 |
| STAT 304 | R for Statistics II | 1 |
| STAT 305 | R for Statistics III | 1 |
| STAT 333 | Applied Regression Analysis | 3 |
| STAT 340 | Data Science Modeling II | 4 |
| STAT 349 | Introduction to Time Series | 3 |
| STAT 351 | Introductory Nonparametric Statistics | 3 |
| STAT 405 | Data Science Computing Project | 3 |
| STAT 436 | Statistical Data Visualization | 3 |
| STAT 411 | An Introduction to Sample Survey Theory and Methods | 3 |
| STAT 421 | Applied Categorical Data Analysis | 3 |
| STAT 424 | Statistical Experimental Design | 3 |
| STAT 433 | Data Science with R | 3 |
| STAT 443 | Classification and Regression Trees | 3 |
| STAT 451 | Introduction to Machine Learning and Statistical Pattern Classification | 3 |
| STAT 453 | Introduction to Deep Learning and Generative Models | 3 |
| STAT 456 | Applied Multivariate Analysis | 3 |
| STAT 461 | Financial Statistics | 3 |
| STAT/COMP SCI 471 | Introduction to Computational Statistics | 3 |
| STAT 479 | Special Topics in Statistics | 1-3 |
| STAT/B M I 542 | Introduction to Clinical Trials I | 3 |
| STAT/F&W ECOL 572 | Statistical Methods for Bioscience II | 4 |
| STAT 575 | Statistical Methods for Spatial Data | 3 |
| STAT/B M I 620 | Statistics in Human Genetics | 3 |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | 3 |
| STAT/B M I 642 | Statistical Methods for Epidemiology | 3 |
| STAT/B M I 643 | Clinical Trial Design, Implementation, and Analysis | 3 |
| STAT 679 | Special Topics in Statistics | 1-3 |
| STAT 701 | Applied Time Series Analysis, Forecasting and Control I | 3 |
| STAT/B M I 727 | Theory and Methods of Longitudinal Data Analysis | 3 |
| STAT 732 | Large Sample Theory of Statistical Inference | 3 |
| STAT/B M I 741 | Survival Analysis Theory and Methods | 3 |
| STAT 760 | Multivariate Analysis I | 3 |
| STAT 761 | Decision Trees for Multivariate Analysis | 3 |
| STAT/B M I 768 | Statistical Methods for Medical Image Analysis | 3 |
| STAT 772 | Linear Randomized Algorithms for Data Science | 3 |
| STAT 771 | Computational Statistics | 4 |
| STAT/ECON/GEN BUS 775 | Bayesian Statistics | 3 |
| STAT 780 | Introduction to Quantum Data Science | 3 |
| STAT 801 | Advanced Financial Statistics | 3 |
| STAT/MATH 803 | Experimental Design I | 3 |
| STAT 841 | Nonparametric Statistics and Machine Learning Methods | 3 |
| STAT 849 | Advanced Statistical Methods | 4 |
| STAT/COMP SCI/E C E 861 | Theoretical Foundations of Machine Learning | 3 |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | 3 |
| STAT/E C E/MATH 888 | Topics in Mathematical Data Science | 1-3 |
| STAT 992 | Seminar | 1-3 |
| **List 2: Probability courses (at most one course)** | | |
| STAT/MATH 309 | Introduction to Probability and Mathematical Statistics I | 3 |

| | | |
|---|---|---|
| STAT 311 | Introduction to Theory and Methods of Mathematical Statistics I | 3 |
| STAT/MATH 431 | Introduction to the Theory of Probability | 3 |
| STAT 609 | Mathematical Statistics I | 3 |
| STAT/MATH 709 | Mathematical Statistics I | 4 |
| STAT/MATH 733 | Theory of Probability I | 3 |
| **List 3: Statistical inference courses (at most one course)** | | |
| STAT/MATH 310 | Introduction to Probability and Mathematical Statistics II | 3 |
| STAT 312 | Introduction to Theory and Methods of Mathematical Statistics II | 3 |
| STAT 610 | Introduction to Statistical Inference | 4 |
| STAT/MATH 710 | Mathematical Statistics II | 4 |
| **List 4: Other electives (at most one course)** | | |
| STAT/COMP SCI/ MATH 475 | Introduction to Combinatorics | 3 |
| STAT/COMP SCI/ I SY E/MATH 525 | Linear Optimization | 3 |
| STAT/I SY E/MATH/ OTM 632 | Introduction to Stochastic Processes | 3 |
| STAT/COMP SCI/ I SY E/MATH 726 | Nonlinear Optimization I | 3 |
| STAT/MATH 734 | Theory of Probability II | 3 |
| STAT/MATH 833 | Topics in the Theory of Probability | 3 |
| OR another course approved by the PhD minor advisor. | | |

# STATISTICS, MS

The MS degree program in statistics trains the candidate to become a practicing statistician with a number of options, including:

- Statistics: Applied Statistics, MS (p. 1888)
- Statistics: Biostatistics, MS (p. 1893)
- Statistics: Statistics and Data Science, MS (p. 1897)
- Statistics: Statistics, MS (p. 1902)

In addition, the department is closely involved with the School of Medicine and Public Health Department of Biostatistics and Medical Informatics (https://guide.wisc.edu/graduate/biostatistics-medical-informatics/) and a joint MS Data Science (p. 1881) offered by both the Department of Statistics and Department of Computer Sciences.

The Statistics Department provides extensive computing facilities, both hardware and software, to support instruction and research. Several computers and advanced graphic workstations are available for use in advanced courses enabling students to pursue the latest research directions in statistical computing and graphics. Common statistical packages and libraries are available on a variety of machines.

The department may be consulted for specific career information. Please see each program option for specific information regarding application materials, deadlines, and program requirements.

## ADMISSIONS

# ADMISSIONS

Students apply to the Master of Science in Statistics through one of the named options:

- Applied Statistics (p. 1888)
- Biostatistics (p. 1893)
- Statistics and Data Science
- Statistics (p. 1902)

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Each option within Statistics has different funding policies and opportunities for students. Please see each option for details.

- Statistics: Applied Statistics, MS (p. 1888)
- Statistics: Biostatistics, MS (p. 1893)
- Statistics: Statistics and Data Science, MS (p. 1897)
- Statistics: Statistics, MS (p. 1902)

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |

| | |
|---|---|
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | See Named Options for grade requirements. |
| Assessments and Examinations | See Named Options for policy information. |
| Language Requirements | No language requirements. |

### REQUIRED COURSES

Select a Named Option (https://guide.wisc.edu/graduate/statistics/statistics-ms/#NamedOptions) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the Master of Science in Statistics must select one of the following named options:

View as listView as grid

- **STATISTICS: APPLIED STATISTICS, MS (P. 1888)**
- **STATISTICS: BIOSTATISTICS, MS (P. 1893)**
- **STATISTICS: STATISTICS AND DATA SCIENCE, MS (P. 1897)**
- **STATISTICS: STATISTICS, MS (P. 1902)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Applied Statistics (p. 1888)
- Biostatistics (p. 1893)
- Statistics and Data Science
- Statistics (p. 1902)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Demonstrates understanding of statistical theories, methodologies, and applications as tools in scientific inquiries.
2. Selects and utilizes the most appropriate statistical methodologies and practices.
3. Synthesizes information pertaining to questions in empirical studies.
4. Communicates data concepts and analysis results clearly.
5. Recognizes and applies principles of ethical and professional conduct.

# STATISTICS: APPLIED STATISTICS, MS

This is a named option in the Statistics MS (p. 1887). The Department of Statistics recognizes that many students wish to have significant training within statistics, but apply their knowledge paired with a domain field in which they will utilize their statistical knowledge. This option within the MS Statistics provides the opportunity to do this. It is expected that many students will wish to pursue this program as a double, dual, or joint MS degree (https://grad.wisc.edu/academic-policies/) or also pursue a PhD in their domain field.

The Applied Statistics option is distinct from the other MS statistics options in its interdisciplinary emphasis with domain-specific electives and research/project and its corresponding reduced depth in statistics. Students interested in training with statistical consulting as the primary focus should apply for the MS Statistics: Statistics (p. 1902).

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 2 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants to the MS Statistics: Applied Statistics program may fall into two categories:

1. Joint, double, or dual degree with another program on campus. For applicants who fall in to this category, they may apply either while they are applying to their domain program or once they are on campus. It is strongly advised that applicants indicate their domain program in their statement of interest. For applicants already on campus, please contact admissions@stat.wisc.edu for information on how to apply.
2. Stand-alone program applicants. Prospective students are strongly encouraged to contact prospective faculty advisors before applying. Conversations with faculty from both the statistics department and your domain area of interest can help you identify shared research interests and potential advisors. Recommendation letters from these potential advisors that describe your skills in both statistics and your domain area strengthen your application significantly.
   In your application, your statement of purpose should address why you are applying to the MS Statistics: Applied Statistics option versus the traditional MS Statistics: Statistics option; explain ideas for collaboration within a particular domain field; and name a potential statistics advisor and domain co-advisor who have expressed an interest in advising you.

Applicants to the MS Statistics: Applied Statistics program should have completed the following courses equivalent to the UW-Madison courses:

| Code | Title | Credits |
|---|---|---|
| **Undergraduate Calculus** | | |
| MATH 221 | Calculus and Analytic Geometry 1 | 5 |
| MATH 222 | Calculus and Analytic Geometry 2 | 4 |
| MATH 234 | Calculus--Functions of Several Variables | 4 |
| **Statistics** | | |
| Complete one sequence below | | |
| *Option 1* | | |
| STAT/ F&W ECOL 571 & STAT/ F&W ECOL 572 | Statistical Methods for Bioscience I and Statistical Methods for Bioscience II | |
| *Option 2* | | |
| STAT 301 | Introduction to Statistical Methods | |
| or STAT 324 | Introduction to Statistics for Science and Engineering | |
| or STAT 371 | Introductory Applied Statistics for the Life Sciences | |
| STAT 303 | R for Statistics I | |
| STAT 333 | Applied Regression Analysis | |
| *Option 3* | | |
| POLI SCI 812 & POLI SCI 813 | Introduction to Statistical Methods in Political Science and Multivariable Statistical Inference for Political Research | |
| *Option 4* | | |
| ED PSYCH 760 & ED PSYCH 761 & ED PSYCH 762 | Statistical Methods Applied to Education I and Statistical Methods Applied to Education II and Introduction to the Design of Educational Experiments | |
| *Option 5: or another similar introductory statistics sequence* | | |

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students admitted to the MS Statistics: Applied Statistics option will have the opportunity to apply for teaching assistantships within the Department of Statistics. Students applying to the program by the January 2 deadline will be considered for funding at the time of application. Questions about funding opportunities within the Statistics department should be directed to the graduate program coordinator.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirements | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | n/a |
| Assessments and Examinations | Candidates must complete a project with an emphasis on the integration of statistics and science. A final oral examination is also required upon completion of the coursework and project. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Introductory Mathematical Statistics** | | |
| Complete using one of the following sequences | | 6 |
| STAT/MATH 309 & STAT/MATH 310 | Introduction to Probability and Mathematical Statistics I and Introduction to Probability and Mathematical Statistics II | |
| STAT 311 & STAT 312 | Introduction to Theory and Methods of Mathematical Statistics I and Introduction to Theory and Methods of Mathematical Statistics II | |
| STAT 609 & STAT 610 | Mathematical Statistics I and Introduction to Statistical Inference | |
| Or equivalent one-year sequence | | |
| **Domain Area Electives** | | |
| Students must complete 9 credits of domain coursework, outside the Department of Statistics. Students will need to have a central theme to their domain coursework that can be selected from multiple, related departments. Domain coursework that covers statistical methodology is limited to a maximum of 3 credits. Independent study or internship credits cannot be included in domain coursework. Refer to the "Example Domain Themes and courses" table for examples of course combinations that satisfy this requirement. | | 9 |
| **Statistics Electives** | | |
| Students must complete 6 credits of statistics electives. Refer to the "Statistics Electives Courses" table for courses that satisfy this requirement. Credits from suitable graduate-level quantitative courses taught in other departments (e.g., mathematics) may be substituted, if they do not overlap with introductory mathematical statistics or statistical methods, and with approval from the Director of Graduate Studies. | | 6 |
| **Additional Electives** | | |
| Students must complete 3 credits of additional electives to meet the minimum credit requirement. Students may apply courses from the "Statistics Electives Courses" table to satisfy this requirement, and courses from the "Additional Electives Courses" table for more options. Note: Students cannot apply the same course towards more than one of the category requirements. | | 3 |
| **Applied Experience** | | |
| STAT 678 | Introduction to Statistical Consulting | 3 |
| or STAT 998 | Statistical Consulting | |
| Research or Project (see details below) | | 3 |
| **Total Credits** | | **30** |

### Statistics Electives Courses

| Code | Title | Credits |
|---|---|---|
| STAT/B M I 620 | Statistics in Human Genetics | 3 |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | 3 |
| STAT/B M I 642 | Statistical Methods for Epidemiology | 3 |
| STAT/B M I 643 | Clinical Trial Design, Implementation, and Analysis | 3 |
| STAT 701 | Applied Time Series Analysis, Forecasting and Control I | 3 |
| STAT/COMP SCI/I SY E/MATH 726 | Nonlinear Optimization I | 3 |
| STAT/B M I 727 | Theory and Methods of Longitudinal Data Analysis | 3 |
| STAT 732 | Large Sample Theory of Statistical Inference | 3 |
| STAT/MATH 733 | Theory of Probability I | 3 |
| STAT/MATH 734 | Theory of Probability II | 3 |
| STAT/B M I 741 | Survival Analysis Theory and Methods | 3 |
| STAT 760 | Multivariate Analysis I | 3 |
| STAT 761 | Decision Trees for Multivariate Analysis | 3 |
| STAT/B M I 768 | Statistical Methods for Medical Image Analysis | 3 |
| STAT 771 | Computational Statistics | 4 |
| STAT 772 | Linear Randomized Algorithms for Data Science | 3 |
| STAT/ECON/GEN BUS 775 | Bayesian Statistics | 3 |
| STAT 780 | Introduction to Quantum Data Science | 3 |
| STAT 801 | Advanced Financial Statistics | 3 |
| STAT/MATH 803 | Experimental Design I | 3 |

| | | |
|---|---|---|
| STAT/B M I 828 | Semiparametric Methods in Data Science | 3 |
| STAT/MATH 833 | Topics in the Theory of Probability [1] | 3 |
| STAT 841 | Nonparametric Statistics and Machine Learning Methods | 3 |
| STAT/COMP SCI/ E C E 861 | Theoretical Foundations of Machine Learning | 3 |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | 3 |
| STAT/E C E/ MATH 888 | Topics in Mathematical Data Science [1] | 1-3 |
| STAT 992 | Seminar | 1-3 |

[1] Students may not apply multiple special topics courses with the same topic title towards their degree.

## Additional Electives Courses

| Code | Title | Credits |
|---|---|---|
| STAT 304 | R for Statistics II | 1 |
| STAT 305 | R for Statistics III | 1 |
| STAT 349 | Introduction to Time Series | 3 |
| STAT 351 | Introductory Nonparametric Statistics | 3 |
| STAT 411 | An Introduction to Sample Survey Theory and Methods | 3 |
| STAT 421 | Applied Categorical Data Analysis | 3 |
| STAT 433 | Data Science with R | 3 |
| STAT 443 | Classification and Regression Trees | 3 |
| STAT 451 | Introduction to Machine Learning and Statistical Pattern Classification | 3 |
| STAT 453 | Introduction to Deep Learning and Generative Models | 3 |
| STAT 456 | Applied Multivariate Analysis | 3 |
| STAT 461 | Financial Statistics | 3 |
| STAT/COMP SCI 471 | Introduction to Computational Statistics | 3 |
| STAT/COMP SCI/ MATH 475 | Introduction to Combinatorics | 3 |
| STAT 479 | Special Topics in Statistics [1] | 1-3 |
| STAT/B M I 542 | Introduction to Clinical Trials I | 3 |
| STAT 575 | Statistical Methods for Spatial Data | 3 |

[1] Students may not apply multiple special topics courses with the same topic title towards their degree.

## Additional Elective Courses Requirement: Statistics Courses Numbered 300-599

Courses that cover the same or similar topic at the undergraduate- and graduate-level may both be used towards the MS requirements. If both courses are to be used, the undergraduate level course must be completed first for both courses to be counted. Otherwise, only the graduate level course will be applied.

These combinations include STAT 349 Introduction to Time Series and STAT 701 Applied Time Series Analysis, Forecasting and Control I; STAT 456 Applied Multivariate Analysis and STAT 760 Multivariate Analysis I; STAT 443 Classification and Regression Trees and STAT 761 Decision Trees for Multivariate Analysis; and STAT/COMP SCI 471 Introduction to Computational Statistics and STAT 771 Computational Statistics. This also applies to special topics courses that have similar topics between the undergraduate and graduate level.

## Selecting Program Coursework

All students in the MS Statistics: Applied Statistics (MSAS) option will work directly with their Statistics advisor prior to initial enrollment. Students will also need to work with their Statistics advisor, and their domain co-advisor to select appropriate coursework during their first year of enrollment. This will be done by completing the MSAS course plan form (found in the program handbook). Students are strongly encouraged to have all coursework pre-approved and multiple options of courses, in the case of the domain electives, to ensure that they are able to complete appropriate courses approved by their committee. The course plan will be reviewed by the graduate coordinator prior to requesting the MS warrant to ensure that the correct and approved courses have been completed.

## Example Domain Themes and Courses

- **Ecology**:F&W ECOL/BOTANY/ENVIR ST/ZOOLOGY 516 Conservation Biology, F&W ECOL/ZOOLOGY 660 Climate Change Ecology, ZOOLOGY/BOTANY 725 Ecosystem Concepts
- **Entomology**: ENTOM 450 Basic and Applied Insect Ecology, ENTOM/GENETICS/ZOOLOGY 624 Molecular Ecology, ENTOM 701 Advanced Taxonomy
- **Information**: L I S 615 Systems Analysis and Project Management for Information Professionals L I S 711 Data Management for Information Professionals, L I S 751 Database Design for Information Professionals
- **Plant Breeding and Plant Genetics**: PLANTSCI 501 Principles of Plant Breeding , PLANTSCI 811 Biometrical Procedures in Plant Breeding , PLANTSCI 550 Molecular Approaches for Crop Improvement
- **Plant Pathology**: PL PATH 300 Introduction to Plant Pathology, PL PATH/BOTANY/ENTOM 505 Plant-Microbe Interactions: Molecular and Ecological Aspects, PL PATH 602 Ecology, Epidemiology and Control of Plant Diseases
- **Political Science**: POLI SCI 817 Empirical Methods of Political Inquiry, POLI SCI 818 Maximum Likelihood Estimation, POLI SCI 919 Seminar-Advanced Methodology
- **Population Health**: POP HLTH 795 Principles of Population Health Sciences, POP HLTH 796 Introduction to Health Services Research, POP HLTH/SOC 797 Introduction to Epidemiology, POP HLTH 798 Epidemiologic Methods

## Research or Project: 3 credits

Each student must complete a project that represents an original contribution to applied statistics as the goal of this named option is to train statisticians who will work in a collaborative research environment. Examples of such contributions may include the creation and evaluation of a useful experimental design, the development and/or comparison of statistical methods, or a novel analysis of some interesting data related to their domain area. All students will work directly with their Statistics advisor and domain co-advisor to identify an appropriate project.

The project results are to be presented in a manuscript with emphasis on the integration of statistics and science that is approved by the student's 3-member committee. This requirement will be formalized by enrolling in at least three credits of "Research'' or "Directed Study" (for example, independent study or research courses numbered 699, 799, or 999 in Statistics or in another department).

POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from an undergraduate degree are allowed to transfer toward the degree.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

No credits earned while a University Special student are allowed to transfer toward the degree.

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

Students are required to meet with their advisor near the beginning of each semester to discuss course selection and progress. Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) and Graduate School: Committees (Doctoral/Master's/MFA) (https://policy.wisc.edu/library/UW-1201/) policies.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

If the student is enrolled in a concurrent PhD degree, the student should make application for both the master's and PhD degrees during the semester in which they defend. In other words, the Masters Statistics: Applied Statistics degree should be completed by the semester in which the concurrent PhD degree is completed. It is expected that all enrolled students will complete the program within three years.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://

compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

n/a

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

### PROGRAM RESOURCES

Students in the MS Statistics: Applied Statistics program are encouraged to participate in program-specific professional development events and work directly, one-on-one, with advisors as well. Information about events and resources will be made available to currently enrolled students via email.

# STATISTICS: BIOSTATISTICS, MS

This is a named option in the Statistics MS. (p. 1887)

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 2 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants holding a bachelor's degree with a natural science, social science, or engineering major and strong mathematical background are encouraged to apply for admission to the graduate program in statistics. Applicants are advised to undertake graduate work in statistics only if their undergraduate grades in mathematics were uniformly high.

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students admitted to the MS Statistics: Biostatistics option will have the opportunity to apply for teaching assistantships within the Department of Statistics. Students applying to the program by the January 2 deadline will be considered for funding at the time of application. Questions about funding opportunities within the Statistics department should be directed to the graduate program coordinator.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A grade of B or better must be received in any course used to fulfill the required and elective course requirements. |
| Assessments and Examinations | Students must pass a competency test containing both a written and an oral component, demonstrating that they have the potential to be a practicing statistician. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | 3 |
| STAT 849 | Advanced Statistical Methods | 4 |
| STAT 998 | Statistical Consulting | 3 |
| *Mathematical Statistics I* | | |
| Students must complete one of the following courses for at least 3 credits. | | |
| STAT 609 | Mathematical Statistics I | 3 |
| or STAT/ MATH 709 | Mathematical Statistics I | |
| *Mathematical Statistics II* | | |
| Students must complete one of the following courses for 4 credits. | | |
| STAT 610 | Introduction to Statistical Inference | 4 |
| or STAT/ MATH 710 | Mathematical Statistics II | |
| **Methods** | | |
| Students must complete 3 credits of methods. Refer to the "Methods Courses" table for courses that satisfy this requirement. | | 3 |
| **Biostatistics Elective** | | |
| Students must complete one of the following courses for 3 credits. Note: Students cannot apply the same course towards both the methods requirement and biostatistics elective requirement. | | 3 |
| STAT/B M I 642 | Statistical Methods for Epidemiology | |
| STAT/B M I 727 | Theory and Methods of Longitudinal Data Analysis | |
| STAT/B M I 741 | Survival Analysis Theory and Methods | |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | |
| **Additional Electives** | | |
| Students must complete 7 credits of additional electives to meet the minimum credit requirement. Students may apply biostatistics elective courses and/or courses listed in the "Additional Electives Courses" table to satisfy this requirement. Note: Students cannot apply the same course towards more than one of the category requirements. | | 7 |
| **Total Credits** | | **30** |

## Methods Courses

| Code | Title | Credits |
|---|---|---|
| STAT 351 | Introductory Nonparametric Statistics | 3 |
| STAT 411 | An Introduction to Sample Survey Theory and Methods | 3 |
| STAT 421 | Applied Categorical Data Analysis | 3 |
| STAT 443 | Classification and Regression Trees | 3 |
| STAT 451 | Introduction to Machine Learning and Statistical Pattern Classification | 3 |
| STAT 453 | Introduction to Deep Learning and Generative Models | 3 |
| STAT 456 | Applied Multivariate Analysis | 3 |
| STAT 461 | Financial Statistics | 3 |
| STAT/B M I 542 | Introduction to Clinical Trials I | 3 |
| STAT 575 | Statistical Methods for Spatial Data | 3 |
| STAT/B M I 620 | Statistics in Human Genetics | 3 |
| STAT/B M I 642 | Statistical Methods for Epidemiology | 3 |
| STAT/B M I 643 | Clinical Trial Design, Implementation, and Analysis | 3 |
| STAT/B M I 727 | Theory and Methods of Longitudinal Data Analysis | 3 |
| STAT/B M I 741 | Survival Analysis Theory and Methods | 3 |
| STAT 761 | Decision Trees for Multivariate Analysis | 3 |
| STAT/B M I 768 | Statistical Methods for Medical Image Analysis | 3 |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | 3 |
| STAT/MATH 803 | Experimental Design I | 3 |
| STAT/B M I 828 | Semiparametric Methods in Data Science | 3 |
| STAT 841 | Nonparametric Statistics and Machine Learning Methods | 3 |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | 3 |

## Additional Electives Courses

| Code | Title | Credits |
|---|---|---|
| **Statistics Elective Courses** | | |
| Students may choose to apply up to 7 credits from the following courses. | | |
| STAT/B M I 620 | Statistics in Human Genetics | 3 |
| STAT/B M I 643 | Clinical Trial Design, Implementation, and Analysis | 3 |
| STAT 701 | Applied Time Series Analysis, Forecasting and Control I | 3 |
| STAT/COMP SCI/ I SY E/MATH 726 | Nonlinear Optimization I | 3 |
| STAT 732 | Large Sample Theory of Statistical Inference | 3 |
| STAT/MATH 733 | Theory of Probability I | 3 |
| STAT/MATH 734 | Theory of Probability II | 3 |
| STAT 760 | Multivariate Analysis I | 3 |
| STAT 761 | Decision Trees for Multivariate Analysis | 3 |
| STAT/B M I 768 | Statistical Methods for Medical Image Analysis | 3 |
| STAT 772 | Linear Randomized Algorithms for Data Science | 3 |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | 3 |
| STAT 780 | Introduction to Quantum Data Science | 3 |
| STAT 801 | Advanced Financial Statistics | 3 |
| STAT/MATH 803 | Experimental Design I | 3 |
| STAT/B M I 828 | Semiparametric Methods in Data Science | 3 |
| STAT/MATH 833 | Topics in the Theory of Probability [1] | 3 |
| STAT 841 | Nonparametric Statistics and Machine Learning Methods | 3 |
| STAT/COMP SCI/ E C E 861 | Theoretical Foundations of Machine Learning | 3 |
| STAT/E C E/ MATH 888 | Topics in Mathematical Data Science [1] | 1-3 |
| STAT 992 | Seminar [1] | 1-3 |
| **Statistics Courses Numbered 300-599** | | |
| Students may choose to apply up to 6 credits from the following courses. | | |
| STAT 303 | R for Statistics I | 1 |
| STAT 304 | R for Statistics II | 1 |
| STAT 305 | R for Statistics III | 1 |
| STAT 349 | Introduction to Time Series | 3 |
| STAT 351 | Introductory Nonparametric Statistics | 3 |
| STAT 411 | An Introduction to Sample Survey Theory and Methods | 3 |
| STAT 421 | Applied Categorical Data Analysis | 3 |
| STAT 433 | Data Science with R | 3 |
| STAT 443 | Classification and Regression Trees | 3 |
| STAT 451 | Introduction to Machine Learning and Statistical Pattern Classification | 3 |
| STAT 453 | Introduction to Deep Learning and Generative Models | 3 |
| STAT 456 | Applied Multivariate Analysis | 3 |
| STAT 461 | Financial Statistics | 3 |
| STAT/COMP SCI 471 | Introduction to Computational Statistics | 3 |
| STAT/COMP SCI/ MATH 475 | Introduction to Combinatorics | 3 |
| STAT 479 | Special Topics in Statistics [1] | 1-3 |
| STAT/COMP SCI/ I SY E/MATH 525 | Linear Optimization | 3 |
| STAT 575 | Statistical Methods for Spatial Data | 3 |
| **Non-Departmental Courses** | | |
| Students may choose to apply up to 6 credits of graduate courses outside of Statistics (STAT), chosen in consultation with advisor. | | |
| **Directed Study** | | |

Students may choose to apply up to 6 credits from the following course, chosen in consultation with advisor.

| | | |
|---|---|---|
| STAT 699 | Directed Study | 1-6 |

[1] Students may not apply multiple special topics courses with the same topic title towards their degree.

**Additional Elective Courses Requirement: Statistics Courses Numbered 300-599**

Courses that cover the same or similar topic at the undergraduate- and graduate-level may both be used towards the MS requirements. If both courses are to be used, the undergraduate level course must be completed first for both courses to be counted. Otherwise, only the graduate level course will be applied.

Please note that this policy does not preclude students from taking just the undergraduate or just the graduate version of a topic. These combinations would include STAT 349 and STAT 701; STAT 351 and STAT 809; STAT 456 and STAT 760; STAT 443 and STAT 761; STAT 451 and STAT 615; and STAT/COMP SCI 471 and STAT 771. This will also apply to special topics courses that have similar topics between the undergraduate and graduate level.

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 6 Statistics (STAT) (https://guide.wisc.edu/courses/stat/) credits from a UW–Madison undergraduate degree numbered 600 or above may transfer toward minimum graduate degree credits. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. Transfer credits from other institutions are not accepted.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, up to 14 Statistics (STAT) (https://guide.wisc.edu/courses/stat/) credits completed at UW–Madison while a University Special student in coursework numbered 300 or above are allowed to transfer for the minimum graduate degree credit requirement. Of these credits, those numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation may also transfer for the minimum graduate coursework (50%) requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Three consecutive reviews in which a student fails to meet the minimum criteria for satisfactory progress will result in the student being dropped from the program. Contact the program for more information.

## ADVISOR / COMMITTEE

Students are required to meet with their advisor near the beginning of each semester to discuss course selection and progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The competency test must be passed within six semesters after entering the department.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

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Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

Students pursuing the general statistics and biostatistics options are considered for department financial support and may seek a dual degree if desired.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# STATISTICS: STATISTICS AND DATA SCIENCE, MS

This is a named option (formally documented sub-major) professional program in the Statistics MS (p. 1881). Data science is the study of extracting knowledge from data. Our MS Statistics: Statistics and Data Science option combines a background in statistical theory, methods and practice related to data science with communication skills to train a new generation of leaders who will use data effectively for planning and decision making.

Data science concepts enable students to translate vague questions about complex data into pragmatic analysis steps using statistical thinking. We build from basic methods that compare groups and relate measurements, to more complicated models that depend on the way data are gathered. In practice, planning and decision making involve choices about how to analyze data and communicate findings. These concepts will be grounded at key points with projects that involve real data and/or realistic simulated data.

Students may also be interested in the MS Data Science (https://guide.wisc.edu/graduate/statistics/data-science-ms/#text) professional program, offered by the Department of Statistics in cooperation with Department of Computer Sciences. The MS Data Science program is designed for students who are primarily interested in entering the data science profession, and teaches key computational and statistical skills that may be applied to a variety of industries.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched

the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | February 15 |
| Spring Deadline | October 1 |
| Summer Deadline | This program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Students with questions regarding the programs admission rules and standards should visit our application website (https://stat.wisc.edu/graduate-studies/data-science-option/).

The MS Statistics: Statistics and Data Science program is intended for three types of applicants:

- MS Statistics: Statistics and Data Science for Visiting International Student Program (VISP) students
  - Students from the Visiting International Student Program (Statistics VISP or Math VISP) who have completed some degree requirements at UW-Madison as Visiting International Student Program undergraduates. They may request transfer of up to 14 credits from their Visiting International Student Program coursework.
- MS Statistics: Statistics and Data Science for workforce students
  - Students coming with 5 or more years in the workforce who have worked extensively with data and are seeking a well-rounded training. Some students may be part-time students (6-8 credits per semester) if they remain in the workforce.
- MS Statistics: Statistics and Data Science for other general students
  - Students who have BS degrees or expected to obtain BS degrees prior to the first semester as MS Statistics: Statistics and Data Science students.

## REQUISITES FOR ADMISSION

Applicants admitted to the MS Statistics: Statistics and Data Science program are expected to have courses equivalent to the UW-Madison courses listed below.

| Code | Title | Credits |
|---|---|---|
| **Calculus** | | |
| 3 semesters of calculus: | | |
| MATH 221 | Calculus and Analytic Geometry 1 | 5 |
| MATH 222 | Calculus and Analytic Geometry 2 | 4 |
| MATH 234 | Calculus--Functions of Several Variables | 4 |
| **Linear Algebra** | | |
| MATH 340 | Elementary Matrix and Linear Algebra | 3 |
| or MATH 345 | Linear Algebra and Optimization | |
| **Highly Recommended** | | |
| STAT 303 | R for Statistics I | 1 |
| STAT 304 | R for Statistics II | 1 |
| STAT/MATH 309 | Introduction to Probability and Mathematical Statistics I | 3 |
| STAT/MATH 310 | Introduction to Probability and Mathematical Statistics II | 3 |
| MATH 421 | The Theory of Single Variable Calculus (or another advanced analysis course) | 3 |

# FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students enrolled in this program are not eligible to receive tuition remission from graduate assistantship appointments at this institution.

Additional information about funding and scholarships for MS Statistics: Statistics and Data Science is available on the program website (https://stat.wisc.edu/graduate-admissions/data-science-option/).

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | Yes |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students may only have one core course (STAT 601, STAT 610, or STAT 615) with a grade below B. |
| Assessments and Examinations | None. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| STAT 601 | Statistical Methods I [1] | 4 |
| STAT 610 | Introduction to Statistical Inference [1] | 4 |
| STAT 615 | Statistical Learning [1] | 3 |
| **Professional Skills Courses** | | |
| STAT 605 | Data Science Computing Project [1] | 3 |
| STAT 628 | Data Science Practicum [1] | 3 |
| or STAT 678 | Introduction to Statistical Consulting | |
| **Electives** | | |
| Students must complete 13 credits of electives. | | 13 |
| *STAT Courses Numbered 600 or Above* | | |
| At least 6 credits of STAT courses numbered 600 or above including the following: | | |
| STAT 606 | Computing in Data Science and Statistics (At least 6 credits of STAT courses numbered 600 or above including the following:) | |
| STAT 609 | Mathematical Statistics I | |
| STAT/B M I 620 | Statistics in Human Genetics | |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | |
| STAT/B M I 642 | Statistical Methods for Epidemiology | |
| STAT 679 | Special Topics in Statistics (may be repeated with different topic titles) | |
| STAT 701 | Applied Time Series Analysis, Forecasting and Control I | |
| STAT/MATH 709 | Mathematical Statistics I | |
| STAT/MATH 710 | Mathematical Statistics II | |
| STAT 732 | Large Sample Theory of Statistical Inference | |
| STAT/B M I 741 | Survival Analysis Theory and Methods | |
| STAT 760 | Multivariate Analysis I | |
| STAT 761 | Decision Trees for Multivariate Analysis | |
| STAT/B M I 768 | Statistical Methods for Medical Image Analysis | |
| STAT 771 | Computational Statistics | |
| STAT 772 | Linear Randomized Algorithms for Data Science | |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | |
| STAT/MATH 803 | Experimental Design I | |
| STAT 841 | Nonparametric Statistics and Machine Learning Methods | |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | |
| STAT 992 | Seminar | |
| *STAT Courses Numbered 300-599* | | |
| Students may count up to 3 credits of STAT electives numbered 300-599 including: | | |
| STAT 303 | R for Statistics I | |
| STAT 304 | R for Statistics II | |
| STAT 305 | R for Statistics III | |
| STAT 349 | Introduction to Time Series | |
| STAT 351 | Introductory Nonparametric Statistics | |
| STAT 405 | Data Science Computing Project | |
| STAT 411 | An Introduction to Sample Survey Theory and Methods | |
| STAT 421 | Applied Categorical Data Analysis | |
| STAT 433 | Data Science with R | |
| STAT 436 | Statistical Data Visualization | |
| STAT 443 | Classification and Regression Trees | |
| STAT 451 | Introduction to Machine Learning and Statistical Pattern Classification | |
| STAT 453 | Introduction to Deep Learning and Generative Models | |
| STAT 456 | Applied Multivariate Analysis | |
| STAT 461 | Financial Statistics | |
| STAT/ COMP SCI 471 | Introduction to Computational Statistics | |
| STAT 479 | Special Topics in Statistics | |
| STAT 575 | Statistical Methods for Spatial Data | |
| *Non-Departmental Course Numbered 500 or Above* | | |

| | |
|---|---|
| Students may count up to 1 elective course (up to 4 credits) numbered 500 or above taught outside of STAT with advisor approval from the courses below. Students are not guaranteed a seat in an elective course taught from outside of the Statistics department. They must obtain departmental permission to enroll. | |
| MATH/I SY E/ OTM/STAT 632 | Introduction to Stochastic Processes |
| COMP SCI 540 | Introduction to Artificial Intelligence |
| COMP SCI 577 | Introduction to Algorithms |
| COMP SCI 640 | Introduction to Computer Networks |
| COMP SCI/I SY E/ MATH/STAT 726 | Nonlinear Optimization I |
| *Remaining Electives* | |
| To satisfy the 13-credit elective minimum, students may also apply the following courses: | |
| STAT 303 | R for Statistics I |
| STAT 304 | R for Statistics II |
| STAT 305 | R for Statistics III |
| STAT/ COMP SCI 403 | Internship Course in Comp Sci and Data Science (1 credit maximum allowed) |
| STAT 627 | Professional Skills in Data Science |
| STAT 699 | Directed Study (2 credits maximum allowed) |
| **Total Credits** | **30** |

[1] Students who are able to demonstrate equivalent prior coursework may request to substitute required course with a Statistics-taught course numbered 600 or above with advisor approval. Substitutions are not guaranteed and will be reviewed on a case-by-case basis.

### Graduate and Undergraduate Courses with Similar Topics

Courses that cover the same or similar topic at the undergraduate- and graduate-level may both be used to fulfill the MS in Statistics and Data Science requirements, but if both courses are to be used, the undergraduate level course must be completed first. Note that this policy does not preclude students from taking just the undergraduate or just the graduate version of a topic. These combinations would include STAT 349 and STAT 701, STAT 405 and STAT 605, STAT 411 and STAT 732, STAT 456 and STAT 760, STAT 443 and STAT 761, STAT 451 and STAT 615, and STAT/ COMP SCI 471 and STAT 771. This will also apply to special topics courses that have similar topics between the undergraduate and graduate level.

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions toward the graduate degree credit and graduate coursework (50%) requirements. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 7 credits from a UW–Madison undergraduate degree are allowed to transfer toward the minimum graduate degree credit requirement. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements. This program does not accept undergraduate credits from other institutions.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, up to 14 Statistics (STAT (https://guide.wisc.edu/courses/stat/)) credits completed at UW–Madison while a University Special student numbered 300 or above are allowed to transfer toward the minimum graduate degree credit requirement. Of these credits, those numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation may also transfer toward the minimum graduate coursework (50%) requirement. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Students are required to follow all of the requirements listed in the program handbook (https://stat.wisc.edu/graduate-studies/data-science-option/) for maintaining satisfactory academic program. In particular, students must maintain a 3.0 GPA and have a minimum grade of B for any course used to satisfy program requirements. Students who do not make satisfactory academic progress for multiple semesters may be dismissed from the program.

## ADVISOR / COMMITTEE

Students are required to communicate with their advisor near the beginning of each semester to discuss course selection and progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students are expected to complete the program in 2 semesters (if coming from the Statistics Visiting International Student Program program) or

3-4 semesters. Students who wish to pursue the program part time must receive permission from the program chair.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
   b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
   c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

Not applicable.

# PROFESSIONAL DEVELOPMENT

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### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## PROGRAM RESOURCES

Students in the Statistics: Statistics and Data Science, MS program are encouraged to participate in program-specific professional development events and work directly, one-on-one, with advisors as well. Information about events and resources will be made available to currently enrolled students via email.

# STATISTICS: STATISTICS, MS

This is a named option within the Statistics MS. (https://stat.wisc.edu/graduate-admissions/ms-program/) Find information about the traditional Statistics MS program requirements and policies here.

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | January 2 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants holding a bachelor's degree with a natural science, social science, or engineering major and strong mathematical background are encouraged to apply for admission to the graduate program in statistics. Applicants are advised to undertake graduate work in statistics only if their undergraduate grades in mathematics were uniformly high.

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM INFORMATION

Students admitted to the MS Statistics: Statistics option will have the opportunity to apply for teaching assistantships within the Department of Statistics. Students applying to the program by the January 2 deadline will be considered for funding at the time of application. Questions about funding opportunities within the Statistics department should be directed to the graduate program coordinator.

## REQUIREMENTS

## MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

## NAMED OPTION REQUIREMENTS

### MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |

| | |
|---|---|
| Other Grade Requirements | A grade of B or better must be received in any course used to fulfill the required and elective course requirements. |
| Assessments and Examinations | Students must pass a competency test containing both a written and an oral component, demonstrating that they have the potential to be a practicing statistician. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| STAT 849 | Advanced Statistical Methods | 4 |
| STAT 998 | Statistical Consulting | 3 |
| *Mathematical Statistics I* | | |
| Students must complete one of the following courses for at least 3 credits. | | |
| STAT 609 | Mathematical Statistics I | 3 |
| or STAT/MATH 709 | Mathematical Statistics I | |
| *Mathematical Statistics II* | | |
| Students must complete one of the following courses for 4 credits. | | |
| STAT 610 | Introduction to Statistical Inference | 4 |
| or STAT/MATH 710 | Mathematical Statistics II | |
| **Methods** | | |
| Students must complete 3 credits of methods. Refer to the "Methods Courses" table for courses that satisfy this requirement. | | 3 |
| **Statistics Electives** | | |
| Students must complete 6 credits of statistics electives. Refer to the "Statistics Electives Courses" table for courses that satisfy this requirement. Students cannot apply the same course towards both the methods requirement and statistics electives requirement. | | 6 |
| **Additional Electives** | | |
| Students must complete 7 credits of additional electives to meet the minimum credit requirement. Students may apply courses from the "Statistics Electives Courses" table to satisfy this requirement. Refer to the "Additional Electives Courses" table for more course options. Note: Students cannot apply the same course towards more than one of the category requirements. | | 7 |
| **Total Credits** | | **30** |

### Methods Courses

| Code | Title | Credits |
|---|---|---|
| STAT 351 | Introductory Nonparametric Statistics | 3 |
| STAT 411 | An Introduction to Sample Survey Theory and Methods | 3 |
| STAT 421 | Applied Categorical Data Analysis | 3 |
| STAT 443 | Classification and Regression Trees | 3 |
| STAT 451 | Introduction to Machine Learning and Statistical Pattern Classification | 3 |
| STAT 453 | Introduction to Deep Learning and Generative Models | 3 |
| STAT 456 | Applied Multivariate Analysis | 3 |
| STAT 461 | Financial Statistics | 3 |
| STAT/B M I 542 | Introduction to Clinical Trials I | 3 |
| STAT 575 | Statistical Methods for Spatial Data | 3 |
| STAT/B M I 620 | Statistics in Human Genetics | 3 |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | 3 |
| STAT/B M I 642 | Statistical Methods for Epidemiology | 3 |
| STAT/B M I 643 | Clinical Trial Design, Implementation, and Analysis | 3 |
| STAT/B M I 727 | Theory and Methods of Longitudinal Data Analysis | 3 |
| STAT/B M I 741 | Survival Analysis Theory and Methods | 3 |
| STAT 761 | Decision Trees for Multivariate Analysis | 3 |
| STAT/B M I 768 | Statistical Methods for Medical Image Analysis | 3 |
| STAT/ECON/GEN BUS 775 | Bayesian Statistics | 3 |
| STAT/MATH 803 | Experimental Design I | 3 |
| STAT/B M I 828 | Semiparametric Methods in Data Science | 3 |
| STAT 841 | Nonparametric Statistics and Machine Learning Methods | 3 |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | 3 |

### Statistics Electives Courses

| Code | Title | Credits |
|---|---|---|
| STAT/B M I 620 | Statistics in Human Genetics | 3 |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | 3 |
| STAT/B M I 642 | Statistical Methods for Epidemiology | 3 |
| STAT/B M I 643 | Clinical Trial Design, Implementation, and Analysis | 3 |
| STAT 701 | Applied Time Series Analysis, Forecasting and Control I | 3 |
| STAT/COMP SCI/I SY E/MATH 726 | Nonlinear Optimization I | 3 |
| STAT/B M I 727 | Theory and Methods of Longitudinal Data Analysis | 3 |
| STAT 732 | Large Sample Theory of Statistical Inference | 3 |
| STAT/MATH 733 | Theory of Probability I | 3 |
| STAT/MATH 734 | Theory of Probability II | 3 |
| STAT/B M I 741 | Survival Analysis Theory and Methods | 3 |
| STAT 760 | Multivariate Analysis I | 3 |
| STAT 761 | Decision Trees for Multivariate Analysis | 3 |
| STAT/B M I 768 | Statistical Methods for Medical Image Analysis | 3 |

| | | |
|---|---|---|
| STAT 772 | Linear Randomized Algorithms for Data Science | 3 |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | 3 |
| STAT 780 | Introduction to Quantum Data Science | 3 |
| STAT 801 | Advanced Financial Statistics | 3 |
| STAT/MATH 803 | Experimental Design I | 3 |
| STAT/B M I 828 | Semiparametric Methods in Data Science | 3 |
| STAT/MATH 833 | Topics in the Theory of Probability [1] | 3 |
| STAT 841 | Nonparametric Statistics and Machine Learning Methods | 3 |
| STAT/COMP SCI/ E C E 861 | Theoretical Foundations of Machine Learning | 3 |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | 3 |
| STAT/E C E/ MATH 888 | Topics in Mathematical Data Science [1] | 1-3 |
| STAT 992 | Seminar [1] | 1-3 |

[1] Students may not apply multiple special topics courses with the same topic title towards their degree.

### Additional Electives Courses

| Code | Title | Credits |
|---|---|---|
| **Statistics Courses Numbered 300-599** | | |
| Students may choose to apply up to 6 credits from the following courses. | | |
| STAT 303 | R for Statistics I | 1 |
| STAT 304 | R for Statistics II | 1 |
| STAT 305 | R for Statistics III | 1 |
| STAT 349 | Introduction to Time Series | 3 |
| STAT 351 | Introductory Nonparametric Statistics | 3 |
| STAT 411 | An Introduction to Sample Survey Theory and Methods | 3 |
| STAT 421 | Applied Categorical Data Analysis | 3 |
| STAT 433 | Data Science with R | 3 |
| STAT 443 | Classification and Regression Trees | 3 |
| STAT 451 | Introduction to Machine Learning and Statistical Pattern Classification | 3 |
| STAT 453 | Introduction to Deep Learning and Generative Models | 3 |
| STAT 456 | Applied Multivariate Analysis | 3 |
| STAT 461 | Financial Statistics | 3 |
| STAT/COMP SCI 471 | Introduction to Computational Statistics | 3 |
| STAT/COMP SCI/ MATH 475 | Introduction to Combinatorics | 3 |
| STAT 479 | Special Topics in Statistics [1] | 1-3 |
| STAT/COMP SCI/ I SY E/MATH 525 | Linear Optimization | 3 |
| STAT 575 | Statistical Methods for Spatial Data | 3 |
| **Non-Departmental Courses** | | |
| Students may choose to apply up to 6 credits of graduate courses outside of Statistics (STAT), chosen in consultation with advisor. | | |
| **Directed Study** | | |
| Students may choose to apply up to 6 credits from the following course, chosen in consultation with advisor. | | |
| STAT 699 | Directed Study | 1-6 |

[1] Students may not apply multiple special topics courses with the same topic title towards their degree.

### Additional Elective Courses Requirement: Statistics Courses Numbered 300-599

Courses that cover the same or similar topic at the undergraduate- and graduate-level may both be used towards the MS requirements. If both courses are to be used, the undergraduate level course must be completed first for both courses to be counted. Otherwise, only the graduate level course will be counted.

Please note that this policy does not preclude students from taking just the undergraduate or just the graduate version of a topic. These combinations would include STAT 349 and STAT 701; STAT 456 and STAT 760; STAT 443 and STAT 761; STAT 451 and STAT 615; and STAT/ COMP SCI 471 and STAT 771. This will also apply to special topics courses that have similar topics between the undergraduate and graduate level.

## POLICIES

# GRADUATE SCHOOL POLICIES

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# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 6 Statistics (STAT) (https://guide.wisc.edu/courses/stat/) credits from a UW–Madison undergraduate degree numbered 600 or above may transfer toward minimum graduate degree credits. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements. Transfer credits from other institutions are not accepted.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, up to 14 Statistics (STAT) (https://guide.wisc.edu/courses/stat/) credits completed at UW–Madison while a University Special student numbered 300 or above are allowed to transfer toward the minimum graduate degree credit requirement. Of these credits, those numbered 700 or above or taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation may also transfer for the minimum graduate coursework (50%) requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

## PROBATION

Three consecutive reviews in which a student fails to meet the minimum criteria for satisfactory progress will result in the student being dropped from the program. Contact the program for more information.

## ADVISOR / COMMITTEE

Students are required to meet with their advisor near the beginning of each semester to discuss course selection and progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

The competency test must be passed within six semesters after entering the department.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
   a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.

b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.

4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

Students pursuing the general statistics and biostatistics options are considered for department financial support and may seek a dual degree if desired.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# STATISTICS, PHD

The Department of Statistics offers a rich variety of courses and seminars in almost all branches of statistical theory and applications. The PhD program provides excellent training in the modern theory, methods and applications of statistics and prepares students to become independent researchers. Graduates are prepared for positions in academia, business, or government. The median time to degree is five years.

The PhD program also has an option in biostatistics with slightly different course requirements, but students can freely switch between options after enrollment. The admissions process pools together all applicants to the PhD programs regardless of option, so there is no need to apply to both programs.

The department strives to support students in the PhD program as teaching, research, or project assistants.

The Statistics Department provides extensive computing facilities, both hardware and software, to support instruction and research. Several computers and advanced graphic workstations are available for use in advanced courses enabling students to pursue the latest research directions in statistical computing and graphics. Common statistical packages and libraries are available on a variety of machines.

The department may be consulted for specific career information. See the department website (http://www.stat.wisc.edu/) for application materials and deadlines.

## ADMISSIONS

# ADMISSIONS

Students apply to the PhD in Statistics through one of the named options:

- Biostatistics (p. 1907)
- Statistics (p. 1911)

## FUNDING

# FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

### PROGRAM RESOURCES

Prospective students should see the program website (https://stat.wisc.edu/graduate-studies/phd-program/) for funding information.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

### CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A grade of B or better must be received in any course used to fulfill the required and elective course requirements. |
| Assessments and Examinations | Students must pass the PhD qualifying examination, an oral preliminary examination on a topic selected with the approval of the student's advisor, and a dissertation defense. |
| Language Requirements | No language requirements. |

| | |
|---|---|
| Graduate School Breadth Requirement | See Named Options for policy information. |

### REQUIRED COURSES

Select a Named Option (https://guide.wisc.edu/graduate/statistics/statistics-phd/) for courses required.

## NAMED OPTIONS

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the PhD in Statistics must select one of the following named options:

View as listView as grid

- **STATISTICS: BIOSTATISTICS, PHD (P. 1907)**
- **STATISTICS: STATISTICS, PHD (P. 1911)**

## POLICIES

## POLICIES

Students should refer to one of the named options for policy information:

- Biostatistics (p. 1907)
- Statistics (p. 1911)

## PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

## LEARNING OUTCOMES

1. Articulates research problems, potentials, and limits with respect to the theories, methodologies, and/or applications of statistics.
2. Formulates ideas, concepts, designs, and methods beyond the current boundaries of knowledge within statistics.
3. Creates research that makes a substantive contribution to theoretical and/or applied statistics.
4. Demonstrates breadth in the theories, methodologies, and applications of statistics.
5. Advances contributions of statistics to society.
6. Communicates complex ideas in a clear and understandable manner.
7. Fosters ethical and professional conduct.

# STATISTICS: BIOSTATISTICS, PHD

This is a named option in the Statistics PhD. (https://stat.wisc.edu/graduate-admissions/)

## ADMISSIONS

## ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Individuals holding a bachelor's degree with a natural science, social science, or engineering major and strong mathematical background are encouraged to apply for admission to the graduate program in statistics. Applicants are advised to undertake graduate work in statistics only if their undergraduate grades in mathematics were uniformly high.

## FUNDING

## FUNDING

### GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Students admitted to the PhD Statistics: Biostatistics option will have the opportunity to apply for teaching assistantships within the Department of Statistics. Students applying to the program by the December 1 deadline will be considered for funding at the time of application. Questions about funding opportunities within the Statistics department should be directed to the graduate program coordinator.

# REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required. Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A grade of B or better must be received in any course used to fulfill the required and elective course requirements. |
| Assessments and Examinations | Students must pass the PhD qualifying examination, an oral preliminary examination on a topic selected with the approval of the student's advisor, and a dissertation defense. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | For PhD Statistics: Biostatistics named option students, the breadth requirement is satisfied by:<br>• (1) the biological sciences course and<br>• (2) the collaborative research experience.<br><br>The Graduate School requirement of a doctoral minor or graduate/professional certificate is not required. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | 3 |
| STAT/MATH 709 | Mathematical Statistics I | 4 |
| STAT/MATH 710 | Mathematical Statistics II | 4 |
| STAT 771 | Computational Statistics | 4 |
| STAT 849 | Advanced Statistical Methods | 4 |
| STAT 998 | Statistical Consulting | 3 |
| **Biostatistics Elective** | | |
| Students must complete 6 credits from the following courses. | | 6 |
| STAT/B M I 642 | Statistical Methods for Epidemiology | |
| STAT/B M I 727 | Theory and Methods of Longitudinal Data Analysis | |
| STAT/B M I 741 | Survival Analysis Theory and Methods | |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | |
| **Biological Science Elective** | | |
| Students must complete 3 credits of a biological science elective. Refer to the "Biological Science Electives Courses" table for courses that satisfy this requirement. | | 3 |
| **Statistics Electives** | | |
| Students must complete 6 credits of statistics electives. Refer to the "Statistics Electives Courses" table for courses that satisfy this requirement. Note: Students cannot apply the same course towards the biostatistics elective requirement and statistics elective requirement. | | 6 |
| **Directed Research (Lab Rotation)** | | |
| Students must complete one of the following courses for at least 3 credits to fulfill the lab rotation requirement. Students may register for the subject listing associated with their faculty trainer's department. Refer to the "Directed Research (Lab Rotation)" section for additional requirements. | | 3 |
| STAT 990 | Research | |
| B M I 899 | Pre-dissertator Research | |

| | | |
|---|---|---|
| B M I 990 | Dissertator Research | |
| **Additional Coursework** | | |
| Students must complete 11 credits of additional coursework to meet the minimum credit requirement. Typically, this is earned through a combination of directed research and other elective courses selected in consultation with advisor. | | 11 |
| **Total Credits** | | **51** |

## Biological Science Electives Courses

| Code | Title | Credits |
|---|---|---|
| BIOCHEM 501 | Introduction to Biochemistry | 3 |
| GENETICS 466 | Principles of Genetics | 3 |
| GENETICS 467 | General Genetics 1 | 3 |
| GENETICS 468 | General Genetics 2 | 3 |
| GENETICS/ MD GENET 565 | Human Genetics | 3 |
| GENETICS/ BIOCHEM/ MD GENET 620 | Eukaryotic Molecular Biology | 3 |
| GENETICS/ CHEM 626 | Genomic Science | 2 |
| GENETICS 633 | Population Genetics | 3 |
| GENETICS/ MD GENET 662 | Cancer Genetics | 3 |
| GENETICS/ MD GENET 677 | Advanced Topics in Genetics | 1-3 |
| MICROBIO 303 | Biology of Microorganisms | 3 |
| MICROBIO 450 | Diversity, Ecology and Evolution of Microorganisms | 3 |
| MICROBIO 526 | Physiology of Microorganisms | 3 |
| POP HLTH 750 | Cancer Epidemiology | 2 |
| POP HLTH 752 | Principles of Population Health: Determinants of Health and Health Disparities | 2 |
| POP HLTH 753 | Principles of Population Health: Population Health and Healthcare Systems | 2 |
| POP HLTH 795 | Principles of Population Health Sciences | 1-3 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| POP HLTH 801 | Epidemiology of Infectious Diseases | 2 |
| POP HLTH 805 | Advanced Epidemiology: Causal Inference in Epidemiological Studies | 3 |
| POP HLTH 847 | Cardiovascular Epidemiology | 2 |
| POP HLTH/AN SCI/ GENETICS 849 | Genomic Epidemiology | 2 |
| ZOOLOGY 570 | Cell Biology | 3 |

## Statistics Electives Courses

| Code | Title | Credits |
|---|---|---|
| STAT/B M I 620 | Statistics in Human Genetics | 3 |
| STAT/B M I 642 | Statistical Methods for Epidemiology | 3 |
| STAT/B M I 643 | Clinical Trial Design, Implementation, and Analysis | 3 |
| STAT 701 | Applied Time Series Analysis, Forecasting and Control I | 3 |
| STAT/COMP SCI/ I SY E/MATH 726 | Nonlinear Optimization I | 3 |
| STAT/B M I 727 | Theory and Methods of Longitudinal Data Analysis | 3 |
| STAT 732 | Large Sample Theory of Statistical Inference | 3 |
| STAT/MATH 733 | Theory of Probability I | 3 |
| STAT/MATH 734 | Theory of Probability II | 3 |
| STAT/B M I 741 | Survival Analysis Theory and Methods | 3 |
| STAT 760 | Multivariate Analysis I | 3 |
| STAT 761 | Decision Trees for Multivariate Analysis | 3 |
| STAT/B M I 768 | Statistical Methods for Medical Image Analysis | 3 |
| STAT 772 | Linear Randomized Algorithms for Data Science | 3 |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | 3 |
| STAT 780 | Introduction to Quantum Data Science | 3 |
| STAT 801 | Advanced Financial Statistics | 3 |
| STAT/MATH 803 | Experimental Design I | 3 |
| STAT/B M I 828 | Semiparametric Methods in Data Science | 3 |
| STAT/MATH 833 | Topics in the Theory of Probability [1] | 3 |
| STAT 841 | Nonparametric Statistics and Machine Learning Methods | 3 |
| STAT/COMP SCI/ E C E 861 | Theoretical Foundations of Machine Learning | 3 |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | 3 |
| STAT/E C E/ MATH 888 | Topics in Mathematical Data Science [1] | 1-3 |
| STAT 992 | Seminar [1] | 1-3 |
| MATH 521 | Analysis I | 3 |

[1] Students may not apply multiple special topics courses with the same topic title towards their degree.

## Directed Research (Lab Rotation)

Students must complete interdisciplinary collaborative research under the supervision of a faculty trainer. To satisfy this requirement, students register for at least 3 credits of research and rotate in various faculty trainer labs. Students enroll in the research course corresponding to their faculty trainer's department.

Students should be aware of the following:

- Lab rotations should be completed during the **first three years of the program**;
- Lab rotations need to be established at the **beginning of the semester** and;

- Students must give a **presentation** of their research at the **end of the same semester**.

# POLICIES

## GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

## NAMED OPTION-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

#### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 6 Statistics (STAT) (https://guide.wisc.edu/courses/stat/) credits from a UW–Madison undergraduate degree numbered 600 or above may transfer toward minimum graduate degree credits. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. Transfer credits from other institutions are not accepted.

#### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

#### Credits Earned as a University Special Student at UW–Madison

With program approval, up to 15 Statistics (STAT) (https://guide.wisc.edu/courses/stat/) credits completed at UW–Madison while a University Special student numbered 300 or above are allowed to transfer toward the minimum graduate degree credit requirement. Of these credits, those numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation may also transfer toward the minimum graduate coursework (50%) requirement. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

### PROBATION

Three consecutive reviews in which a student fails to meet the minimum criteria for satisfactory progress will result in the student being dropped from the program. Contact the program for more information.

### ADVISOR / COMMITTEE

Students are required to meet with their advisor near the beginning of each semester to discuss course selection and progress.

### CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

### TIME LIMITS

Students must pass the PhD qualifying examination within six semesters from the first fall semester of registration as a graduate student in the department. Students who complete a master's in the department and then are admitted to the PhD program must pass the PhD qualifying examination within four semesters after entering the PhD program.

### GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
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Issues such as the following cannot be appealed using this process:

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- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

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1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

## OTHER

Students pursuing the general statistics and biostatistics options are considered for department financial support and may seek a dual degree if desired.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# STATISTICS: STATISTICS, PHD

This is a named option within the Statistics PhD. (https://stat.wisc.edu/graduate-admissions/) Find information about the traditional Statistics PhD program requirements and policies here.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | The program does not admit in the spring. |
| Summer Deadline | The program does not admit in the summer. |
| GRE (Graduate Record Examinations) | Not Required. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Applicants holding a bachelor's degree with a natural science, social science, or engineering major and strong mathematical background are encouraged to apply for admission to the graduate program in statistics. Applicants are advised to undertake graduate work in statistics only if their undergraduate grades in mathematics were uniformly high.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM INFORMATION

Students admitted to the PhD Statistics: Statistics option will have the opportunity to apply for teaching assistantships within the Department of Statistics. Students applying to the program by the December 1 deadline will be considered for funding at the time of application. Questions about funding opportunities within the Statistics department should be directed to the graduate program coordinator.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# NAMED OPTION REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | A grade of B or better must be received in any course used to fulfill the required and elective course requirements. |
| Assessments and Examinations | Students must pass the PhD qualifying examination, an oral preliminary examination on a topic selected with the approval of the student's advisor, and a dissertation defense. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | Statistics doctoral students are not required to complete a minor or graduate/professional certificate by the Graduate School. The program does require students to meet the breadth requirement (https://policy.wisc.edu/library/UW-1200 (https://policy.wisc.edu/library/UW-1200/)) for a minimum of 9 credits in one of three ways:<br>• Complete an Option A (external) minor<br>• Complete an Option B (distributed) minor consisting of at least 3 credits outside the Department of Statistics<br>• Complete a Graduate/Professional Certificate<br><br>Courses or credits applied towards the breadth requirement cannot also be applied to core, methods, or elective categories below.<br><br>See the program website (https://stat.wisc.edu/graduate-studies/phd-program (https://stat.wisc.edu/graduate-studies/phd-program/)/) for more details. |

## REQUIRED COURSES

| Code | Title | Credits |
|---|---|---|
| **Core** | | |
| Students must complete the following courses. | | |
| STAT/MATH 709 | Mathematical Statistics I | 4 |
| STAT/MATH 710 | Mathematical Statistics II | 4 |
| STAT 771 | Computational Statistics | 4 |
| STAT 849 | Advanced Statistical Methods | 4 |
| STAT 998 | Statistical Consulting | 3 |
| **Methods** | | |

| | | |
|---|---|---|
| Students must complete 3 credits of methods. Refer to the "Methods Courses" table for courses that satisfy this requirement. | | 3 |
| **Statistics Electives** | | |
| Students must complete 9 credits of statistics electives. Refer to the "Statistics Electives Courses" table for courses that satisfy this requirement. Note: Students cannot apply the same course towards both the methods requirement and statistics electives requirement. | | 9 |
| **Breadth** | | **9** |
| **Additional Coursework** | | |
| Students must complete 11 credits of additional coursework to meet the minimum credit requirement. Typically, this is earned through a combination of directed research (course listed below) and other elective courses selected in consultation with advisor. | | 11 |
| STAT 990 | Research | |
| **Total Credits** | | **51** |

### Methods Courses

| Code | Title | Credits |
|---|---|---|
| STAT/B M I 620 | Statistics in Human Genetics | 3 |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | 3 |
| STAT/B M I 642 | Statistical Methods for Epidemiology | 3 |
| STAT/B M I 643 | Clinical Trial Design, Implementation, and Analysis | 3 |
| STAT 701 | Applied Time Series Analysis, Forecasting and Control I | 3 |
| STAT/B M I 727 | Theory and Methods of Longitudinal Data Analysis | 3 |
| STAT/B M I 741 | Survival Analysis Theory and Methods | 3 |
| STAT 761 | Decision Trees for Multivariate Analysis | 3 |
| STAT/B M I 768 | Statistical Methods for Medical Image Analysis | 3 |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | 3 |
| STAT 801 | Advanced Financial Statistics | 3 |
| STAT/MATH 803 | Experimental Design I | 3 |
| STAT/B M I 828 | Semiparametric Methods in Data Science | 3 |
| STAT 841 | Nonparametric Statistics and Machine Learning Methods | 3 |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | 3 |

### Statistics Electives Courses

| Code | Title | Credits |
|---|---|---|
| STAT/B M I 620 | Statistics in Human Genetics | 3 |
| STAT/B M I 641 | Statistical Methods for Clinical Trials | 3 |
| STAT/B M I 642 | Statistical Methods for Epidemiology | 3 |
| STAT/B M I 643 | Clinical Trial Design, Implementation, and Analysis | 3 |
| STAT 701 | Applied Time Series Analysis, Forecasting and Control I | 3 |
| STAT/COMP SCI/ I SY E/MATH 726 | Nonlinear Optimization I | 3 |
| STAT/B M I 727 | Theory and Methods of Longitudinal Data Analysis | 3 |
| STAT 732 | Large Sample Theory of Statistical Inference | 3 |
| STAT/MATH 733 | Theory of Probability I | 3 |
| STAT/MATH 734 | Theory of Probability II | 3 |
| STAT/B M I 741 | Survival Analysis Theory and Methods | 3 |
| STAT 760 | Multivariate Analysis I | 3 |
| STAT 761 | Decision Trees for Multivariate Analysis | 3 |
| STAT/B M I 768 | Statistical Methods for Medical Image Analysis | 3 |
| STAT 772 | Linear Randomized Algorithms for Data Science | 3 |
| STAT/ECON/ GEN BUS 775 | Bayesian Statistics | 3 |
| STAT 780 | Introduction to Quantum Data Science | 3 |
| STAT 801 | Advanced Financial Statistics | 3 |
| STAT/MATH 803 | Experimental Design I | 3 |
| STAT/B M I 828 | Semiparametric Methods in Data Science | 3 |
| STAT/MATH 833 | Topics in the Theory of Probability [1] | 3 |
| STAT 841 | Nonparametric Statistics and Machine Learning Methods | 3 |
| STAT/COMP SCI/ E C E 861 | Theoretical Foundations of Machine Learning | 3 |
| STAT/B M I 877 | Statistical Methods for Molecular Biology | 3 |
| STAT/E C E/ MATH 888 | Topics in Mathematical Data Science [1] | 1-3 |
| STAT 992 | Seminar [1] | 1-3 |
| MATH 521 | Analysis I | 3 |

[1] Students may not apply multiple special topics courses with the same topic title towards their degree.

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# NAMED OPTION-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, up to 6 Statistics (STAT) (https://guide.wisc.edu/courses/stat/) credits from a UW–Madison undergraduate degree numbered 600 or above may transfer toward minimum graduate degree credits. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. Transfer credits from other institutions are not accepted.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, up to 15 Statistics (STAT) (https://guide.wisc.edu/courses/stat/) credits completed at UW–Madison while a University Special student numbered 300 or above are allowed to transfer toward the minimum graduate degree credit requirement. Of these credits, those numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation may also transfer toward the minimum graduate coursework (50%) requirement. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

## PROBATION

Three consecutive reviews in which a student fails to meet the minimum criteria for satisfactory progress will result in the student being dropped from the program. Contact the program for more information.

## ADVISOR / COMMITTEE

Students are required to meet with their advisor near the beginning of each semester to discuss course selection and progress.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Students must pass the PhD qualifying examination within six semesters from the first fall semester of registration as a graduate student in the department. Students who complete a master's in the department and then are admitted to the PhD program must pass the PhD qualifying examination within four semesters after entering the PhD program.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

## L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (https://kb.wisc.edu/ls/22258/).
- Incidents of bias or hate, hostile and intimidating behavior (https://hr.wisc.edu/hib/), or discrimination (Title IX (https://compliance.wisc.edu/titleix/), Office of Compliance (https://compliance.wisc.edu/eo-complaint/formal-investigations/)). Direct these to the linked campus offices appropriate for the incident(s).

### Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
    a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
    b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
    c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/) (see: Graduate School Appeal Process).

### OTHER

Students pursuing the general statistics and biostatistics options are considered for department financial support and may seek a dual degree if desired.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

# VETERINARY MEDICINE - SCHOOL-WIDE

## DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/PROFESSIONAL CERTIFICATES

# DEGREES/MAJORS, DOCTORAL MINORS, GRADUATE/ PROFESSIONAL CERTIFICATES


- Comparative Biomedical Sciences, MS (p. 1915)
- Comparative Biomedical Sciences, PhD (p. 1919)


# COMPARATIVE BIOMEDICAL SCIENCES, MS

The Comparative Biomedical Sciences (CBMS) graduate program emphasizes an integrated approach to contemporary biology that combines molecular and cellular techniques with the analysis of complex whole animal systems. Faculty provide exceptional graduate and undergraduate interdisciplinary research training opportunities in core areas of animal and human health including immunology, molecular and cellular biology, physiology, neuroscience, genomics, oncology, virology, medical technology, infectious diseases and toxicology and pharmacology. They also contribute extensive public services, both nationally and internationally, within related faculty disciplines.

The graduate program serves as a focal point for graduate research training in the School of Veterinary Medicine (SVM) and is administered by the Department of Pathobiological Sciences. Trainers in CBMS have their tenure homes in all four departments of the School of Veterinary Medicine as well as in the College of Agricultural and Life Sciences (CALS), the School of Medicine and Public Health (SMPH), the College of Engineering, and the College of Letters & Science. Faculty in the CBMS program also serve in or interface with other campus training programs including bacteriology, biocore, cellular and molecular biology, endocrinology and reproductive physiology, medical microbiology and immunology, molecular and environmental toxicology, and the Primate Center.

Currently, there are over 100 faculty trainers in the Comparative Biomedical Sciences program. Affiliate faculty outside the School of Veterinary Medicine have their tenure homes in the Departments of Anatomy, Animal Sciences, Biochemistry, Dermatology, Entomology, Human Oncology, Medical Microbiology and Immunology, Medicine, Neurosurgery, Ophthalmology and Visual Sciences, Pathology and Laboratory Medicine, Population Health Sciences, Radiology, and Surgery. The program is currently comprised of approximately 55 graduate students, most of whom are pursuing the PhD degree. The program is recognized as a premier research and graduate training program for students with or without a degree in veterinary medicine.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | June 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission is competitive. Applicants must hold a BS, DVM, MS, MA or MD from an accredited institution and have a strong background in biology and chemistry. Applications are judged on the basis of previous academic record, letters of recommendation, and the personal statement. Before admission, most applicants must be accepted by an eligible program faculty member who agrees to serve as the major professor. A limited number of applicants may be offered rotations.

Historically, most admitted applicants start in the fall semester.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Most graduate students receive financial support through fellowships, research assistantships through their major professor, and/or National Research Service Awards. Faculty in the program are PIs for Training Grants (Parasitology and Vector Biology Training Program, Comparative Biomedical Sciences Research Training for Veterinarians, and Research Training for Veterinary Medical Students) for which students with the appropriate background and credentials may compete.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 30 credits |
| Minimum Residence Credit Requirement | 16 credits |
| Minimum Graduate Coursework Requirement | 15 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all coursework. |

| | |
|---|---|
| Assessments and Examinations | After the committee is chosen, the student must submit certification paperwork that details the intended coursework plan, the committee members' names and signatures, a short explanation of why they were chosen and an appended research plan. Certification plans will be reviewed and approved by the program academic committee.<br><br>Students are expected to meet with their committee at least once per year until degree completion.<br><br>Candidates are required to author a thesis based on original work, or, at the option of the major professor and with the approval of the thesis committee, the equivalent in the form of a substantial paper suitable for publication. The thesis or paper must be must be submitted to the student's committee two weeks before the final exam. A final public presentation, followed by an oral exam in front of their committee are required. Official deposit of the thesis with the Graduate School is not required. |
| Language Requirements | No language requirements. |

## REQUIRED COURSES

- 9 didactic credits.
- Master's students must register for two semesters of PATH-BIO 930 Advanced Seminar and present once during their second semester. MS students will take the course as P/S/U (Progress/Satisfactory/Unsatisfactory) if not presenting.
- 19 (minimum) research 990 credits

### Approved and Recommended Courses

The following is a list of core courses taken by many students and recommended courses that are appropriate to specific research areas. These courses are suggestions only. The student and their committee ultimately decide the best coursework plan for each student's specific program, with final approval from the program's academic committee. Students are responsible for determining that the coursework chosen meets the Graduate School's criteria for graduate work.

| Code | Title | Credits |
|---|---|---|
| **Recommended Course** | | |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | 2 |
| Any other science-based ethics course | | |
| **Core Courses** | | |
| These courses are chosen by many students to fulfill their major coursework plan | | |
| GENETICS 466 | Principles of Genetics | 3 |
| BIOCHEM 501 | Introduction to Biochemistry | 3 |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | 3 |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | 3 |
| ZOOLOGY 570 | Cell Biology | 3 |
| PATH 750 | Cellular and Molecular Biology/ Pathology | 2 |
| PATH 751 | Biology of Aging | 2 |
| STAT/F&W ECOL 571 & STAT/ F&W ECOL 572 | Statistical Methods for Bioscience I and Statistical Methods for Bioscience II | 8 |
| **Courses from which Students Build Disciplinary Strength** | | |
| *Epidemiology* | | |
| PATH-BIO 512 | Introduction to Veterinary Epidemiology | 2 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| *Physiology* | | |
| AN SCI/DY SCI 434 | Reproductive Physiology | 3 |
| COMP BIO 551 | Veterinary Physiology A (fall) | 4 |
| COMP BIO 506 | Veterinary Physiology B (spring) | 4 |
| ZOOLOGY 611 | Comparative and Evolutionary Physiology | 3 |
| ZOOLOGY/AN SCI/ OBS&GYN 954 | Seminar in Endocrinology-Reproductive Physiology | 1 |
| *Infectious Disease and Immunology* | | |
| PATH-BIO 510 | Veterinary Immunology | 3 |
| PATH-BIO 514 | Veterinary Parasitology | 3 |
| PATH-BIO 517 | Veterinary Bacteriology and Mycology | 4 |
| PATH-BIO 513 | Veterinary Virology | 2 |
| PATH-BIO/ M M & I 528 | Immunology | 3 |
| PATH-BIO/ M M & I 750 | Host-Parasite Relationships in Vertebrate Viral Disease | 3 |
| *Neuroscience* | | |
| COMP BIO 505 | Veterinary Neuroanatomy and Neurophysiology | 3 |
| ZOOLOGY/ PSYCH 523 | Neurobiology | 3 |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | 4 |
| NTP/NEURODPT/ PSYCH 611 | Systems Neuroscience | 4 |
| *Toxicology and Pharmacology* | | |
| COMP BIO 555 | Veterinary Toxicology | 2 |
| *Oncology* | | |
| ONCOLOGY 675 | Advanced or Special Topics in Cancer Research | 1-3 |
| ONCOLOGY 703 | Carcinogenesis and Tumor Cell Biology | 3 |
| *Virology* | | |
| PATH-BIO 513 | Veterinary Virology | 2 |
| BIOCHEM/ M M & I 575 | Biology of Viruses | 2 |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses | 3 |

| | | |
|---|---|---|
| M M & I/PATH-BIO 750 | Host-Parasite Relationships in Vertebrate Viral Disease | 3 |

# POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer up to 6 credits of advanced graduate coursework from other institutions. These courses may not be used toward the Graduate School's minimum residence credit requirement. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students may transfer up to 6 credits of advanced undergraduate coursework from UW–Madison. These courses must meet the Graduate School's criteria as graduate-level coursework and may not be used toward the 50% graduate coursework requirement unless numbered 700 or above. Credits earned at other institutions do not transfer. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer up to 6 credits of coursework numbered 400 or above taken as a University Special student. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

(Students may transfer up to 6 credits of prior coursework between these categories.)

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students must have an advisor prior to final admission. A thesis committee consisting of three members, the advisor plus one program trainer and one outside member, must be chosen by the end of the first semester. The third member may be a scientist, industry expert, or a member of the faculty from UW-Madison or from another institution.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Certification should be completed by the end of the first semester of enrollment.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: https://grad.wisc.edu/acadpolicy/#grievancesandappeals

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor or Director of Graduate Study to discuss the grievance. The Grievance Advisor or Director of Graduate Study will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/).
3. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

### OTHER

All students must be accepted by a major professor in the Comparative Biomedical Sciences Graduate Program before they can be fully admitted to the program.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry and/or schools of practice in the field of study.
2. Articulates sources and assembles evidence pertaining to questions or challenges in the field of study.
3. Assesses and/or applies methodologies and practices in the field of study.
4. Articulates challenges involved in practicing the field of study, elucidates its leading edges, and delineates its current limits with respect to theory, knowledge, and/or practice.
5. Appreciates the implication of the primary field of study in terms of challenges, trends, and developments in a broader scientific context.
6. Demonstrates abilities to apply knowledge through critical thinking, inquiry, and analysis to solve problems, engage in scholarly work, and/or produce creative products.
7. Evaluates, assesses or refines information resources or an information base within the field.
8. Communicates clearly in styles appropriate to the field of study.
9. Recognizes and applies ethical conduct and professional guidelines.

# COMPARATIVE BIOMEDICAL SCIENCES, PHD

The Comparative Biomedical Sciences (CBMS) graduate program emphasizes an integrated approach to contemporary biology that combines molecular and cellular techniques with the analysis of complex whole animal systems. Faculty provide exceptional graduate and undergraduate interdisciplinary research training opportunities in core areas of animal and human health including immunology, molecular and cellular biology, physiology, neuroscience, genomics, oncology, virology, medical technology, infectious diseases and toxicology and pharmacology. They also contribute extensive public services, both nationally and internationally, within related faculty disciplines.

The graduate program serves as a focal point for graduate research training in the School of Veterinary Medicine (SVM) and is administered by the Department of Pathobiological Sciences. Trainers in CBMS have their tenure homes in all four departments of the School of Veterinary Medicine as well as in the College of Agricultural and Life Sciences (CALS), the School of Medicine and Public Health (SMPH), the College of Engineering, and the College of Letters & Science. Faculty in the CBMS program also serve in or interface with other campus training programs including bacteriology, biocore, cellular and molecular biology, endocrinology and reproductive physiology, medical microbiology and immunology, molecular and environmental toxicology, and the Primate Center.

Currently, there are over 100 faculty trainers in the Comparative Biomedical Sciences program. Affiliate faculty outside the School of Veterinary Medicine have their tenure homes in the Departments of Anatomy, Animal Sciences, Biochemistry, Dermatology, Entomology, Human Oncology, Medical Microbiology and Immunology, Medicine, Neurosurgery, Ophthalmology and Visual Sciences, Pathology and Laboratory Medicine, Population Health Sciences, Radiology, and Surgery. The program is currently comprised of approximately 55 graduate students, most of whom are pursuing the PhD degree. The program is recognized as a premier research and graduate training program for students with or without a degree in veterinary medicine.

## ADMISSIONS

# ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. ***Applicants must meet* the minimum requirements *(https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s).*** Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

| Requirements | Detail |
|---|---|
| Fall Deadline | December 1 |
| Spring Deadline | June 1 |
| Summer Deadline | December 1 |
| GRE (Graduate Record Examinations) | Not required but may be considered if available. |
| English Proficiency Test | Refer to the Graduate School: Minimum Requirements for Admission policy: https://policy.wisc.edu/library/UW-1241 (https://policy.wisc.edu/library/UW-1241/). |
| Other Test(s) (e.g., GMAT, MCAT) | n/a |
| Letters of Recommendation Required | 3 |

Admission is competitive. Applicants must hold a BS, DVM, MS, MA or MD from an accredited institution and have a strong background in biology and chemistry. Applications are judged on the basis of previous academic record, letters of recommendation, and the personal statement. Before admission, most applicants must be accepted by an eligible program faculty member who agrees to serve as the major professor. A limited number of admitted applicants may be offered rotations.

Historically, most admitted applicants start in the fall semester.

## FUNDING

# FUNDING

## GRADUATE SCHOOL RESOURCES

The Bursar's Office provides information about tuition and fees (https://bursar.wisc.edu/tuition-and-fees/) associated with being a graduate student. Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

## PROGRAM RESOURCES

Most graduate students receive financial support through fellowships, research assistantships through their major professor, and/or National Research Service Awards. Faculty in the program are PIs for Training Grants (Parasitology and Vector Biology Training Program, Comparative Biomedical Sciences Research Training for Veterinarians, and Research Training for Veterinary Medical Students) for which students with the appropriate background and credentials may compete.

## REQUIREMENTS

# MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum degree requirements (p. 17) and policies (p. 18), in addition to the program requirements listed below.

# MAJOR REQUIREMENTS

## MODE OF INSTRUCTION

| Face to Face | Evening/ Weekend | Online | Hybrid | Accelerated |
|---|---|---|---|---|
| Yes | No | No | No | No |

### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

## CURRICULAR REQUIREMENTS

| Requirement | Detail |
|---|---|
| Minimum Credit Requirement | 51 credits |
| Minimum Residence Credit Requirement | 32 credits |
| Minimum Graduate Coursework Requirement | 26 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: https://policy.wisc.edu/library/UW-1244 (https://policy.wisc.edu/library/UW-1244/). |
| Overall Graduate GPA Requirement | 3.00 GPA required.<br>Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/). |
| Other Grade Requirements | Students must earn a B or above in all coursework. |

| | |
|---|---|
| Assessments and Examinations | After the committee is chosen, the student must submit certification paperwork that details the intended coursework plan, the committee members' names and signatures, a short explanation of why they were chosen and an appended research plan. Certification plans will be reviewed and approved by the program academic committee.<br><br>Students are expected to meet with their committee at least once per year until degree completion.<br><br>There are two preliminary examinations. The first (A) consists of a take-home exam of questions authored by the student's dissertation committee, followed by an oral exam. The student may retake the exam once if they fail on the first attempt.<br><br>The second preliminary examination (B) requires that the student write their research plan in the form of a major grant application and defend it orally before the committee.<br><br>Candidates must present broad-based evidence of general proficiency in research and the ability to conduct independent investigation as demonstrated in a written dissertation presenting original research. A final public presentation, followed by an oral exam in front of their committee and official deposit of the dissertation with the Graduate School is required. |
| Language Requirements | No language requirements. |
| Graduate School Breadth Requirement | A doctoral minor or graduate/professional certificate is not required but may be completed by students who wish to receive one. The decision to fulfill a minor or certificate should be requested at the time of certification. In general, most minors or certificates require a minimum of 9 didactic credits in a single degree program (e.g., neuroscience, population health, genetics). Focused minors or certificates usually require approval from the related program or department and may involve additional rules or credits. Check with the program in which you have an interest early in the process. |

## REQUIRED COURSES

Choose your coursework in consultation with your major professor. The Graduate School requires a minimum of **32** total credits prior to taking the Comparative Biomedical Sciences prelim B and **51** credits to earn the degree (any combination of didactic or lab courses, seminars and research).

- 20 didactic credits.
- PhD students must register for four semesters of PATH-BIO 930 Advanced Seminar and present twice after the first two semesters. One presentation must be completed prior to passing to dissertator status. The second presentation may take place after reaching dissertator status, but no later than the semester prior to the student's dissertation defense. PhD students will take the course P/S/U (Progress/Satisfactory/Unsatisfactory) unless they are presenting.
- 27 Research 990 credits (minimum, unless you take more didactic or laboratory courses.)

### Approved and Recommended Courses

The following is a list of core courses taken by many students and recommended courses that are appropriate to specific research areas. These courses are suggestions only. The student and their committee ultimately decide the best coursework plan for each student's specific program, with final approval from the program's academic committee. Students are responsible for determining that the coursework chosen meets the Graduate School's criteria for graduate work.

| Code | Title | Credits |
|---|---|---|
| **Recommended Course** | | |
| PATH-BIO/ COMP BIO 812 | Research Ethics and Career Development | 2 |
| Any other science-based ethics course | | |
| **Core Courses** | | |
| These courses are chosen by many students to fulfill their major coursework plan | | |
| GENETICS 466 | Principles of Genetics | 3 |
| BIOCHEM 501 | Introduction to Biochemistry | 3 |
| BIOCHEM/ GENETICS/ MICROBIO 612 | Prokaryotic Molecular Biology | 3 |
| BIOCHEM/ GENETICS/ MD GENET 620 | Eukaryotic Molecular Biology | 3 |
| ZOOLOGY 570 | Cell Biology | 3 |
| PATH 750 | Cellular and Molecular Biology/ Pathology | 2 |
| PATH 751 | Biology of Aging | 2 |
| STAT/F&W ECOL 571 & STAT/ F&W ECOL 572 | Statistical Methods for Bioscience I and Statistical Methods for Bioscience II | 8 |
| **Courses from which Students Build Disciplinary Strength** | | |
| *Epidemiology* | | |
| PATH-BIO 512 | Introduction to Veterinary Epidemiology | 2 |
| POP HLTH/ SOC 797 | Introduction to Epidemiology | 3 |
| *Physiology* | | |
| AN SCI/DY SCI 434 | Reproductive Physiology | 3 |
| COMP BIO 551 | Veterinary Physiology A | 4 |
| COMP BIO 506 | Veterinary Physiology B (spring) | 4 |
| ZOOLOGY 611 | Comparative and Evolutionary Physiology | 3 |
| ZOOLOGY/AN SCI/ OBS&GYN 954 | Seminar in Endocrinology-Reproductive Physiology | 1 |
| *Infectious Disease and Immunology* | | |
| PATH-BIO 510 | Veterinary Immunology | 3 |
| PATH-BIO 513 | Veterinary Virology | 2 |
| PATH-BIO 514 | Veterinary Parasitology | 3 |
| PATH-BIO 517 | Veterinary Bacteriology and Mycology | 4 |

| | | |
|---|---|---|
| PATH-BIO/ M M & I 528 | Immunology | 3 |
| PATH-BIO/ M M & I 750 | Host-Parasite Relationships in Vertebrate Viral Disease | 3 |
| *Neuroscience* | | |
| COMP BIO 505 | Veterinary Neuroanatomy and Neurophysiology | 3 |
| ZOOLOGY/ PSYCH 523 | Neurobiology | 3 |
| NTP/ NEURODPT 610 | Cellular and Molecular Neuroscience | 4 |
| NTP/NEURODPT/ PSYCH 611 | Systems Neuroscience | 4 |
| *Toxiocology and Pharmacology* | | |
| COMP BIO 555 | Veterinary Toxicology | 2 |
| *Oncology* | | |
| ONCOLOGY 675 | Advanced or Special Topics in Cancer Research | 1-3 |
| ONCOLOGY 703 | Carcinogenesis and Tumor Cell Biology | 3 |
| *Virology* | | |
| PATH-BIO 513 | Veterinary Virology | 2 |
| BIOCHEM/ M M & I 575 | Biology of Viruses | 2 |
| ONCOLOGY/ M M & I/ PL PATH 640 | General Virology-Multiplication of Viruses | 3 |
| M M & I/PATH-BIO 750 | Host-Parasite Relationships in Vertebrate Viral Disease | 3 |

## POLICIES

# GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (https://policy.wisc.edu/). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

# MAJOR-SPECIFIC POLICIES

## PRIOR COURSEWORK

### Graduate Credits Earned at Other Institutions

With program approval, students may transfer up to 9 credits of advanced graduate coursework from other institutions. These courses may not be used toward the Graduate School's minimum residence credit requirement. Coursework earned ten or more years prior to admission to the doctoral degree is not allowed to satisfy requirements.

### Undergraduate Credits Earned at Other Institutions or UW-Madison

With program approval, students may transfer up to 7 credits of advanced undergraduate coursework taken at UW–Madison. These courses must meet the Graduate School's criteria as graduate-level coursework and may not be used toward the 50% graduate coursework requirement unless numbered 700 or above. Credits earned at other institutions do not transfer. Coursework earned ten or more years prior to admissions to the doctoral degree is not allowed to satisfy requirements.

### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

### Credits Earned as a University Special Student at UW–Madison

With program approval, students may transfer up to 9 credits of coursework numbered 400 or above taken as a University Special student. These credits would not be allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" designation. Coursework earned ten or more years prior to admission to the doctoral degree is not allowed to satisfy requirements.

(Students may transfer up to the maximum number of credits of prior coursework designated in each category.)

## PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

## ADVISOR / COMMITTEE

All students must have an advisor prior to final admission unless offered a rotation. A dissertation committee consisting of five members, the advisor plus two program trainers and two outside members, must be chosen by the end of the first year. The fifth member may be a scientist, industry expert, or member of the faculty from UW-Madison or from another institution. All committee members of your final oral examination committee will be designated as readers.

## CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (https://policy.wisc.edu/library/UW-1228/) policy.

## TIME LIMITS

Certification should be completed by the end of the first year of enrollment.

Preliminary examination A should be taken by the end of the second year.

Preliminary examination B should be taken by the end of the third year.

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing preliminary examination B may be required to take another preliminary examination to be admitted to candidacy a second time.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

## GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)

- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: https://grad.wisc.edu/acadpolicy/#grievancesandappeals

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3. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

### OTHER

Most students must be accepted by a major professor in the Comparative Biomedical Sciences Graduate Program before they can be fully admitted to the program. Rotations are offered to a limited number of entering students (1–2) in the fall semester.

## PROFESSIONAL DEVELOPMENT

# PROFESSIONAL DEVELOPMENT

### GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

## LEARNING OUTCOMES

# LEARNING OUTCOMES

1. Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry and/or schools of practice in the field of study.
2. Articulates sources and assembles evidence pertaining to questions or challenges in the field of study.
3. Assesses and/or applies methodologies and practices in the field of study.
4. Articulates challenges involved in practicing the field of study, elucidates its leading edges, and delineates its current limits with respect to theory, knowledge, and/or practice.
5. Appreciates the implication of the primary field of study in terms of challenges, trends, and developments in a broader scientific context.
6. Initiates, assembles, arranges and/or reformulates ideas, concepts, designs, and/or techniques in carrying out a project beyond conventional boundaries.
7. Engages diverse cultural, historical or scientific perspectives and articulates how these perspectives contribute to a project, paper or performance.
8. Demonstrates abilities to apply knowledge through critical thinking, inquiry, and analysis to solve problems, engage in scholarly work, and/or produce creative products.
9. Evaluates, assesses or refines information resources or an information base within the field.

10. Communicates clearly in styles appropriate to the field of study.
11. Develops hypothesis, creates research, scholarship or performance that makes a substantive contribution to the field of study.
12. Demonstrates breadth within their learning experiences.
13. Implements methodologies and/or practices to test hypotheses and illustrates the implications of the experimental outcome to the field of study and its relationship to allied fields.
14. Develops new concepts and methodologies and/or identifies new research opportunities.
15. Communicates complex and/or ambiguous ideas clearly.
16. Evaluates the implications of one's own scholarship/research/performance to broader scientific advancement.
17. Recognizes and applies ethical conduct and professional guidelines.
18. Fosters ethical conduct and professional guidelines.

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